

Sports Style Guide

The Daily Pennsylvanian

Sports Style Guide

Editorial Board

Sports Style Notes

When referring to a student-athlete that is NOT from Penn: format as SCHOOL + POSITION + YEAR.

Ex: "Columbia guard Abbey Hsu"

For PENN student-athletes, state the athlete's POSITION + YEAR on first reference. Both should be lowercase.

Ex: [news] College sophomore Andreas Schreiber said...

[sports] Junior guard Devon Goodman scored...

Team nicknames are always plural (e.g. "Quakers" or "Tigers")

A school's colors are an acceptable substitute for the school name. When used in this way, it is always treated as plural.

Ex: The Quakers defeated the Orange and Black... (referring to Princeton)

Ex: The Red and Blue take on Harvard next week... (used as plural)

This is intended to create some variation in the wording of a story, but school name and nickname should be first choices.

Yale's official nickname is the "Bulldogs," but they can also be referred to as the "Elis," their unofficial name.

Sports has a lot of two-word phrases and compound words. Generally, adjectives are hyphenated and nouns are not. Check with sports when confused by terms.

If a player has won an award such as "Ivy League Player of the Week," keep it capitalized.

When discussing a team's rank, the format is as follows:

Ex: No. 2 Penn will play against No. 20 Princeton.

Note that this is an exception to the rule that numbers less than 10 are written out.

In standings or a box score, the format is "(2) Penn."

Team's records are often stated in parenthesis early in the story. They are to appear on the team name's first reference after the score is stated. Records go immediately after the first mention of a team that is after the final score and is a noun.

Ex: The Penn (7-3, 5-1 Ivy) offense overwhelmed the Tigers' (4-4, 2-4) defense... **[incorrect!]**

Ex: Penn defeated Columbia, 62-45. Penn (2-0, 1-0 Ivy) won by...

The first set of numbers refers to the team's overall record, in the format [wins-losses]. The second set of numbers is the team's conference record (i.e. Ivy League), which should be omitted if it is 0-0. In some sports, the format is [wins-losses-ties]. If both teams are in the same conference, it is only necessary to note the conference the first time. (See Big 5)

Ex: The Quakers (6-3) defeated Drexel (2-5)...

Dates can be referred to as the day of the week (i.e. Friday or Saturday) or as a period of time (i.e. this weekend) but not as today, yesterday, or tomorrow.

Alphabetical Reference

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A ([back to top](#))

ACL/MCL: always abbreviate

Acronyms: less known ones written out on first reference (common exceptions include NCAA, MLB, NFL, NBA, NHL, FCS, etc...). Never use periods or put the acronym in parentheses on first reference, e.g. in "Penn is first in the Collegiate Sprint Football League (CSFL)" is unnecessary. "CSFL" can be used after the first mention.

adverbs in "ly:": don't hyphenate after an adverb, i.e. "nationally ranked." Hyphens are generally used when two adjectives are used in place of one adjective, as in "a well-rounded team."

All-America, All-American: Use All-American when referring specifically to an individual, as in "All-American Sarah Waxman gave up zero goals," or "Ali DeLuca should be an All-American." Use All-America when referring to the team, as in "All-America team" or "All-America selection."

All-Ivy teams: Don't hyphenate "first team" as an adjective. Always hyphenate and capitalize "All-Ivy." Ex: "Two Penn defenders were named first team All-Ivy." Never write "All-Ivy League" in place of "All-Ivy." Never capitalize "first team" even though the League and Penn Athletics will do so.

assistant coach: see "head coach" and "coach is not a title."

AstroTurf: A trademark for a type of artificial grass. But Penn uses "Sprinturf" (later on in guide).

Athletics Department: NOT Athletic Department. This is also true of Penn Athletics.

Athletics Director: NOT Athletic Director, Director of Athletics, nor Director of Athletics and Recreation.

Attacker: this is the correct usage in place of “forward or attackman” in men’s and women’s lacrosse. (see defender)

[B \(back to top\)](#)

Ballgame: not ball game

Big 5: men’s and women’s basketball affiliation of Philadelphia schools that includes La Salle, Penn, Saint Joseph’s, Temple, Villanova, and Drexel (added April 2023). The “5” is always the numeral. When Penn plays one of these teams, both teams’ Big 5 record should be used for the conference record. i.e. “Penn (3-7, 0-1 Big 5) plays Temple (8-6, 1-0) in Big 5 action.”

