

# **Stylebook of the School of Journalism and Mass Communication**

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## **Introduction**

This is the first version of the stylebook to be designed for onscreen use. Style entries are in large type and in a long, narrow column. Place this PDF file alongside the story you are editing. Use the find function to seek out the word you are looking for.

A printed version of the book may be obtained from UNC Print Stop & Copy Center.

If you find errors or have suggestions for entries, please contact professor Andy Bechtel, [abechtel@email.unc.edu](mailto:abechtel@email.unc.edu), editor of the book.

It also has an expanded list of entries, many of which have been adapted from the Daily Tar Heel stylebook, the UNC News Services style guide and the style guide used by The Carrboro Commons.

Margaret A. Blanchard compiled the first edition of the stylebook, and its existence is a continuing tribute to her. Thanks also go to Bill Cloud, who edited it for several years.

— Andy Bechtel, Fall 2012

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## Style and word-use entries

### Notes:

• *Italics* are used in this book and in The Associated Press Stylebook only in giving style examples and in using a word as a word. No entry in this book calls for the use of italics in a news story.

• Entries that overrule AP style are marked with an asterisk(\*).

**ABC store** Acceptable in all references to one of North Carolina's state-run liquor stores.

**academic courses** Capitalize formal class designations: *History 128*. Capitalize and enclose in quotes course titles: "Mass Media Law and Ethics." But in general mention of a course of study, do not capitalize unless it is a proper noun: *This semester, he is enrolled in "Survey of American Authors," biology, Economics 410, Russian history and Spanish 105.*

Lowercase general subject names: 18th-century literature, mass media law.

**academic titles** Identify faculty members in news stories with rank as verified personally or in University publications. Give the rank after the name: *Adam B. Johnson, professor of journalism and mass communication.*

See also **doctor** in the AP stylebook for guidelines on using the title "Dr." Members of the teaching faculty are ranked as follows: professors, associate professors, assistant professors, instructors, lecturers, teaching assistants. A part-time faculty member carries the designation *adjunct* before his or her rank.

One instructs or lectures *in* a subject. One professes knowledge *of* a subject. So it is *instructor in Spanish, lecturer in journalism and mass communication* and *professor of his-*

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tory.

Spell out professor in all references and lowercase it before a name.

“Professor” may be used in front of a faculty member’s name only if that person is a full professor, associate professor or assistant professor. Do not use instructor, lecturer or teaching assistant as a title before a name. Write: *George Jones, instructor in mathematics; Sara Lee, adjunct lecturer in journalism and mass communication.*

Do not precede a name with a long title. Instead, place that title after the name: *Will Read, chairman of the history department.*

Use no double titles before a name. *History professor Joan Jett, chair of the faculty*, rather than *Chair of the Faculty professor Joan Jett.*

Use no titles on second reference: *professor William Smith, Smith.*

**academic colleges and schools** Capitalize university colleges, schools and divisions. On first reference, include the “of” where it is used: *College of Arts and Sciences, General College, School of Journalism and Mass Communication, School of Government, School of Dentistry.*

When, on subsequent reference, formal names are reversed to delete the “of,” retain the capitalization: *School of Law, Law School, the school* See also, **School of Journalism and Mass Communication.**

**Note:** Students study law, and they study journalism and mass communication (lowercase because the phrases aren’t part of the official titles of the schools).

**academic degrees** See the AP stylebook entry. A list of degrees offered by UNC-Chapel Hill is available at <http://admis->

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sions.unc.edu/Academics/Majors/default.html.

**academic departments** Lowercase departments and curricula, except the parts of their names that are proper nouns. Use the “of” or “in” only in multiword titles: *curriculum in international studies*, *history department*, *English department*, *department of exercise and sport science*.

**Ackland Art Museum** The museum is in the Ackland Building. (There is no Ackland Art Center.) *The Ackland* or *the museum* is acceptable on second reference.

### **Ackland Museum Store**

**addresses** In most cases, include addresses of individuals in news stories unless they are clearly and unmistakably identified by their titles or positions.

For example, the home address of the mayor or the UNC-Chapel Hill chancellor would not be used unless it had particular relevance to a story. The home address of a resident addressing the Town Council should be given.

In feature stories, addresses may be omitted, especially when the address may subject the person to burglary attempts. A story about a coin collector, for example, need not advertise where the collection is kept.

The address of Adam B. Johnson, professor of journalism and mass communication, would not be needed in a story dealing with the School of Journalism and Mass Communication; if Johnson spoke to the Town Council about street problems in front of his home, then his home address should be included.

Addresses may be omitted in more casual instances, such as when a spectator at a street fair is being quoted or when a shopper is commenting on the opening of a new center.

Students should be identified by their majors, their class-

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es and their hometowns unless their local addresses are important to the story. First-years (freshmen) and sophomores with no declared majors can be identified as being in General College. Juniors and seniors with no declared majors are in the College of Arts and Sciences.

While you should always check a directory to verify addresses, *don't assume* that the address in the directory is correct. People move, and more than one person may have the same name. Double-check with the source, with the writer of the story or with the editor or instructor. (*For classroom exercises, an instructor may tell you to follow the appropriate directory.*)

**ages** Always include the age of the deceased person in an obituary, and also use ages in situations in which specific identification is crucial. When a person is involved in a crime or injured in an accident, for example, the story should say how old the person is to avoid confusion with others bearing similar names.

In other cases, omit the ages of adults unless age is significant. A story quoting a member of the Town Council, therefore, should not mention her age. Giving her age, however, would be appropriate in a profile.

Because children's accomplishments are measured in terms of their ages, their ages almost always are relevant to the story. Avoid saying *a young child*. All children are young.

Avoid placing undue emphasis on age. Pointing out that an attorney is "only" 24 or "still active" at 67 can be demeaning because it implies that the young are incompetent and that the old should be doddering. Again, however, relevance is the rule. If the 24-year-old lawyer's qualifications are being challenged because of his inexperience, then his age would be part of the news.

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Do not apply the term “senior citizen” to an individual. It is all right to refer to a senior citizen center or club if the organization itself uses that term.

Use the term “elderly” only as a last resort. If a program is for the elderly, then it is better to specify the ages of persons involved in it. Instead of saying, “The Meals on Wheels program serves elderly residents of Carrboro,” say “serves Carrboro residents who are 65 and older.” In some instances, the term “older adults” may be used.

Be equally careful in labeling someone as “middle-aged,” for that term has a variety of definitions. Find the exact age if age is important in the story.

**Alcohol Law Enforcement, Division of.** A division of the NC. Department of Crime Control and Public Safety in charge of enforcing alcohol regulations. *ALE* is acceptable on second reference, as is *the division*.

**alderman** A member of the Carrboro Board of Aldermen is an alderman, regardless of that person’s sex.

**Alpha Phi Omega** Service fraternity. Acceptable on second reference: *APO*.

**Alert Carolina** UNC-Chapel Hill’s electronic system used to alert students and faculty of danger on campus.

**American Association of University Professors** Acceptable on second reference: *AAUP*.

**American Association of University Women** Acceptable on second reference: *AAUW*.

**Appalachian State University** Acceptable on second reference: *ASU, Appalachian State*.

**APPLES** The program started in spring 1990 to educate students and faculty about service learning and to provide greater accessibil-

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ity to service through a wide variety of classes and departments. **It's an acronym for** "assisting people in planning learning experiences in service." Use only if necessary

**ArtsCenter, The.** Use and capitalize "The." The arts organization whose building is in Carrboro. Avoid *TAC*, except in quotes.

