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:
  - 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)
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: Diane Rodriguez 7/19/2019 to 7/18/2022
Vice president/president-elect: Beth Adelman 7/19/2021 to 7/18/2024
Secretary: Mary Jenkins 7/20/2019 to 7/18/2023
Treasurer: Cornell H. Winston 7/19/2019 to 7/18/2022
Past president          Emily R. Florio          7/19/2019 to 7/18/2022
Board member            Susan David deMaine      7/19/2020 to 7/18/2023
Board member            Michelle Hook Dewey      7/19/2021 to 7/18/2024
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            Kristina L. Niedringhaus 7/19/2021 to 7/18/2024
Board member            Jason R. Sowards         7/19/2019 to 7/18/2022
Staff liaison            Vani Ungapen           7/19/2018 to 7/18/2024

22 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
  • State of the Profession Report 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

14 SPECIAL INTEREST SECTIONS

• Academic Law Libraries SIS
• Black Law Librarians SIS
• Computing Services 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

• 29 local and regional

PUBLICATIONS

• AALL Spectrum®

• Law Library Journal®
digital only-enhanced PDF; 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