[C \(back to top\)](#)

Cathedral of College Basketball: acceptable reference to the Palestra. Note the capitalization.

Cities (Domestic): Do not provide the state with the following American cities: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Harrisburg, Honolulu, Houston, Indianapolis, Los Angeles, Las Vegas, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Pittsburgh, St. Louis, Salt Lake City, San Diego, San Francisco, Seattle and Washington. All other cities must have the state listed after it (see State Abbreviations).

Cities (Foreign): The following foreign cities do not need the country with it: Athens, Beijing, Berlin, Geneva, Gibraltar, Guatemala City, Havana, Hong Kong, Jerusalem, Kuwait, London, Luxembourg, Macau, Mexico City, Monaco, Montreal, Moscow, Ottawa, Paris, Quebec, Rome, San Marino, Singapore, Tokyo, Toronto, Vatican City.

Cities (Canada): For cities in Canada not covered by the above rule, state the province but NOT the country. For example, use “Vancouver, B.C.,” not “Vancouver, B.C., Canada.” For other nations, use the city followed by the country.

class year: a player’s class is never capitalized, i.e. “Ambrose thought senior Natalie Capuano should be All-Ivy.”

coach is not a title: Never capitalize “coach” unless at the beginning of a sentence, and don’t use it as a title, i.e. “Penn coach Steve Donahue” NEVER “Coach Donahue” or “Quakers Coach Steve Donahue.” Coach alone in a quote can be uppercase.

Compass directions: north, south, east and west. These are generally not capitalized. However, when used as part of a region or capital, they are, i.e. West Coast, the South, the eastern shore, the Eastern Seaboard, the Northeast, west of the Palestra, East Lansing, West Point.

Conference, League, and Association: only capitalize when referring to a conference which has Conference in its most-used name, i.e. “Ivy League” not “Ivy league” but just the “Big East.” League (standalone, and referring to the Ivy League) should also be capitalized.

[D \(back to top\)](#)

Dateline: all caps on the city and standard lowercase AP abbreviations on the state/province/country followed by a space and an uber dash (—). Don't put the second part of the dateline if the city is famous enough to make its inclusion extraneous (see chart in office), i.e. "PRINCETON, N.J.," or "VILLANOVA, Pa.," but simply "BOSTON." (See State Abbreviations). Note that Harvard athletic facilities are located in Boston, NOT in Cambridge.

Decades: no apostrophe, i.e., "Val Cloud was born in the 1920s."

defender: you can use this in place of "defenseman" in men's and women's lacrosse. (see attacker)

diving: Meters, not yards, which swimming races use. "one-meter dive" on first mention, and "three-meter dive" on second mention.

Donahue, Steve: men's basketball head coach. Not related to player Jackson Donahue. Use first names when referring to both in the same article.

dual meet: wrestling meet between two teams. Never "duel" unless guns are involved. Also never hyphenated.

E ([back to top](#))

EIWA: Eastern Intercollegiate Wrestling Association, the conference in which the wrestling team competes. Write out on first reference (see acronyms).

end zone: not "endzone."

ERA: "earned run average" in baseball or softball, always abbreviated

F ([back to top](#))

faceoff X: refers to a place on the field where two players take faceoffs. On second mention "the X" is acceptable.

Field goal: a stat in football (a kick worth three points) and basketball (any shot from the floor that isn't a free throw). Always two words.

forgo: no "e," i.e. "Maggie Burgess decided to forgo her last season of eligibility to enter the draft and escape from Pat Knapp."

Football down and distances: spell out the down, but use the numeral for distance, i.e. first and 10, third and 26, second and 2. It is not hyphenated. Note that downs should be hyphenated when used as an adjective: "first-down throws".

Franklin & Marshall: use "&" when mentioning, not "and"

G ([back to top](#))

H ([back to top](#))

head coach: never write "head coach" unless an assistant coach has already been mentioned in the story, i.e. "assistant coach John Gallagher has more Philadelphia ties than head coach Glen Miller does. (See "coach is not a title.")