**Asian-American** The term is acceptable in general references, but be as geographically specific as possible when referring to an individual or a group. *He is a Korean-American. Her parents are from Japan.* See also **ethnic terms**.

**Area Health Education Centers** AHEC on second reference. The statewide program provides educational programs in conjunction with universities and other health care groups. *AHEC is acceptable on second reference.*

**See Horace Williams tract. ask** Questions are asked, not said.

**Atlantic Coast Conference** Acceptable on second reference: *ACC*.

**attribution: feeling verbs** Certain verbs used in attribution should be further attached to the source. Such verbs as "feels," "believes," "thinks" and "hopes," for example, imply that the writer understands what is going on in the mind of the speaker. The reader should be assured that the speaker clearly indicated his or her feelings, beliefs, thoughts or hopes to the writer and that the writer is not making unwarranted assumptions.

Here are some examples of proper attribution in such instances: *He said he thought the candidate would win. Curtis believes the course is fine as it is, she said. Protest leaders said they hoped Gov. Martin James would meet with them. Turner feels that the new ticket policy will work, he told reporters.*

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**auditorium** Several campus buildings contain teaching auditoriums or large lecture halls in which public events are held. Unless the auditorium bears its own name, capitalize the name of the building it is in but not the word auditorium: *Hill Hall auditorium, Carmichael Auditorium*

**bail, bond** In most instances, use *bail* and ignore *bond*. A judge *sets bail* for an accused; if the accused can't post the amount of the bail, he is held *in lieu of bail*; if he can *post bail*, he is released. The bond is the obligation signed by the accused, along with the money or other valuables held by the court, to secure his presence in court.

**Bank of America plaza**

**Bell Tower**

**Black Ink** Publication of the Black Student Movement.

**Black Student Movement** Acceptable on second reference: *BSM*.

**BlueCross and BlueShield of North Carolina** BCBS OK on second reference.

**\*Board of Governors** The body supervising the greater University of North Carolina system. Its 32 members are elected by the two houses of the General Assembly. Lower-case in reference to boards of governors of other organizations, conforming to AP style. Avoid the abbreviation BOG.

**\*Board of Trustees** The body supervising the University of North Carolina at Chapel Hill. Eight of its members are appointed by the Board of Governors; four, by the governor. The student body president is an *ex officio* member. Lowercase in reference to boards of trustees of other organizations, conforming to AP style.

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**buildings** Never abbreviate. Capitalize the proper names of buildings, including the word “building” if it is an integral part of the proper name.

Except in a few instances – *Alumni Building*, *Smith Building*, *Dean E. Smith Center* – UNC-Chapel Hill buildings are referred to as halls: *Carroll Hall*, *Greenlaw Hall*, *Wilson Hall*. Check the campus telephone directory to be sure. (Note: sometimes, campus maps and campus telephone directory differ. Use the listing in the campus directory.)

Some confusing exceptions: The Ackland Art Museum is in the Ackland Building (there is no Ackland Art Center), and the Morehead Planetarium and Science Center is in the Morehead Building, as are the Morehead-Cain Foundation, the Morehead Observatory, and banquet and meeting rooms. Hanes Hall and the Hanes Art Center are separate buildings.

Libraries on campus are rarely referred to by their full names. *Davis Library* is acceptable for Walter Royal Davis Library, and *Undergraduate Library* is acceptable for Robert B. House Undergraduate Library. For libraries associated with specific departments and programs, follow the style used in campus telephone directory listings: Music Library, Law Library, Health Sciences Library. For clarity, call it the *library of the School of Journalism and Mass Communication*, rather than placing the word after the long title.

**Campus Health Services** Formerly the Student Health Service.

**Campus Y** Proper name for the organization. Cannot be shortened.

**capitalization** In general, avoid unnecessary capitalization. Use a capital letter only if called for under a rule in the

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AP stylebook or this stylebook.

**Carolina** This diminutive is acceptable only in quotes and on second reference to athletic teams at the University of North Carolina at Chapel Hill.

**Carolina Association of Black Journalists** Acceptable on second reference: *CABJ*.

**Carolina Athletic Association** A student-run organization not directly associated with the department of athletics. Acceptable on second reference: *CAA*.

**Carolina Communicator** Twice-yearly publication of the School of Journalism and Mass Communication. Second reference: *the Communicator*.

**Carolina Dining Services** The agency that provides food in campus dining halls. It takes a singular verb. Second reference: *The Dining Services*.

**Carolina North** A research and mixed-use academic campus planned for 250 acres west of Martin Luther King Jr. Boulevard and north of Estes Drive. For details, see <http://carolinanorth.unc.edu/>

**Carolina Union** Not the name of a building but rather the name of the organization that conducts activities in the Student Union.

**Carrboro** Carrboro is a town, not a city. It is governed by a Board of Aldermen and has both a mayor, who is elected, and a town manager, who is appointed. The forms: Carrboro Board of Aldermen, Board of Aldermen, board, Alderman John Smith.

**Carrboro Farmers' Market** Farmers is a plural possessive. Second reference: Farmers' Market, the market.

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**Carrboro Town Commons** The field beside the Town Hall used for the Farmers' Market.

**Carrboro Century Center:** Houses the Carrboro Recreation and Parks Department, and Carrboro Police Department. Second reference: Century Center, the center.

### **Carrboro Recreation and Parks Department**

**chairman, chairwoman** The AP Stylebook says when these terms should be used. A sex-neutral approach to use of these titles is suggested by the International Association of Business Communicators in the book "Without Bias." Sex-neutral terms include presiding officer, the chair, head, leader, coordinator, moderator. These terms would be used primarily in apposition after the name of the speaker or person involved in the story, not as titles. Do not use "chairperson."

**Chapel Hill** Chapel Hill is a town, not a city. It is governed by a Town Council, and it has both a mayor, who is elected, and a town manager, who is appointed. The forms: *Chapel Hill Town Council, Town Council, council, council member Joan Smith* (lowercase because it's not the formal title).

**Chapel Hill-Carrboro City Schools** The school system for the Chapel Hill-Carrboro area. Its policy is set by the School Board, which has elected board members. The system is supervised by a superintendent, who is appointed by and responsible to the School Board. The forms: *Chapel Hill-Carrboro School Board, the School Board, the board*. Check school names on the district's Web site:

<http://www2.chccs.k12.nc.us>

For schools bearing the name of people, it's acceptable to identify the school on first reference by using the honorees'

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last name. (Example: *McDougle Middle School* on first reference for *Charles and Lucile McDougle Middle School*.) Always, however, give the full name of *Frank Porter Graham Elementary School* on first reference.

Either the name of the school alone (*Ephesus Road, Culbreth, Frank Porter Graham*) or the name of the school and its type (*Ephesus Road Elementary, Culbreth Middle, Chapel Hill High*) may be used on second reference.

**Chapel Hill Downtown Partnership.** The Downtown Partnership or the partnership on second reference. The seven-member panel comprises four members from the town, two from UNC-Chapel Hill and one picked by the other six, and is geared specifically toward improving the downtown business environment for the town, university and business owners.

