* **deks:** Add a period to the end of all deks that are complete sentences—and make deks complete sentences whenever possible. Omit the period if the dek is not a complete sentence. Refrain from a combination question headline and dek.
* **headlines:** All words are capitalized except for transitions and articles with three letters or fewer (do not capitalize *the*, *a*, *and*, *but*, *to*; capitalize *Is*, *Then*, *Was*).
* **standard photos:** Photo credit is (Photo: TK), sometimes (Chart: TK) -- never (Image: TK) or (Picture: TK)
* **book covers:** House style on book covers in posts. Caption: Title: Subtitle. (Photo: Publisher). Always default to large size so there isn’t a big white border.

* **corrections:** Add an asterisk after the paragraph that was corrected. All corrections or updates should be appended to the bottom of the story with a date and follow a section break unless one already exists.
* **quotes and attribution:** Use *says* whenever possible for original reporting. Use a source’s last name on second reference without an honorific. Exception: when there are two people of the same name in the same story.
* **city names:** In general give the location of any city on first mention. For U.S. cities identify the state; for foreign cities identify the country (He was born in El Paso, Texas. The museum is located in Glasgow, Scotland.). The following major cities *do not* need to be located: Boston, Chicago, Jerusalem, London, Los Angeles, Mexico City, Moscow, New York City, Paris, Beijing, Rome, San Francisco, Seattle, Shanghai, Tokyo. (However, do give the location for Moscow, Idaho; Paris, Texas; etc.)
* **city inhabitants** (a sampling): Athens (Athenian), Boston (Bostonian), Dublin (Dubliner), Florence (Florentine), Frankfurt (Frankfurter), Hamburg (Hamburger), London (Londoner), Madrid (Madrilenian), Paris (Parisian), Rome (Roman), Stockholm (Stockholmer), Sydney (Sydneysider), Vancouver (Vancouverite), Venice (Venetian), Vienna (Viennese)
* **coast:** Capitalize the word only when referring to specific geographic regions of the United States lying along specific coasts (Atlantic Coast, Gulf Coast, Pacific Coast, East Coast, West Coast). Lowercase coast in subsequent references if standing alone.
* **Deep South:** Avoid using; rephrase as *southern states*
* **Europe:** Capitalize Eastern Europe and Western Europe when referring to the ideological division. In all other cases, lowercase southern, northern, eastern, western, and central Europe. Try to rephrase to avoid using whenever possible.
* **geographic features**: Capitalize if part of a name, lowercase if standing alone on subsequent mentions or when following two or more names.
* **geographic names:** A coined term for temporary distinction of a region is capitalized: the Central Lowlands; the Great Plains; the Canadian Shield. A descriptive term that simply indicates direction or position is not a proper name, and is therefore lowercased. In most cases, the generic terms for physical features, such as river, lake, mountain, island, peak, and bay, should be translated into English when they are part of proper nouns rendered in a foreign language (Venezuela’s Lago Maracaibo becomes Lake Maracaibo, and Brazil’s Cataratas do Iguaçu becomes Iguazú Falls). However, do not translate the generic term if usage and custom require the foreign word to be used, as in the Rio Grande (*not* Grande River)
* **Low Countries:** Belgium, the Netherlands, Luxembourg
* **New World:** Western Hemisphere; two caps. Do not hyphenate when used adjectively (New World manners).
* **Niger (Nigerien), Nigeria (Nigerian):** Two distinct West African countries
* **North America:** Generally includes the U.S. and Canada. If talking strictly continents, Mexico and all the Central American countries are included as well, with the Panama Canal as border.
* **North Pole, Northern California, northern Europe, Northern Hemisphere**
* **Old World:** Eastern Hemisphere, especially Europe; two caps. Lowercase and hyphenate when use adjectively (…old-world style).
* **Russia:** When referring to the country and its people, use the words *Russian* and *Soviet* according to the following dates: *Russian* before December 30, 1922 and after December 25, 1991, and *Soviet* in-between the two dates.