Height: use numerals and include normal dashes - for example: "6-foot-4" on all mentions.

Heptagonal Championships: The Ivy League track championship. Use “(Ivy) Heps” on second reference.

Homecoming: capitalized

Hutchinson Gymnasium: Hutch on second reference. Tucked in between the Palestra and Franklin Field. Gymnastics and Fencing use it for home events.

Hyphenated number phrases: Exception to the “numbers rule.” Every number combination, regardless of size, is hyphenated, i.e. “Brodeur went 0-for-10 from beyond the arc” or “Michael Wang hit 3-for-4 yesterday.” Note: it is never 3-4, it is always 3-of-4 or 3-for-4. This is used for shooting numbers in basketball and passing numbers in football, not for records or scores.

[/ \(back to top\)](#)

IC4As: another track championship. Don’t write out, but explain.

injuries: they are suffered or sustained, but never received.

Ivy League: don’t say “Ivy Group,” but Ancient Eight is acceptable only if all eight schools participate in that sport. (Note: some sports compete in conferences outside the Ivy League such as wrestling).

[J \(back to top\)](#)

[K \(back to top\)](#)

KenPom: The Pomeroy College Basketball Rankings with advanced stats for all of Division I. The rankings include many advanced stats and are widely used as a determinant for at-large bids. KenPom is fine on first mention. Do not use Kenpom or kenpom.com.

[L \(back to top\)](#)

Lehigh’s nickname: Mountain Hawks, not Engineers. (See Yale’s nickname.)

Long stick: for lacrosse, refers to either the position or the stick itself

[M \(back to top\)](#)

men’s/women’s: never capitalize when describing a sport, i.e. “Penn women’s soccer choked this year.”

Miami (Fla.): we use this notation to differentiate the ACC Miami team from Miami (Ohio)

[N \(back to top\)](#)

NCAA Division I: always use Roman numerals and capitalize, i.e., Division II, Division III. On second reference D-I.

NCAA Regionals: capitalize at all times, i.e., “Cornell got the 13 seed in the West Regional after dominating the Ivy League.”

Nicknames (Team) as adjectives: Form adjectives from nicknames by using the complete nickname. No apostrophe on nicknames ending with an ‘s,’ and **the word stays plural** i.e., “Quakers cornerback Chris Wynn tackled Bulldogs running back Mike McLeod.” Note: if the nickname is possessive, of course use an apostrophe, i.e. “Yankees shortstop Derek Jeter has won four World Series titles.” But you would say “Derek Jeter has been the *Yankees’* shortstop

since 1996.” (See Quakers.) Using the school name instead is preferred, i.e., “Penn forward AJ Brodeur”

Nicknames take a plural verb: Lack of an ‘s’ has no effect on the verb form, i.e., “The Big Red are good this year, although the Big Green are terrible like always.” This is true for the Stanford Cardinal and Harvard Crimson as well. (See “Schools/cities are singular”)

Nicknames, players: Should be used infrequently (only in profile or feature pieces). Karekin Brooks shouldn’t be referred to as KK in a recap. In quotes, replace non-obvious nicknames with the person’s first name.

Noon: Don’t write 12 p.m., even in preview boxes etc...

Numbers: Use words for one through nine, and numerals for 10+. Obviously, decimals are numerals. Hyphenate simple fractions like “two-thirds” or “three-fifths,” but not, for example, “26/33.” There are several exceptions, including **Big 5** or **Big Ten** (but it is always Ancient Eight). Write out the number if it starts a new sentence i.e. “Twelve Penn football players received All-Ivy honors, down from 15 last year.” (See also “hyphenated number phrases.”)

O ([back to top](#))

Olympic Trials: capitalize “Trials” when referring to the specific meet that sends athletes to the Olympics.

Outfield Positions: two words, i.e. “Doug Glanville patrolled center field for the Phillies.” And “Roberto Clemente was a right fielder.” However, “outfield” is one word. Hyphenate adjectives describing the outfield, e.g. “left-center field” and “right-center-field wall.”