**Chapel Hill-Carrboro Chamber of Commerce** Acceptable on second reference: *the Chamber of Commerce, the chamber*.

**Chapel Hill Herald, The** An edition of *The Herald-Sun*.

**Chapel Hill News, The** Acceptable on second reference: *The News*.

**Chapel Hill Department of Parks and Recreation**

**Chapel Hill-Orange County Visitors Bureau** *Visitors Bureau* or *the bureau* on second reference. Use a hyphen in place of the virgule (/) the organization uses on its website.

**Chapel Hill Transit** A branch of the Chapel Hill town government that provides bus service in Chapel Hill and Carrboro. Don't call it an authority.

**class standings** Lowercase: first-year (or freshman), soph-

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omore, junior, senior. Do not abbreviate. See also, **first-year; students, identifying.**

**class of ...** Lowercase "class." Use of an apostrophe is acceptable: *class of '49*. Also acceptable: *class of 1949*.

**Coker Arboretum** Second reference: the arboretum.

**college boy, college girl** Either is a college student, regardless of sex. College students are men and women.

**Commencement** Not "Commencement ceremonies."

**contractions** They are permissible in news writing. Rudolf Flesch, in "The Art of Readable Writing," points out that if you are determined to "write as you talk," as many journalists are committed to do, "then the use of contractions is almost a must."

He warns that contractions should be used with care and that they must fit into the rhythm of the article.

When dealing with direct quotes, however, if the source didn't use a contraction, you don't have the liberty to change the source's expression into a contraction. The opposite is also true: If the source uses a contraction, you may not spell it out.

**courts** North Carolina state courts have four levels: the District Courts, which hear misdemeanor cases and certain civil cases (usually those involving \$10,000 or less); the Superior Courts, which hear felony cases, civil cases (usually those involving more than \$10,000) and appeals from District Court misdemeanor cases; the Court of Appeals, an intermediate appellate court consisting of 12 judges who hear cases in three-judge panels; and the Supreme Court, the state's highest court, composed of a chief justice and six associate justices.

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Superior Court sessions generally are held in the county seats. Orange County Superior Court sits in Hillsborough. District Courts sit in both the county seats and in other cities and towns designated by the General Assembly. Chapel Hill has been designated as an additional seat of District Court.

The N.C. Supreme Court always sits in Raleigh. The N.C. Court of Appeals usually sits in Raleigh, although it is authorized to hold court in other sites throughout the state.

The forms: *N.C. Supreme Court, N.C. Court of Appeals, Orange County Superior Court, Chapel Hill District Court, Hillsborough District Court*. See also **judges, magistrate**.

Federal courts are divided into three levels: U.S. District Courts, which are the trial courts; U.S. Courts of Appeals, which are the intermediate appellate courts; and the U.S. Supreme Court. The three U.S. District Courts in North Carolina are the U.S. District Court for the Eastern District, with headquarters in Raleigh; the U.S. District Court for the Middle District, which includes Chapel Hill, with headquarters in Greensboro; and the U.S. District Court for the Western District, with headquarters in Asheville. Cases heard by the U.S. District Courts in North Carolina can be appealed to the 4th U.S. Circuit Court of Appeals, which is in Richmond, Va. See the AP stylebook for additional information and the forms for U.S. courts.

**Crime Stoppers** Serves Chapel Hill, Carrboro and UNC-Chapel Hill. Crime Stoppers is now part of an organization that also includes Raleigh, Durham and Cary.

**cutlines** Almost always identify people in left-to-right order, even when the action in the picture seems to go the other way. People normally look at pictures from left to right. Therefore, instead of writing:

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~~**Mayor John Smith, right, presents the town's Good Citizen award to Alvin Campbell.**~~

Write:

**Alvin Campbell, left, receives the town's Good Citizen award from Mayor John Smith.**

Even though we follow the left-to-right format, note that we still use "left" and "from left" in the cutline.

When two people are pictured, note that we write "Alvin Campbell, left," but do not put "right" after the name of the other person. Note also that we spell out "left" and enclose it in commas, *not parentheses*. In some circumstances, you may not even have to write "left" when:

- One person in the picture is a man and the other a woman, and their names make that clear.
- An adult and a child are pictured and we indicate which is the adult.
- There's a famous person in the picture who would be instantly identifiable to most readers.
- Actions or uniforms make it unnecessary:

**Police officer Mary Shaw comforts Wanda Purvis, who was struck by a car.**

When three or more people are pictured, write "from left." Omit the "to right" and don't use abbreviations (L-R). Enclose "from left," in commas. Avoid starting the cutline with the "from ... ."

**Winners of the Good Citizen award are, from left, Alvin Campbell, Paul Watters, Marie Dawes and Lamar Brown.**

In pictures with three or more people in them, the prominence of one person may occasionally override the left-to-right rule:

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**Mayor John Smith, center, talks with the winners of the Good Citizen award. From left are Alvin Campbell, Paul Watters, Marie Dawes and Lamar Brown.**

**Daily Tar Heel, The** The student-body newspaper published five days a week, Monday through Friday, during the school year. On first reference it is *The Daily Tar Heel*. Acceptable on second reference: *The Tar Heel, the DTH*.

**\*datelines** Put datelines on all stories about Chapel Hill and Carrboro, as well as about other locations in Orange County. *CHAPEL HILL — Mayor Ralph Robbins announced Monday that ...*

Stories from other locations in North Carolina also require datelines. Omit the state from the dateline except in cases in which a city in another state is more prominently known: *RALEIGH —, PITTSBORO —, WILMINGTON —, JACKSONVILLE —, WASHINGTON, N.C. —, DALLAS, N.C. —.*

**Davis Library** Acceptable on first reference for the Walter Royal Davis Library; full name of the library may be more appropriate in some cases.

**Dean E. Smith Center** *Smith Center* is acceptable on first reference to the Dean E. Smith Center when locating an activity: *The Snaffles concert will be in the Smith Center*. Use the full name in other cases, especially when writing about the building itself. *The Dean E. Smith Center is the home of the Tar Heel basketball team. (Dean Dome is unacceptable, except in quotes.)*

**Duke University** Acceptable on second reference: *Duke*.

**DWI** Abbreviation for *driving while impaired*. The charge applies to cases involving drugs as well as those involving alcohol. *DWI* is acceptable on second reference.

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**East Carolina University** Acceptable on second reference: *ECU, East Carolina*.

**Elizabeth City State University** Acceptable on second reference: *ECSU, Elizabeth City State*.

**Eshelman School of Pharmacy** Second reference: *the Pharmacy School, the school*.

**ethnic terms** See the **Asian-American, Hispanic, race** entries in this style section. See also in the AP stylebook: **African-American, black, race**.

**Fayetteville State University** Acceptable on second reference: *Fayetteville State*.

**fire department** Use these forms: *Chapel Hill Fire Department, Chapel Hill firefighters; Carrboro Fire-Rescue Department, Carrboro firefighters; the Fire Department (referring to Chapel Hill), the Fire-Rescue Department (for Carrboro), the department*.

Capitalize only ranks preceding a name: *Carrboro firefighter Ralph Jones, Chapel Hill fire Capt. Thomas Smith, Carrboro fire Chief Ronald Dodge*.

