



STYLE GUIDE



AALL / STYLE GUIDE

GENERAL STYLE ELEMENTS

STYLE GUIDE/DICTIONARY

- *The Chicago Manual of Style*, 17th edition
- *Merriam Webster's Collegiate Dictionary*

AALL ADDRESS

No abbreviations BUT follow USPS style for publication mastheads and statements of ownership

105 West Adams Street

Suite 3300

Chicago, Illinois 60603

USPS

105 W Adams St Ste 3300

Chicago, IL 60603-6225

AMPERSANDS

Use ampersands for:

- AALL Annual Meeting & Conference
- SIS names
- Employee titles

COMMAS

Use serial commas

No comma after ampersand (&) per CMOS

COPYRIGHT NOTIFICATION

© year by Name

DATES

- June 1, 2016
- June 2016
- Summer 2016

EM DASHES

No spaces on either side

HYPERLINKS/URLS

- All visible hyperlink formatting in stationery and one sheets should be styled in AALL light blue. No underlines or default bright blue.
- Delete the "http://" when it will not affect the link.
- For bit.ly links:
 - AALL2go links: AALL2go[01][16] (month and year of webinar)
 - Spectrum-only links: [MJ][16] keyword (months and year, plus a unique keyword)
 - Annual Meeting Links: Don't miss "name of session" Sunday, July 17 from 2:30 p.m. to 3:30 p.m. For more information visit bit.ly/AALL16DarkWeb (AALL plus year and unique keyword for title of session).

MEETINGS

When listing out AALL meetings for the website or eNews, list as follows:

National Conference on Copyright of State Legal Materials (link)

Friday, December 2, 2016 / 8:00 a.m.-5:00p.m. (EDT)
 Boston University School of Law
 Register (link) by Tuesday, November 2, 2016
 Registration is \$75

NUMERALS

- Spell *one* through *nine*; numerals from 10 on
- Percentages
 - Use “percent” in non-technical contexts
 - Use “%.” in scientific and statistical copy

PHONE / FAX NUMBERS

Use periods as separators; use “*p*” or “*f*” (note italics) only when you need to differentiate between the phone number and fax numbers.

- *p* 312.205.8020
- *f* 312.431.1097

TIME

Always show minutes, lowercase, periods, space after number

- 6:00 a.m., 10:55 p.m.
- In sentence form 4:30 p.m. to 5:30 p.m.

TITLES

Before a name use Title Caps, after a name use lowercase.

- Mark Gediman, director of information services, noted that ...
- AALL President Ronald E. Wheeler Jr.

“/” VERSUS “|”

Use “/” instead of “|” as of the roll out of the new brand

CAPITALIZATION, HYPHENATION, ITALICS, POSSESSIVES, PUNCTUATION & SPELLING

(adj)	adjective	(pl)	plural
(cn)	collective noun	(poss)	possessive
(dict)	dictionary	(sing)	singular
(n)	noun	(v)	verb
(pa)	predicate adjective		

A

American Association of Law Libraries (AALL)

- Always spell out at first mention followed by acronym in parentheses as above, then use acronym
- Association—Use Association for more formal communications
- #aallnet (social media hashtag)

AALL Spectrum—Always put AALL in front and italicize

AALL Annual Meeting & Conference, AALL Annual Meeting

With year:

- 2016 AALL Annual Meeting & Conference

- AALL 2016
- #aall16 (social media hashtag)

B

Blogs—italicize the names of blogs

C

co-worker

D

D.C. (when used as an abbreviation for a postal code)

DC (no periods) when used in sentence form

decision-maker, adj; decision maker, n; decision-making (n)

E

early bird (noun – two words)

early-bird (adj)

ebook

e-discovery

eBriefing (no hyphen)

eCommunications (no hyphen)

eDailies (no hyphen)

emeritus (retired male)

emerita (retired female)

email

eNewsletter (no hyphen)

et al. (always with a period after and a comma before)

eUpdate (no hyphen)

F

face-to-face (n, adj)

firm-wide (company-wide)

frontlines (adj) front lines (n)

federal government (lowercase unless it is used with an official name)

G

H

healthcare (one word)

highly trained (no hyphen for adv.)