P ([back to top](#))

Palestra: don’t capitalize the “the,” regardless of what Penn Athletics calls it. NEVER referred to as the “Macquarie Court at the Palestra”. EVER

PAT: “point after touchdown.” Use sparingly as a synonym for “extra point.”

Penn Band: the scramble and pep band; part of the Athletics Department. Use Penn Band on first reference.

Penn cheerleading: “Penn cheerleading” on first mention, then “Penn cheer” on subsequent mentions. (lowercase like every team)

Percent: Use numerals for all numbers, i.e. “Bernardini shot 55% from the field.” (See also “Hyphenated number phrases”). We used to write out the word percent, but now you can use the symbol %. Use “percent” if the first word.

Points per game: Not “points-per-game”

Q ([back to top](#))

Quakers: always use this when referring to the Penn athletic teams. In other words, never use the word “Quaker” unless you are referring to either the religion or the oatmeal, i.e. “Quaker second baseman ...” is WRONG. It should be “Quakers second baseman ...” This also holds true for every other school, i.e. “Tigers pitcher (NOT “Tiger pitcher”) when referring to a Princeton player. (see Nicknames (Team) as adjectives)

Quotes: Put “said” after the person’s name, unless using a descriptive phrase, i.e. “*I won our fantasy league,*” *Theodoros Papazekos said.* However, it is “*I won our fantasy league*” *said Theodoros Papazekos, who cheated the entire year.*” Always use “said” (as opposed to “stated,” “denoted,” etc...) in normal stories, although columns can have more leeway. Try to avoid using phrases in the middle of a quote unless they explain who the person is.

R ([back to top](#))

Race measurements: any race with a distance (be it yards, feet or meters) needs to be hyphenated when used as an adjective on first reference. From there, as long as the unit doesn’t change then just the number is okay, i.e. “Penn won the 200-yard freestyle, but Columbia won the 400 breaststroke.” An exception to this is a dash (i.e. 60m dash on second reference). For throwing and jumping track events, use “16.5m” for result distances after first mention. (see Diving) (see also Relay events)

Racquet: not racket for what tennis and squash players use.

Rankings: An exception to the number rule i.e. “No. 2 Penn beat No. 1 Northwestern.” For most sports we use the AP poll, although we use the IWLCA for women’s lacrosse, intermatwrestle.com for wrestling and collegiate squash association for squash. When in doubt check the NCAA website.

RBIs: always abbreviated and plural if more than one

Relay events: Leave no spaces, i.e. “4x400 individual medley” or “4x100” butterfly. On first reference it is 4x400-meter/yard etc... on subsequent it is 4x400.

Penn Squash Center: not Ringe or Ringe courts

S ([back to top](#))

Schools/cities are singular: This isn’t English Soccer. A school takes singular verbs, i.e. “Princeton is awful.” (See “Team is singular and uncapitalized”)

Schuylkill River: be careful with the spelling. It is the home of Boathouse Row and the Penn crew teams.

Scores: The larger number always goes first. An exception to the number rule, i.e. Penn won, 3-2, yesterday. Separate with a comma if a standalone clause, i.e. the above sentence IS WRONG if written Penn won 3-2 yesterday. However, “Penn won by a score of 3-2.” is correct.

Sedky, Reeham: The senior women’s squash player is NOT known as Salah, which is her listed name according to Penn Athletics. (see also Tarek, Karim.)

Senior Day: Capitalized as Senior Day.

Sheerr Pool: located in Pottruck, yes it has double ‘e’ and double ‘r.’

Short stick: see “long stick”

Spaces after a period: just one.

Sport names: never capitalize, and don’t use team, i.e. “Penn football.” NOT “the Penn football team”

Sports as team names: You may use, for example, “Wrestling” to refer to the Penn wrestling team in headlines, scoreboxes etc... but not in stories. So it’s Penn wrestling or “women’s lacrosse.”

Sprinturf: According to Penn Athletics, it’s the “next-generation rubber-infill artificial surface” on Franklin Field that was installed in 2004. The ‘T’ is not capitalized as of 2004.

squash ladder: Squash plays nine matches, with each team’s top player facing off, then the No. 2s, No. 3s, and so on. The internal team ranking is called the ladder. The style for notating where on the ladder a player is “No. 3” and can be used in a similar manner as positions in other sports. For example: “Senior No. 1 Reeham Sedky continued her dominance by beating Harvard’s No. 1 in straight sets.”