**First-year** UNC-Chapel Hill's preferred alternative to freshman. For use in official contexts. Note hyphenation: *He is a first-year, a first-year student, a student in his first year. Freshman* is acceptable in other circumstances: *As a freshman, Mary Smith took economics*.

**Friday Center** Acceptable on all references to the William and Ida Friday Continuing Education Center. Also acceptable: *Friday Continuing Education Center*, when the function of the building needs to be stated.

**General Alumni Association** Acceptable on second ref-

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erence: *GAA, alumni association.*

**\*General Assembly** North Carolina's state legislature is called the General Assembly and must be referred to as such on first reference. It may be called *the legislature* or *the assembly* (note lowercase) on second reference. Its two houses are the House of Representatives and the Senate. The lieutenant governor presides over the Senate. Both the House and Senate meet in the Legislative Building in Raleigh.

The state constitution requires the General Assembly to convene every two years. In recent years, legislators have divided the biennial sessions into annual segments.

**Gillings School of Global Public Health** Second reference: *the Public Health School, the school.*

**Granville Towers** Dormitory complex owned by the University of North Carolina Foundation.

**Health Affairs, Division of** The Schools of Medicine, Dentistry, Public Health, Nursing and Pharmacy collectively are the Division of Health Affairs. University of North Carolina Hospitals is a separate entity with its own governing board. The Medical School and the hospitals together do *not* constitute a Medical Center (UNC-CH doesn't have one), but it is permissible to refer generically to such, as in, "He said UNC-Chapel Hill had one of the few medical centers in the nation doing that kind of research."

**Herald-Sun, The** Use in all references to this newspaper. Durham is not part of the paper's name.

**highway designations** *N.C. 86, U.S. 15-501, U.S. 15-501 Bypass, Interstate 40, Interstate 40-85* (for the stretch where the roads are merged). The shortened form *I-40* is acceptable

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on second reference.

North Carolina also has a system of secondary roads. These roads are denoted by four digits: *S.R. 1234*.

**Highway Patrol** The state police force in North Carolina is the N.C. Highway Patrol. Refer to its members who hold no other rank as troopers: *N.C. Highway Patrol trooper Mary Jones*. Second references: *Highway Patrol, patrol*. (Proper titles vary state by state. New York, for example, has state police. Accept out-of-state terms used in AP stories unless they are provably wrong.)

**Hispanic** Be as geographically specific as possible when referring to a person or group. *She is from Argentina. He is a Mexican-American.*

The use of *Hispanic* is acceptable, as is *Latino* or *Latina*. If possible, follow the person's preference. The terms refer to ancestry, not race. Be consistent in whatever term you use to cover a broad group. See also **ethnic terms**.

Note that *Latino* is the masculine form and *Latina* the feminine. Use *Latinos* for a group of males and females.

**House of Representatives** It is acceptable to refer to the N.C. House of Representatives as *the House* when the reference is clear.

Its presiding officer is the speaker or speaker of the House. It is the lower house of the N.C. General Assembly. All 120 members stand for election every two years.

**include** The word is used correctly only when selected examples are used, as in, *His coin collection includes valuable old pennies and dimes*. (His collection contains many other coins.) The word is not used when all possibilities are listed, as in, *The committee members are John Jones, Russell White,*

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*Jill Strobel, Lisa Terrell and Alex Whichard.* (The committee has five members.)

**Indiana University** This is often incorrectly referred to as the University of Indiana.

**Inter-Faith Council** Acceptable first reference for *Inter-Faith Council for Social Service*. Do not use "IFC" in a reference to this body unless it's unavoidable in a direct quote. Acceptable on second reference: *the council*.

**Interfraternity Council** Acceptable on second reference: *IFC*.

**Joint Orange-Chatham Community Action Inc.** Acceptable on second reference: *JOCCA*.

**Journalism Alumni and Friends Association** Acceptable on second reference: *JAFSA*.

**J-school** Note capitalization. Limit to quotes and casual references. "*I have fond memories of J-school.*"

**judges** Judges preside over the N.C. District Court, N.C. Superior Court, N.C. Court of Appeals, U.S. District Court and U.S. Court of Appeals. Members of the N.C. Supreme Court and the U.S. Supreme Court are justices. The forms: District Judge Hunter Patrick, Superior Court Judge James Pulley, Appeals Court Judge William H. Dardich, N.C. Supreme Court Justice Carl J. Winston. All judges and justices in North Carolina are popularly elected. All federal judges are appointed by the president and confirmed by the U.S. Senate. See also **courts, magistrate**.

**Kenan Center** Acceptable in all references for the Kenan Conference Center.

**Kenan-Flagler Business School** Second reference: *the*

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*Business School, the school, Kenan-Flagler* (mainly in stories referring to other business schools).

**Latino, Latina** Acceptable terms. See **Hispanic**.

**legislative titles** Members of the N.C. House of Representatives should be designated by the use of *Rep.* before their names. Designation of members of the state Senate should be as *Sen.*

In stories dealing with both U.S. senators or representatives and state senators or representatives, all names should include the level on which the elected official serves. The forms: *U.S. Sen. Ralph Smith, R-N.C.; U.S. Rep. Michael Jones, D-N.C.; N.C. Sen. Ralph White, D-Chatham; N.C. Rep. John Smith, D-Orange; State Sen. Ralph White, D-Chatham; State Rep. John Smith, D-Orange.* See also **party affiliations**.

**\*legislature** North Carolina has a General Assembly. If legislature is used as a synonym for General Assembly later in the story, it is in lowercase. Follow AP style on references to other states' legislative bodies.

**Lenoir Hall** Not Lenoir Dining Hall, though *the dining hall* is acceptable on second reference.

**Lineberger Comprehensive Cancer Center** "Lineberger" must be used on first reference to the facility at the University of North Carolina at Chapel Hill. (Duke also has a Comprehensive Cancer Center.)

**magistrates** In North Carolina, magistrates hear small-claims cases, accept guilty pleas to minor misdemeanors and perform other minor judicial duties, including marriages. They also issue arrest and search warrants and set bail. The chief district judge supervises magistrates. See also

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## **judges, courts.**

**McCorkle Place** This is the grassy area on campus bordered on the north by Franklin Street, on the south by Cameron Avenue, the east by Old East, Alumni Building and Graham Memorial Hall, and on the west by Hill, Person, Vance, Battle and Pettigrew halls.

**Morehead Building** The Morehead Planetarium and Science Center is in the Morehead Building, as are the Morehead-Cain Foundation, the Morehead Observatory and banquet and meeting rooms.

**Morehead-Cain Foundation** Until 2007, it was the Morehead Foundation.

### **Morehead Planetarium and Science Center**

**National Collegiate Athletic Association** Acceptable on second reference: *NCAA*.

**National Pan-Hellenic Council** It governs eight historically African-American fraternities and sororities at UNC-Chapel Hill. See **Panhellenic Council**.

**N.C. Zoo, the** Acceptable in all references to the N.C. Zoological Park in Asheboro.

**News & Observer, The** Raleigh is not part of the newspaper's name. Acceptable on second reference: *The N&O*.

**North Campus, South Campus, mid-campus** The dividing line between North Campus and South Campus is South Road, although the buildings immediately south of South Road, including Fetzer and Woollen gymnasiums and Carmichael Auditorium, can be thought of as on North Campus. Use mid-campus only in a general sense; no area of the campus is defined as such.

