

## AIB Evaluation Style Sheet – Quick Reference

AIB doesn't have many specific style requirements, but please note how the name of the organization is used.

If you follow the rules in the *Chicago Style Guide* or *Elements of Style* by Strunk and White (ISBN-13: 978-0205309023), you will be absolutely fine. The table below lists the most common issues found in the 2016 evaluations. More details are in the AIB Style Guide in the judges section of the website.

[www.americainbloom.org/JudgesForms](http://www.americainbloom.org/JudgesForms).

| Item  | Example  | Note/Reference  |
|---|--|---|
| America in Bloom AIB                        |  | Note the inconsistency in the acronym which is all caps.  |
| AmericaInBloom.org                          |  | Note Initial caps   |
| Capitalization                              | <p>Only capitalize proper nouns.<br/>For example, "the city ..."<br/>But "the City of Lewisburg"</p> <p>"the library" but<br/>"the Carnegie Library"</p> <p>"mayor" but "Mayor Kant"</p> <p>"church" but "St. Michael's Church"</p>  | <p><a href="http://www.chicagomanualofstyle.org/16/contents.html">http://www.chicagomanualofstyle.org/16/contents.html</a></p> <p><a href="http://creativegenius101.blogspot.com/2013/01/writing-religious-articles-quick-intro.html">http://creativegenius101.blogspot.com/2013/01/writing-religious-articles-quick-intro.html</a></p> |
| Apostrophes in a year                       | <p>1800s not 1800's unless it's possessive</p> <p>Incorrect: Since the 1980's, the Thomas's, both of whom have multiple PhD's, sell old book's and magazine's at the fair on Saturday's and Sunday's.</p> <p>Correct: Since the 1980s, the Thomases, both of whom have multiple PhDs, sell old books and magazines at the fair on Saturdays and Sundays.</p> | <a href="http://www.thepunctuationguide.com/apostrophe.html">http://www.thepunctuationguide.com/apostrophe.html</a>   |
| Active voice                                | <p>The church was .....</p> <p>Better: The church is ....</p>  | <p>This could be misinterpreted to mean that the church is no longer...</p> <p>Writing in active voice is much clearer.</p>   |
| Citizens                                    |  | Preferred usage is "residents", but "senior citizens" is ok to use.   |
| City...town...village...hamlet...<br>county |  | Be sure you are using the right term. When in doubt, check the participant's website.   |

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|---------------------|--|--|
| Names of people     | Wrong: Bob does a super job...<br>Better: Bob Smith, a volunteer from the Chamber of Commerce... | Be careful when naming names. If you are praising someone's work be sure that they are the only one who deserves praise. Play it safe and praise the entire group. If using a name, use their complete name and be sure to add their affiliation.  |
| Scouts              | Boy Scouts, Girl Scouts, Scouts are always initial caps.   | <a href="https://en.wikipedia.org/wiki/Wikipedia:WikiProject_Scouting/Style">https://en.wikipedia.org/wiki/Wikipedia:WikiProject_Scouting/Style</a>  |
| Recommendations     |  | Recommendations should always be phrased that way, as recommendations and not commands or questions.   |
| Spaces after period | Please use only one space after a period.  | If you've typed two spaces all your life, you can easily fix the spacing with the find and replace function.   |
| Plant names         | Lower case.<br>Example: zinnia, rose, oak.   | Modern English doesn't capitalize common names of plants (or animals, though bird specialists sometimes do capitalize bird common names). The plant common name has to conform to the rules of English, so if there's a proper noun in the common name, it must be capitalized.<br><br>Thus, we have rigid goldenrod but Missouri goldenrod, azure penstemon but Torrey's penstemon and California penstemon. Likewise, the rules for sentences apply: capitalize the common name at the beginning of a sentence or in a title.<br><br><a href="http://khkeeler.blogspot.com/2013/03/botany-rules-1-writing-plant-common.html">http://khkeeler.blogspot.com/2013/03/botany-rules-1-writing-plant-common.html</a> |

Reviewer comments:

- WORD sometimes puts red or green squiggly lines under words for spelling or grammar errors. Isolate and correct those prior to submitting your work for review.
- Be sure recommendations are italicized.
- When you say "Not only" be sure to add "but also".
- Pluralizing words that end in "ist", still requires an 's'. Example: horticulturists