

Center for Native Education STYLE GUIDE—to complement AP style and Webster's

Native language

- ♣ Use *italics* for words or sentences in native language, NOT quotation marks (e.g., *Haa Shagoon* not "Haa Shagoon")

Spelling

- ♣ Alaska Native (not Alaskan Native)
- ♣ Powwow (one word, not two)

Punctuation

- ♣ Do not use serial commas (e.g., CORRECT: We bought apples, pears and dates.)
- ♣ Use commas before Jr., Sr., LLC., Inc., or other business classifications
- ♣ Only abbreviate *United States* to *U.S.* if modifying a noun (e.g., U.S. Treasury)
- ♣ Tribal affiliations and other titles should come directly *after* the first mention of a name in an article and be set off by commas (e.g., Linda Campbell, St. Regis Mohawk, is the Center for Native Education's executive director)
- ♣ Do hyphenate
 - Adverbial phrases (e.g., federally-recognized and culturally-defined)
 - Native-owned
- ♣ Don't hyphenate
 - Nonprofit

Capitalization

- ♣ Only capitalize formal titles used *directly before* a person's name
 - Correct: I work with **Vice President** Smith.
 - Correct: Please send mail to Bob Smith, **marketing director**.
 - Correct: The **president** of the **board of directors** lives in Juneau.
- ♣ Always capitalize
 - **At-Large**
 - Formally accepted regions (e.g., **Southeast Alaska**)
 - **Indian Country**
 - **Native** (e.g., Alaska Native)
 - Powwow names (e.g., **Hopi Powwow**)
 - Reservations (e.g., the **Menominee Reservation**)
 - Tribal names (e.g., **Navajo**)
 - **Village**
- ♣ Always lowercase
 - **descendants**
 - **earth**
 - **elders**
 - **indigenous**
 - **reservation** (as general reference)
 - **tribe** (as general reference)
 - **urban**
- ♣ Always lowercase AND one word
 - **email**
 - **homepage**
 - **online**
 - **webmaster**
 - **website**