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**North Carolina** In most cases, do not abbreviate as an adjective. Make it a North Carolina man, not an N.C. man, except in headlines. When North Carolina precedes the name of an organization other than a college or university, abbreviate it. For example, *the N.C. Association of Educators*, *the N.C. Nurses Association*. When the state name follows an organization's name, do not abbreviate. For example, *the State Employees Association of North Carolina*, not *the State Employees Association of N.C.* For advice on when to use N.C. after the name of a town, see **datelines**.

**N.C. Department of Transportation** Second reference: *N.C. DOT*.

**N.C. Memorial Hospital** See **University of North Carolina Hospitals**.

**North Carolina Agricultural & Technical State University** Acceptable on second reference: *N.C. A&T*.

**North Carolina Central University** Acceptable on second reference: *NCCU*, *N.C. Central*.

**North Carolina School of Science and Mathematics** *NCSSM* is acceptable on second reference.

**North Carolina State University** Acceptable on second reference: *NCSU*, *N.C. State*.

**numbers** The basic rule: Spell out one through nine; use figures for 10 and above. Major exceptions: Use figures for ages and dimensions. See **numerals** in the AP stylebook for further guidance.

**offices** When the word "office" is part of an official title, it is capitalized: *Office of Undergraduate Admissions*, *District Attorney's Office*.

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## Old Well

**Orange County** Chapel Hill is in Orange County. Hillsborough is the county seat of Orange County. The county is run by an elected Board of Commissioners that, in turn, employs a county manager. The board is headed by a chairman; its members are commissioners. Forms: *Board of Commissioners, commissioners, Commission Chairman Rhonda Boot, Commissioner Herbert Redd.*

**Orange County Jail** It is in Hillsborough. Do not confuse the terms “prison” and “jail.” See the AP stylebook for a discussion of the differences between a prison and a jail. Do not call it a “detention center,” except in quotes.

**Orange Water and Sewer Authority** Acceptable on second reference: OWASA. This board, with members representing Chapel Hill, Carrboro and Orange County, oversees the water and sewer systems.

**Outer Banks** Two words, capitalized. A string of islands that begins at the Virginia state line and ends below Cape Lookout. The islands extend for more than 175 miles.

**\*over, under** “Over” refers to spatial relationships: *The plane flew over the city.* Also use over when dealing with ages: *He is over 30.* In other cases dealing with numerals, however, use “more than”: *Their salaries went up more than \$20 a week.* Apply the same logic to “under” and “fewer than” or “less than.” See also **fewer, less** in the AP stylebook.

## Panhellenic Council

**party affiliation** Party affiliation for members of the N.C. General Assembly consists of the political party abbreviation and the home county: *Rep. John Smith, D-Orange; Sen.*

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*Ralph White, D-Chatham.*

Party affiliation tags for those elected to federal office consist of political party and the abbreviation for the state: *Sen. John Holmes, R-N.C.*

General Assembly members are always identified by political party when they are mentioned in copy. Statewide officeholders – such as the governor, lieutenant governor and members of the Council of State – are not identified by party unless it is pertinent.

Although officials on the county level are members of political parties, usually they are not so identified.

Municipal elections in North Carolina are usually nonpartisan.

**PID** Person ID Number. The *PID* is the nine-digit identification number assigned to all persons with a university relationship. It appears on the UNC One Card.

**PIN** Personal identification number. The private number used by students to register for classes. It changes from semester to semester. Acceptable on second reference: *PIN*. Do not use “PIN number.”

**Piedmont** One word, capitalized. Area of the state extending from Wake, Durham, Orange and Alamance counties in the east through Mecklenburg, Gaston and Lincoln counties in the west.

**Pit, the** This is the area, a few steps below ground level, bordered by Student Stores, the Student Union, Lenoir Hall and the Undergraduate Library. The Pit is used for concerts, receptions, speeches and debates.

**PlayMakers Repertory Company** The department of dramatic art’s professional theater.

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**police** Both Chapel Hill and Carrboro have police departments; UNC-Chapel Hill has a Public Safety Department, a term rarely needed in crime stories. Use these forms: *Chapel Hill Police Department, Chapel Hill police; Carrboro Police Department, Carrboro police; UNC-Chapel Hill police* (never *campus police*); *the Police Department* (when a reference to a specific department), *the department*.

Refer to uniformed officers of all three departments as police officers unless they hold a rank. (See **military titles** in the AP stylebook.) Capitalize only ranks preceding a name: *Carrboro police officer Jim Jones, UNC-Chapel Hill police Sgt. Lauren Cuomo, Chapel Hill Master Officer Frank Smith, Carrboro police Chief William Dodge*. Note: Treat detective as a rank only in the Carrboro department. Officers who work as detectives with the UNC-CH and Chapel Hill police hold other ranks. Avoid using “detective” before a name when it’s not a formal title: *Carrboro police Detective Larry Berra; Lt. Martha Campanella, a detective with the UNC-Chapel Hill police*.

**Polk Place** This is the grassy area on campus bordered by South Building on the north, Wilson Library on the south, several buildings on the east, including Steele and Bingham, and several on the west, including Hanes and Dey.

**race, ethnicity** Do not mention the race or ethnicity of a person unless it is clearly relevant. Race and ethnicity are relevant in description of fugitives or missing persons as long as enough other details are provided to allow the person to be identified. See **race** in the AP stylebook for further guidance.

**Raleigh-Durham International Airport** Second reference: *RDU, the airport*.

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**Rams Head Center and Plaza** The center is the structure behind Kenan Stadium. It includes a dining hall, a recreation center and grocery store. Rams Head Plaza is the area on top of the parking garage with grassy area and brick walkways.

**Research Triangle** Roughly, it encompasses the area inside the triangle formed by the campuses of the University of North Carolina at Chapel Hill, Duke University and North Carolina State University. It should be referred to as the Triangle, not Triangle area. It does not need to be defined in a story for a Chapel Hill newspaper.

**Research Triangle Institute** The institute is a business located in the Research Triangle Park. Acceptable on second reference: *RTI*.

**Research Triangle Park** A 5,000-acre tract in Durham and Wake counties in which many industrial and governmental research facilities have been established.

**residence hall** Euphemism for dormitory. Use only in direct quotes and proper names. *Ehringhaus Residence Hall, the dormitory*.

**resident adviser** Not residence advisor. Acceptable on second reference: *RA*.

**Retired Senior Volunteer Program** Acceptable on second reference: *RSVP*.

**Sandhills** One word, capitalized. Section of the state between the Cape Fear and Pee Dee rivers including parts of Richmond, Scotland, Moore, Cumberland and Harnett counties. The area is famous for peaches. The resort communities of Pinehurst and Southern Pines are in the Sandhills.

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**School of Journalism and Mass Communication** Do not reverse the title to “Journalism and Mass Communication School” when referring to this unit of UNC-Chapel Hill. Make the second reference simply *the school*. Use *JOMC School* when needed to avoid confusion with other schools. Students major in journalism and mass communication (lowercase).

Starting in fall 2009, the school offers two curricula: advertising/PR and journalism.

The advertising/PR curriculum offers three specializations: advertising, public relations and future issues in advertising and strategic communication.

The journalism curriculum offers five specializations: editing and graphic design, electronic communication, multimedia, photojournalism and reporting.