State Abbreviations: Abbreviate the names of most states when used after the names of towns, cities, counties and physical locations such as a national park. Use the following abbreviations: Ala., Ariz., Calif., Colo., Conn., D.C., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Mass., Md., Mich., Minn., Miss., Mo., Mont., N.C., N.D., Neb., Nev., N.H., N.J., N.M., N.Y., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Va., Vt., Wash., Wis., W. Va., Wyo. Do not abbreviate the names of these states: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah. “Washington” may be used for “D.C.”

state champions(hips): don’t capitalize, i.e. “Several Penn wrestlers won state championships in high school.”

Student-athlete: Some publications use “student athlete,” but we include the hyphen

Swarthmore: it’s got an ‘r’ before the ‘th.’

Swimming strokes: On first reference refer to them by their full name, i.e. “butterfly,” “breaststroke,” “backstroke,” “freestyle,” and “individual medley.” (Note all four strokes [IM is not a stroke] are one word.) Be careful, since coaches and swimmers tend to abbreviate them as “fly, breast, back, free, and IM” as in “Lauren Brandes looks good in the 50 free, whereas Sarah Coenen is best in the 200 back,” coach Mike Schnur said. (See “Race measurements,” as well.)

Swimming/Diving teams: Always use swimming and diving, i.e., “Penn men’s swimming and diving” never the “Penn men’s swimming team,” “the swim team,” or “Penn men’s swimming ALONE.”

[T \(back to top\)](#)

Team is singular and uncapitalized: Example: “The men’s team *has* a big attitude problem because *its* players are gigantic.” (See “Schools/cities are singular,” “Nicknames as adjectives” and “Nicknames take a plural verb.”)

10K: acceptable in cross country stories. Always use the number and the capitalized ‘K.’ Same for other distances, i.e. “John won the 6K yesterday.”

Tennis scores: Two options: either in or out of parentheses. For example: “Rafael Nadal won the French Open, cruising, 6-1, 6-3, 6-0, in the final.” Note the comma after the final set score. The other option would be “Rafael Nadal beat Roger Federer (6-1, 6-3, 6-0) to seize the French Open title yesterday.” This can get tricky when tiebreakers are involved.

Times in competitions: Example: she finished with a time of 3:04.25

Track/Field teams: “Penn track and field” not “Penn track ALONE”.

Triple-A, Double-A, Class A, Rookie Ball: levels of minor league baseball.

Trey: a three-pointer in basketball

U ([back to top](#))

University or College: Don’t include after school names unless a) you need to distinguish from another school or b) it is a standard part of the school’s name. Examples: “Boston College,” “Boston University,” or “NYU,” but “Arizona,” “Pepperdine,” or “Brown.” On first mention, it should always be spelled out: “North Carolina,” not “UNC.”

V ([back to top](#))

versus: Spell it out in the text. Try to use “against” instead. Abbreviate as “vs.” in headlines, captions etc. Incorrect for away games, where it should be “at.”

W ([back to top](#))

Week: capitalize when referring to weeks of a season, as in Eagles lost to the Giants in Week 10. Also an exception to the numbers rule, i.e. Week 2.

Weights: don’t use abbreviations as in “lbs;” instead, spell it out, (i.e. “pounds”). If you are going to use many weights, such as when you refer to different weight classes in wrestling, spell it all out on first reference, but on subsequent ones just put the number in parentheses, i.e. “Rollie Peterkin, who wrestles in the 125-pound weight class, leads Penn, although Cesar Grajales (149) and Matt Dragon (157) are both good.” Note: hyphenate weights when it modifies another word, such as weight class.

Weight Class: not weightclass or weight-class

West Chester, Pa.: two words because “Westchester” is a county north of New York City where 85 percent of Penn students are from.

William & Mary: use “&”, not “and”.

women/men versus girls/boys: All college athletes/team should use “men” or “women” although “boys” and “girls” are standard for high school. When referring to a team, men’s and women’s should always be possessive.