* **Seven Seas:** Arabian Sea, Atlantic Ocean, Bay of Bengal, Mediterranean Sea, Persian Gulf, Red Sea, South China Sea. Use “seven seas” (lc) as generic term for all the oceans of the world.
* **Seychelles:** *not* “the Seychelles”
* **Sint Maarten/St-Martin:** *Sint Maarten* refers to the Dutch part of the island, *St-Martin* to the French part.
* **South, Southern:** Initial cap per m-w.com as of, relating to, or characteristic of a regional conventionally designated as South
* **states:** Do not abbreviate state (or province) names.
* **U.K.:** United Kingdom, when abbreviated, does have periods. Spell out on first mention. United Kingdom of Great Britain and Northern Ireland, commonly called Britain, comprises England, Scotland, Wales, and Northern Ireland.
* **U.S.:** Spell out on first mention. U.S. is preferred over U.S.A.
* **Washington, D.C.:** On first mention of U.S. capital, include “, DC”
* **West Indies:** Do not use this term unless it is in the name of an institution or organization. Use *Caribbean islands* instead.
* **Widows:** A widow, one sentence or less at the top of a page or column. Should be at least two lines of text.
* **Subheads:** A subhead falling at the foot of a page or column. A subhead should be followed by at least two lines of text.
* **End-of-column or -page errors:** A colon, dash, hyphen, or broken word at the end of the last line of a column or page.
* **Start-of-line:** Do not start a line with any punctuation, including a dash or a hyphen. Exception, .com
* **Double breaks**: Do not break again a compound word that is already hyphenated. Break after the existing hyphen. For example, don’t break *well-traveled, post-dinner, self-preservationist* anywhere other than at the already existing hyphen.
* **Orphans:** Avoid. Aim for at least two words of text on a line.
* **Per pronunciation:** Per CMOS 7.33, divide most words according to pronunciation not derivation—for example, *democ-racy* (not *demo-cracy*), *knowl-edge* (not *know-ledge*), *aurif-erous* (not *auri-ferous*), *antip-odes* (still better *antipo-des;* not *anti-podes*).
* **At the root:** Do not break the root(s), even for compound words set solid—for example, *crew-members* (not *crewmem-bers*), *roll-over* (not *rollo-ver*), *archaeo-logy* (not *ar-chaeology*), *after-noon* (not *af-ternoon),* *natural-ist* or *natur-alist* (not *na-turalist)*.
* **After a vowel:** Break the word after a vowel when possible and pronunciation warrants (when in doubt, see Webs)—for example, *aneu-rysm, criti-cism, liga-ture, physi-cal, sepa-rate, preju-dice.*
* **Two-letter runovers:** It’s okay to break a word so that first two letters appear on one line and the rest on the subsequent line (if the word has more than four letters), but do not leave only two letters on the subsequent line—for example, *en-counter* (not *encount-er*), *money* (not *mon-ey*), *trav-eled* (not *travel-ed*), *cata- pulted* (not *catapult-ed*), *aged* (do not break), *waiter* (do not break), *wall-flower* (not *wallflow-er*). This guideline trumps the one about roots, preceding.
* **One-letter divisions:** Do not break a word so that one letter stands alone—for example, do not break *among, enough, event, again,* and so on.
* **Prefixes:** It’s preferable to break a word after a prefix rather than at any other place in the word—for example, *un-fortunately, pre-arranged, non-commercial, re-positioning.*
* ***–ibles, -ables,* and the like:** In keeping with the preceding entry and with Webs (but contrary to Chi Webs), do break a word after the vowel preceding the following endings (when in doubt, see Webs)
* **–*ing,*** **a special case:** When a double consonant appears before the gerund ending, *-ing,* carry over the second consonant—for example, *run-ning, sip-ping, prefer-ring.* Otherwise, break before the *–ing.*
* **Double consonants:** You can break two consonants standing between vowels if pronunciation warrants—for example, *ad-van-tage, ex-ces-sive, finan-cier, fin-ger, moun-tain, struc-ture.*
* **Personal names and foreign terms:** Try not to break.