Although students may double-major in another area of UNC-Chapel Hill, they may be in only one specialization in the school.

**semesters** Lowercase references to semesters: *spring semester, fall semester*.

**Senate** It is acceptable to refer to the N.C. Senate as *the Senate* when it is clear that reference is being made to that particular state institution.

It is the upper house of the General Assembly. Its 50 members are elected every two years.

Its presiding officer is generally the lieutenant governor. It also has a president pro tem, who presides when the lieutenant governor is absent.

**sexist language** Avoid use of language that indicates the sex of the participant as either male or female when, in fact, both men and women may be characters in your story. For

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example, avoid using “he” or “she,” “him” or “her,” in referring to schoolchildren unless you know for sure that the pupils are all male or all female. In this case, use nouns for students, pupils, children, teenagers, as appropriate.

In referring to occupations, remember that few jobs are solely the domain of either men or women today. Do not refer to policemen but rather to *police officers*, not to firemen but rather to *firefighters*, not to salesgirls but rather to *salesclerks*.

If you cannot determine the sexes of the participants and if it is impossible to use a noun substitute, use the plural pronoun and make sure that all elements of the sentence agree in number: *Existing law requires that workers claiming compensation show that their disabilities were caused by the accidents*. See also **women** in the AP stylebook.

**sheriff’s offices, departments** Law enforcement within the counties in North Carolina is provided by sheriff’s offices or departments, with the term varying from county to county. Orange County now uses the term *Sheriff’s Office*. Officers are called deputies unless they hold a rank: *Orange County Sheriff Weldon Lamont, deputy Mary Smith*. Note: *Investigator* is a rank in the Orange County Sheriff’s Office: *Investigator Nelson Rickey*.

Capitalize according to the rules for other governmental bodies: *the Orange County Sheriff’s Office, the Sheriff’s Office* (when referring to a specific office).

### **Silent Sam**

**slash** Avoid use of this punctuation mark. The slash is used for either “and” or “or” or both. The reader cannot tell what meaning is desired. So do not use the slash between words. Instead, use “and” or “or” as appropriate.

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**Smith Center** Acceptable in many cases on first reference to the Dean E. Smith Center. See **Dean E. Smith Center**.

**Sonja Haynes Stone Center for Black Culture and History** *Stone Center* is acceptable on second reference.

**South Campus** See **North Campus, South Campus, mid-campus** entry.

**spokesman, spokeswoman** Suitable substitutes include *representative, official*. Never use "spokesperson."

**state agencies** Lowercase "state": *state Division of Prisons, state Department of Agriculture, state Auctioneer Licensing Board*. "N.C." may be used in place of state: *N.C. Division of Prisons*. Exception: *State Bureau of Investigation*.

**State Bureau of Investigation** Second reference: SBI.

**State Employees Association of North Carolina** Acceptable on second reference: *SEANC*.

**student body president** Head of the executive branch of Student Government at the University of North Carolina at Chapel Hill. Capitalize title when it precedes a name, lowercase otherwise: *Student Body President Marie Fritts; Marie Fritts, the student body president*.

**Student Congress** The legislative branch of Student Government. Its members are representatives: *Student Congress Rep. Joe Smith*.

**student courts** Cases involving the Honor Code or the Campus Code are heard by the Undergraduate Court and by the Graduate, Medical, Dental and Law courts. No court is formally called the Honor Court.

The UNC-Chapel Hill Hearing Board hears appeals of cases involving the Honor Code and the Campus Code and has

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original jurisdiction in some cases.

The Student Supreme Court hears only cases involving Student Government and its code.

(See the Undergraduate Bulletin for more information on student judicial governance or contact the judicial programs officer at 962-4041.)

**Student Government** Capitalize in reference to the student governing body at the University of North Carolina at Chapel Hill. Lowercase otherwise: *Student Government elections are held in the spring. Waterman College has a student government.*

**students, identifying** In most cases, identification should be by college class, by major and by hometown: *Jane Jones, a senior education major from Hickory.* Change the order of the elements when clarity dictates: *Amy Daniel, a junior from Chapel Hill majoring in journalism and mass communication.* Juniors and seniors with no declared majors are in the College of Arts and Sciences.

If the story centers on the student's position within the UNC-Chapel Hill community, however, identifying information should stress that connection. In identifying class officers, for instance, the class and the office are more important than the other data: *Senior Class President John Goodwin.*

**Student Stores** Plural name, but it takes a singular verb. *Student Stores contributes money from its profits toward scholarships.*

**Student Union** Acceptable on all references to the Frank Porter Graham Student Union. The full title may be used when appropriate. It is *not* the Carolina Union; that organization conducts activities in the Student Union.

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**Tar Heels** Tar Heels is two words in all references. The Heels is acceptable on second and succeeding references in sports stories.

**that** In many instances, the word *that* can be omitted from a sentence with no effect on comprehension.

*Jones said he was tired of working on the car.*

In other cases, however, *that* acts as a signpost for the reader; its omission can be disturbing. Some guidelines:

1. In most cases, use *that* after a coordinating conjunction to indicate when attribution continues. Look at the following sentence.

*He said the boat had been overloaded, and it had sunk.*

Is the last half part of the speaker's comment, or is it an addition by the writer? Using *that* makes it clear:

*He said the boat had been overloaded and that it had sunk.*

Now, however, the sentence is not parallel in structure. A *that* must be added after *said*:

*He said that the boat had been overloaded and that it had sunk.*

When *that* is used to indicate continuing attribution, it must be used twice.

2. Always use *that* when a time element comes between the verb and the *that* clause.

*The mayor said today the town would ignore parking meter violations.*

Notice how the placement of *that* can affect meaning:

*The mayor said today that the town would ignore parking meter violations.*

*The mayor said that today the town would ignore parking meter violations.*

3. *That* often clarifies the meaning of phrases immediately after the attribution:

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*He said in a meeting the town had decided to withdraw its civil suit against the utility.*

Again, notice how placement of *that* can affect meaning:

*He said that in a meeting the town had decided to withdraw its civil suit against the utility.*

*He said in a meeting that the town had decided to withdraw its civil suit against the utility.*

4. Always use *that* when the noun after a verb may be misconstrued as its object. See how the reader might stumble in this sentence:

*The teacher pointed out two magazines were included on the reading list even though they were no longer being published.*

*That* is a signpost making meaning immediately clear:

*The teacher pointed out that two magazines were included on the reading list, even though they were no longer being published.*

5. To make it instantly clear who is speaking, use *that* when proper names appear on each side of *said*. Here, a quick reader could stumble over who is speaking:

*In his opening statement, Jones said Smith had been driving at an unsafe speed.*

Again, *that* aids clarity:

*In his opening statement, Jones said that Smith had been driving at an unsafe speed.*

**this and that (these and those)** R. Thomas Berner, in his “Language Skills for Journalists,” says, “Generally, *that* refers to something already mentioned and *this* refers to something coming up. (Distance is another criterion. Something close takes this; something farther away takes that.)”

**time, date and place** When all three of these elements

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appear in the same sentence, generally use them in the order given above, as in, *The meeting will be at 4 p.m. Monday in the Carroll Hall Auditorium.* (Put no punctuation between the time and day.)