I

internet

J

JD (no periods or spaces between)

Jr. (no comma before)

K

KnowItAALL (roman, no italics); abrv: KIA (for internal use only)

L

M

MLS, MLIS

MA

MBA

MS

Midwest – The Midwest, but midwestern, the midwesterner

N

non-billable

nonlibrarians

nonlegal (adj)

nonprofit

O

on-site

P

percent (adj, adv), percentage (n)

PhD

problem-solving

Q

R

S

semiannual

semicolon (place between name; titles; institution; city)

special interest section (SIS), SISs

(pr. n) capitalize—e.g., Government Special Interest Section

(n) lowercase—e.g., AALL has 14 special interest sections

Lambert, Greg

- AALL President [2017-2018]
- glambert@jw.com or glambert@aall.org

T

team building

trade-offs

U

U.S. (with periods); spell out United States (n)

UK (no periods)

V

vice president/president-elect (n)

Vice President/President-Elect (adj)-- Vice President/President-Elect Femi Cadmus

videoconferencing

W

webpage (unlike *CMOS* where it is two words)

website

Wi-Fi

XYZ

AALL FACTS/NOTES**CURRENT BOARD**

President	Emily R. Florio	7/19/2019 to 7/18/2021
Vice president/president-elect	Diane Rodriguez	7/19/2019 to 7/18/2021
Secretary	Mary Jenkins	7/20/2019 to 7/18/2023
Treasurer	Cornell H. Winston	7/19/2019 to 7/18/2022

Past president	Michelle Cosby	7/19/2019 to 7/18/2021
Board member	Susan David deMaine	7/19/2020 to 7/18/2023
Board member	Stacy Etheredge	7/19/2020 to 7/18/2023
Board member	Emily M. Janoski-Haehlen	7/19/2019 to 7/18/2022
Board member	June Hsiao Liebert	7/19/2018 to 7/18/2021
Board member	Karen Selden	7/19/2018 to 7/18/2021
Board member	Jason R. Sowards	7/19/2019 to 7/18/2022
Staff liaison	Vani Ungapen	7/19/2018 to 7/18/2021

21 STANDING COMMITTEES

- AALL/LexisNexis Call for Papers Committee
- Annual Meeting Local Arrangements Committee
- Annual Meeting Program Committee
- Appointments Committee
- Awards Committee
- Bylaws and Resolutions Committee
- Committee on Relations with Information Vendors (CRIV)
- Conference of Newer Law Librarians (CONELL) Committee
- Continuing Professional Education Committee
- Copyright Committee
- Diversity & Inclusion Committee
- Economic Status of Law Librarians Committee
- Executive Board Administration Committee
- Executive Board Executive Committee
- Executive Board Finance & Budget Committee
- Executive Board Strategic Directions Committee
- George A. Strait Scholarship & Fellows Committee
- Government Relations Committee
- Indexing of Periodical Literature Committee
- Leadership Development Committee
- Nominations Committee

12 AWARD JURIES

- AALL/Bloomberg Law Continuing Education Grant Jury
- AALL Spectrum Article of the Year Award Jury
- Annual Meeting Grant Awards Jury
- Annual Meeting Poster Session Award Jury
- Emerging Leader Award Jury
- Excellence in Community Engagement Jury
- Innovations in Technology Award Jury
- Law Library Journal Article of the Year Award Jury
- LexisNexis Research Grant Jury
- New Product Award Jury
- Scholarship Awards Jury
- Volunteer Service Award Jury

15 SPECIAL INTEREST SECTIONS

- Academic Law Libraries SIS
- Black Law Librarians SIS
- Computing Services SIS
- Digitization & Educational Technology SIS
- Foreign, Comparative & International Law SIS
- Government Documents SIS
- Government Law Libraries SIS
- Legal History & Rare Books SIS
- Legal Information Services to the Public SIS
- Library Systems & Resource Discovery SIS
- Private Law Librarians & Information Professionals SIS
- Professional Engagement, Growth & Advancement SIS
- Research Instruction & Patron Services SIS
- Social Responsibilities SIS
- Technical Services SIS

16 CAUCUSES

- Animal Law Caucus
- Asian-American Law Librarians Caucus
- Business & Corporate Research Instruction Caucus
- Conference of Law Library Educators
- Document Delivery Caucus
- Empirical Research Caucus
- Encore Caucus
- Federal Law Librarians Caucus
- Jewish Law Librarians Caucus
- Latino Caucus
- Law Repositories Caucus
- Mindfulness in Law Librarianship Caucus
- Native Peoples Law Caucus
- Publishing Initiatives Caucus
- Research Crits
- Teaching Legal Technology Caucus

CHAPTERS

- 30 local and regional

PUBLICATIONS

- *AALL Spectrum*®
print and online, www.aallnet.org/resources-publications/publications/aall-spectrum/
- *Law Library Journal*®
digital only-enhanced PDF; print subscription for members \$35; nonmember \$125; www.aallnet.org/resources-publications/publications/law-library-journal/
- *Index of Foreign Legal Periodicals (IFLP)*
Index—online only; www.aallnet.org/resources-publications/publications/index-to-foreign-legal-periodicals/
- *AALL Biennial Salary Survey & Organizational Characteristics, AALL Salary Survey, With year: 2017 AALL Biennial Salary Survey & Organizational Characteristics*

www.aallnet.org/careers/salary-survey/

- *The CRIV Sheet*

www.aallnet.org/advocacy/vendor-relations/criv-sheet/

BLOGS

My Communities Blog, community.aallnet.org/browse/blogs

CRIV Blog, crivblog.com