X ([back to top](#))

x-factor: not “x factor” or “X factor”

Y ([back to top](#))

Yale Bowl: Just like the Palestra, don’t capitalize the article.

Yulia Bryzgalova: The women’s tennis player spells her first name with a Y. NOT Iuliia, pennathletics.com is wrong.

HYPHENATED WORDS

(see *DP* style guide as well)

and-one

co-captain

free-throw line (note: free throw as a noun is not hyphenated). The same is true for field-goal percentage, half-court pass, full-court press etc...

front-runner

game-winner

mid-season, mid-week, mid-September: in case you can't follow patterns, "mid" expressions normally carry hyphens.

must-win (although a cliché)

non-conference

one-on-one

pinch-hit

round-robin (when it precedes a noun, like "round-robin tournament," but not when it stands alone, as in "Penn won the round robin.")

runner(s)-up,

switch-hitter

tip-off

three-pointer (this is a departure from AP style, which is 3-pointer).

throw-in

top-10, -20, etc. hyphenate only as an adjective and never capitalize top (although the AP will). Top-5 uses the numeral.

triple/double-double

x-time: Ex: "four-time champs" and "two-time All-American" are always hyphenated.

NON-HYPHENATED WORDS

(be careful since spell check will mark some of these as misspelled)

backcourt

ball carrier

ball club

ballhandling, ballhandler

ballpark

baseline

breakaway

bullpen

changeup

corner kick. “corner” is acceptable on its own

cross country, as in the sport. But “we took a cross-country trip” is hyphenated.

curveball

doubleheader, but it’s **triple-header**

extra innings

extra point

fairway

fastball

frontcourt

game plan

goal kick

goalscorer

gold medalist

gridiron

ground ball (although as an adjective it is two words, i.e. “ground-ball pitcher)

high jump(er)/triple jump(er)/long jump(er)

home court (except as an adjective → home-court advantage)

home run (homer also acceptable). HOME IS NEVER HYPHENATED

La Salle

layup

lineup

matchup

midfielder: after first reference “middie” acceptable in lacrosse

midway (exception to the “mid” hyphen rule)

offseason, postseason, preseason

outrebounced/ing, outseconded, outshot

overall i.e. “overall leader after two rounds”

overtime never use “OT” except in headlines; double overtime, unless used as an adjective, in which case it’s double-overtime

overemphasize, overconfident etc... (if it looks like a word and starts with “over” then make it one word.)

Pigskin

Pinch hitter

quarterfinal, semifinal

shot put

shots on goal

sideline

standout

stickhandling, stickhandler

substandard

subpar

tiebreaker. Use tiebreak in tennis

undersized

undermanned

weight class

wideout (wide receiver is two words)

EVEN MORE CONFUSING

Faceoff and face off: former is a noun (sans hyphen); the latter is a verb,

Goalkeeper and goalie: (both one word). Interchangeable, also just “keeper” is okay.

Netminder is ok for hockey, not for soccer.

“hit and run” versus “hit-and-run”: the former is a verb and the latter is a noun or adjective, as in “the Phillies love to use the hit-and-run”

left hand (n.), **left-handed** (adj.), **left-hander** (n.) Same for right or foot.

“off-the-court/field”^[DGP12] and “on-court/field.” These are hyphenated if describing something, i.e. “After a fifth arrest, the football team definitely has some off-the-field problems.” However, if you’re using off the court/field to describe the place, then it’s unhyphenated, i.e. “Mark Jackson is a good guy off the court.”

Playoff and play off: the former is a noun or an adjective, while the latter is a verb as in “The Dodgers and Giants play off tomorrow night to determine who will make the MLB Playoffs. Too bad Bobby Thompson isn’t playing.” Playoff/Playoffs depends on the sport. A one-game playoff is always singular.

Re-examine and redo: Need a hyphen after “re” if following word begins with “e” (except for “re-sign” [see below])

Re-sign and resign: “to sign again” versus “to quit or accept”

Shutout and shut out: the first word is a noun and the second is a verb. Ex: “Drew Healy shut out Harvard for his record-breaking ninth shutout of the year.”

Tuneup and tune up: former is a noun and the latter a verb.

Last updated by the 136

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