**\*time zones** The AP Stylebook says not to convert clock times from other time zones to Eastern time. We should do such conversion, however, when the time factor is significant to our readers. If both times are significant, then both times should be used. *The shuttle landed on the desert at high noon (3 p.m. Chapel Hill time).*

**titles** Long titles should be used as appositives after names. When thus used, they appear in lowercase: *Ralph Alvarez, vice chancellor and dean of student affairs, . . .*

Shorter titles go before the name and are capitalized: *Chancellor Richard Short.*

Use a title on first reference only. On second reference, use only the last name: *Chancellor Richard Short, Short; Judge Marie Chang, Chang.*

**\*today, tonight** The wire services use the day of the week in stories transmitted for morning newspapers. Change the day to *today* (or *tonight*) in references to the day of publication.

The wire story says, *The president will speak to the nation Thursday night.* If we are using the story in our Thursday paper, make the sentence read, *The president will speak to the nation tonight.*

**tomorrow** Avoid this term. Use the specific day of the week. Also see entry in the AP stylebook.

**Triad** This refers to the Winston-Salem-High Point-Greensboro area. Define the term if it is used in media in

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the Raleigh-Durham-Chapel Hill region.

**Triangle** See **Research Triangle**.

**Triangle Transit** Operates regional bus and other transit services to the Triangle, including Chapel Hill, Hillsborough, Durham and Raleigh. It no longer includes “Authority” in its name or uses the abbreviation “TTA.”

**UNC** Use only in these cases: on first reference to UNC Hospitals, on second reference as part of the phrases *UNC Press* and *the UNC system* and in sports stories and sports-story headlines. Do not use *UNC* in other references to the University of North Carolina at Chapel Hill. The acceptable abbreviation is *UNC-CH*. Use that abbreviation only on second and succeeding references.

**UNC Health Care System** Owned by the State of North Carolina and based in Chapel Hill. It includes the School of Medicine and UNC Hospitals, as well a network of community medical practices and a home health agency. For details, see <http://www.unchealthcare.org/site/aboutus>.

**University activities** Capitalize all formal campus activities: *Homecoming, University Day, Commencement*.

**University of North Carolina, the** This consists of 17 constituent institutions, the acceptable abbreviations for which follow the names: *Appalachian State University, ASU or Appalachian State; East Carolina University, ECU or East Carolina; Elizabeth City State University, ECSU or Elizabeth City State; Fayetteville State University, Fayetteville State; North Carolina Agricultural & Technical State University, N.C. A&T; North Carolina Central University, NCCU or N.C. Central; North Carolina School of Science and Mathematics, NCSSM; North Carolina State University, NCSU or N.C. State; the University of North*

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*Carolina at Asheville, UNC-A; the University of North Carolina at Chapel Hill, UNC-CH; the University of North Carolina at Charlotte, UNC-C; the University of North Carolina at Greensboro, UNC-G; the University of North Carolina at Pembroke, UNC-P; the University of North Carolina at Wilmington, UNC-W; University of North Carolina School of the Arts, UNCSA; Western Carolina University, WCU or Western Carolina; Winston-Salem State University, WSSU or Winston-Salem State.*

The chief executive officer of the University of North Carolina system is called president. Constituent institutions are headed by chancellors.

**University of North Carolina at Asheville, the** Acceptable on second reference: *UNC-A*.

**University of North Carolina at Chapel Hill, the** The shortened form *UNC-Chapel Hill* may serve in first reference to the Chapel Hill campus in stories that make no reference to other UNC campuses. The full title of the university need not appear in the story. UNC-CH is permitted on second reference. When appropriate, the *Chapel Hill campus* may also be used on second reference. If more than one UNC campus is mentioned in a story, use the full title for each on first reference so that all schools are treated equally.

**UNC Hospitals** The hospitals are *N.C. Memorial Hospital, N.C. Cancer Hospital, N.C. Children's Hospital, N.C. Neurosciences Hospital and N.C. Women's Hospital*. It's acceptable to use UNC Hospitals on first reference when saying that a person *was treated at UNC Hospitals or died at UNC Hospitals*. Specify which hospital when relevant to the story. Treat as a singular noun: *UNC Hospitals is looking for more parking spaces for its employees*.

**UNC One Card** The official identification card for stu-

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dents, faculty and staff at UNC-Chapel Hill.

**University of North Carolina Press** Housed in Brooks Hall. Acceptable on second reference: *UNC Press*. It's an affiliate of the UNC system.

**University of North Carolina at Charlotte, the** Acceptable on second reference: *UNC-C*.

**University of North Carolina at Greensboro, the** Acceptable on second reference: *UNC-G*.

**University of North Carolina at Pembroke, the** Acceptable on second reference: *UNC-P*.

**University of North Carolina at Wilmington, the** Acceptable on second reference: *UNC-W*.

**University of North Carolina School of the Arts** The school, in Winston-Salem, has graduate, undergraduate and high school students. Acceptable on second reference: *UNCSA, the School of the Arts*.

**Western Carolina University** Acceptable on second reference: *WCU, Western Carolina*.

**Undergraduate Library** Acceptable in all references to Robert B. House Undergraduate Library.

**Upward Bound** An educational assistance program designed to generate in participants the skills and motivation necessary for success in education beyond high school. At UNC-Chapel Hill, it operates under the School of Education.

**Wake Forest University** This private, coeducational institution has been situated in Winston-Salem since 1956. Second reference: *WFU, Wake Forest* (so long as there's no potential for confusion with the town of Wake Forest).

**Winston-Salem State University** Acceptable on second

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reference: WSSU, *Winston-Salem State*.

**Work-study** The work-study program, funded primarily by the federal government, allows students to earn part of their financial aid through employment on campus. A *work-study student*, *work-study job*.

**yesterday** Avoid this term (and such equivalents as “last night”). Use the specific day of the week. Also see entry in *The AP Stylebook*.

## Statement on dealing with sources

In every instance, reporters (students) should strive to get sources to speak entirely on the record and to give their full names, job titles and occupations. Many times sources say that information is off the record when they really mean that they desire not to be named when reporters publish the information.

When you approach a source for information, give the source your name, identify yourself as a reporter and tell the source the name of your newspaper. As a student, identify yourself as a journalism student writing a story that may be published. Do not tell the source you are writing a story only for class. If you do so and then attempt to have the story published, you will receive an automatic failure for the paper.

### Composites

Composite-person stories are not allowed.

### Fictitious names

When a fictitious name is used to hide or mask the identity of a real person, the fact that the name is fictitious and the reason for using the fiction will be set forth high in the story or, when the story is printed, set forth in a box prominently displayed on the first page of the copy.

### Telephone interviews

Students may not tape-record telephone interviews unless the person being interviewed is aware of and has consented to the taping. It is best to have such consent recorded on tape at the beginning of the interview.

In North Carolina, it is legal to tape telephone conversations as long as one party to the conversation is aware of the recording. In some other states, however, all parties to the conversation must be aware of the taping. In addition, rules of the Federal Communications Commission require all broadcasters to inform interview subjects whenever their comments are being recorded for use on the air.

### Checking names

When information obtained from eyewitnesses or persons on the street is potentially libelous, defamatory or sensitive, check the person's name, address and telephone number with a phone call. That is, make sure that you get the person's telephone number and address, then check that name and number in a directory or phone book, then call that number before you include the information in your story. Make sure that the person answering the number is indeed the person with whom you spoke on the street.

