

# ***The Cut: Carnegie Mellon University's 1<sup>st</sup> Music Magazine***

## Copy Style Guide

### **SUBMITTING YOUR ARTICLES**

- Please include your name and phone number.
- Mark what should be italicized and bolded, because it is lost when pasted into InDesign.
- Provide credit for any photos included.

### **COLLEGES AND MAJORS**

- Only include this information when it is relevant.
- Omit this information when there is not enough space.

### **DATES AND TIMES**

- Do not use “st,” “nd,” “rd,” or “th.”
  - March 17 instead of March 17<sup>th</sup>
- Type the numbers, followed by a space, and then “am” or “pm.”
  - 5 pm instead of 5pm

### **FORMAL NAMES**

- *The Cut: Carnegie Mellon University's 1<sup>st</sup> Music Magazine* or *The Cut Magazine*
- All magazine titles should be italicized.
- All genres of music should be capitalized.
- All album titles should be italicized.
- All song titles should be in quotations.
- Write out “Carnegie Mellon University” instead of using the abbreviation “CMU” unless it is in a headline.
- Use artists' last names after first stating their full names.

### **LOCATIONS**

- Follow the Associated Press Stylebook's guidelines for states.
  - Spell out the name of the state if it is on its own, but use the AP Stylebook's punctuation when the name of the state follows a city.
    - Alone: Pennsylvania has many local bands.
    - Following a city: Pittsburgh, Pa. has many local bands.

### **NUMBERS**

- Spell out numbers lower than 10, but use numerals above 10.
  - One, two, three, four, five, six, seven, eight, nine, 10, 11, ...
- Spell out “first,” “second,” and “third,” but use numerals for 4<sup>th</sup>, 5<sup>th</sup>, ...
- Always use numerals for percents and type out the word “percent.”
  - .6 percent, 1 percent, etc.

### **PUNCTUATION**

- Use Oxford commas.
  - Oxford comma: I like Jazz, Classical, and Pop music.

- No Oxford comma: I like Jazz, Classical and Pop music.
- Capitalize all proper nouns.
- Place quotation marks around quotes.
- Lyrics should be/  
Formatted like this/  
With a slash/  
Representing the end of line

## **TITLES**

- Capitalize titles only when they are directly in front of a name
  - Pope John
  - John, the pope
  - The pope ran away.

\* If you have a question not answered by this style guide or need clarification, contact the Head Copy Editor (Jane Wu: [jgwu@andrew.cmu.edu](mailto:jgwu@andrew.cmu.edu) or 412.726.0704).

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