### Off the record

This means the reporter (student) cannot use the information or the source's name, job title or occupation. Before reporters (students) accept such information:

1. Discuss the matter with the source and try to get all comments on the record.
2. Try to determine from the source how important the information is or what it pertains to.

3. Determine from the source whether there is documentation or proof that the information is true. Get information from the source on the whereabouts of this documentation or proof.

4. Ask the source if some of the information may be published; if so, which information in particular.

5. Get an agreement from the source that if you can get the information elsewhere, you may still use it.

6. Make a decision to accept or reject the information before it is given.

If a source gives you information on the record and then calls you later to say, on second thought, that the information is off the record, tell the source you must confer with your editor (the course instructor). Normally such information is considered on the record, but sometimes editors will decide that maintaining the source is more important than using the information.

### **Triangulation of sources**

In every case, make sure that potentially libelous information is substantiated by three sources (public documents, persons in authority, etc.).

### **Partial identification**

If the source insists and the reporter (student) agrees that only the source's first name or no name at all is to be used, the reporter (student) should get the entire comment on the record along with some agreement on identification by job title, occupation or some other general identification ("a senior member of Alpha Beta Gamma fraternity"). (Be careful with women and minorities in high or key positions. They may be the only one or one of only a few of their race or gender in such a position, and omission of their names while mentioning their race or gender could reveal who they are.)

### **Not for attribution**

This is the infamous "reliable source." Be careful with this. Confer with your editor (instructor) before you use such identification in a story. Make sure you triangulate sources before such information is used.

In every case where anonymity is promised, tell your source that the policy is for you to share his or her identification with your editor (instructor) who, with you, will protect his or her identity.

## The P-Sheet: Some simple punctuation rules

(After “Mary Penny’s P-Rules,” *memorized* by students at Broughton High School in Raleigh, N.C., for more than 25 years.)

**The Golden Rule of punctuation: Never punctuate unless you know a rule. Avoid punctuating by reflex – because it sounds good, looks good or feels good. Instead, apply the following rules for using commas, semicolons and colons.**

### *A comma*

**1. separates, by working with a conjunction, the clauses of a compound sentence.**

A comma precedes the conjunction (and, but, for, or, nor, yet) that joins independent clauses to form a compound sentence. Ex. *She managed the restaurant, but he did the cooking.*

**2. separates items in a series.**

A comma follows each item (usually adjectives, nouns and adverbs) in a series except a final adjective or a pair of items joined by a conjunction. In journalistic writing, do not put a comma before the conjunction in a simple series. Ex. *The tall, dark, handsome man hailed, lauded and applauded Ben, George, Maude and Rebecca.*

**3. separates attribution from quoted material.**

A comma sets off words of attribution from words of a one-sentence quotation unless a question mark or exclamation mark is preferred. Ex. *“Hello,” he said. “Hello!” she said.*

**4. follows introductory material.**

A comma follows an introductory adverbial clause. Ex. *When the team was forced to kick, the coach sent in his best players.*

A comma usually follows one or more introductory prepositional phrases but may be omitted after a single prepositional phrase if no ambiguity would result. Ex. *In the street below, crowds of strangers gathered. During the morning she made cherry pies.*

A comma follows an introductory phrase containing a verbal. Ex. *Singing, Mary set the table. Kicked by a horse, Don was more than stunned. To cure hiccups, eat a teaspoon of sugar.*

**5. follows each item of a full address or date.**

Ex. *July 16, 1962, is the date of her birth. Raleigh, N.C., is a fast-growing city.*

**6. sets off nonessential words or phrases.**

Commas set off all parenthetical expressions. Ex. *Well, I still don’t know, darn it all, if we can get it published.*

Commas set off appositives, which are words or phrases that rename a noun. Ex. *Betty Brown, his mother-in-law, has been married four times.*

Commas set off nonessential modifying clauses and phrases. Ex. *The president, who was suffering from a cold, canceled his speech.*

**7. sets off words of direct address.**

Commas set off names and titles used in direct address. Ex. *Betty, pass the butter. I can see, Fred, that you are lazy.*

**8. indicates an omitted verb.**

A comma marks the omission of a verb already expressed earlier in the sentence. Ex. *Talent often is inherited; genius, never.*

**9. follows the salutation of a friendly letter and the complimentary close of any letter.**

A comma follows the salutation of a friendly letter. Ex. *Dear Richard,*

A comma follows the complimentary close of any letter. Ex. *Sincerely,* and *Very truly yours,*

**A semicolon**

**1. separates two closely related sentences.**

A semicolon may replace a period or a comma-and-conjunction combination to join two independent clauses. Ex. *Mark loved Mary; he hated her brother.*

**2. replaces a comma in compound sentences or items in a series that already require much internal punctuation.**

Ex. *He visited Richmond, Va.; Raleigh, N.C.; Greenville, S.C.; Birmingham, Ala.; and Baton Rouge, La. The blond, blue-eyed and vivacious model, at age 25, seemed destined for quick success; but on Dec. 11, 1978, her apparent destiny was altered.*

**A colon**

**1. precedes a formal list, an illustration, a multisentence quote or an enumeration.** Ex. *The following students received scholarships: Jim Johnson, Martha Taylor, Bob Andrews and Kelly Callihan. He answered her with a parable: "A man once had six sons. Five of them...." Reagan listed the steps in his recovery program: first, to raise interest rates; second, to reduce spending ...*

**2. follows the salutation of any business letter:** *Dear Dean Corrigan:*

## Working percentage problems

Basically, percentage problems involve knowing two facts and finding out a third:

1. We may know that Smallville has 50 police officers and that its police force is to be increased by 8 percent. We need to know how many officers are being added to the force.

2. We may know that 15,630 people lived in Smallville in 1970 and that the population today has increased to 20,930, or by 5,300 people. We need to figure out by what percent the population has increased.

3. Or we may know that a record now costs \$6.98 and that the price is 110 percent of what it cost last month. (In other words, the cost has increased by 10 percent.) We need to find out much the record cost last month.

The two things we know, and the one we don't, are called *quantities*. The first step in finding a solution is to:

### ***I. Label the three quantities of the problem:***

*A. Find the percentage, or part, and label it P.* The P is the part being compared with the total. In the first problem, P is the number of officers being added – the figure we don't know. In the second problem, it's the population growth – 5,300 people (The percentage often is the difference between the earlier and later figures.) In the last problem, the percentage is \$6.98, the new price of the record.

*B. Find the rate, or percent, and label it %.* The % in the first problem is 8 percent of the police force. We don't know the percent of the population increase in the second problem, so that's what we're looking for. The % in the last problem is 110 percent.

*C. Find base, or total, and label it T.* That number represents the standard being used for comparison. The T in the first problem is the town's 50 police officers – the base, or total, that's being added to. In the second, it's the 1970 population of Smallville (15,630). In the third, the T is the price of the record last month – the figure we don't know.

### ***II. Decide whether the problem is Type 1, Type 2 or Type 3:***

*Type 1* problems require you to find the percentage when the percent and total are known. The first problem, about the increase in the police force, is a Type 1 problem.

*Type 2* problems require you to find the percent. The second problem, about the population increase, is a Type 2 problem.

*Type 3* problems require you to find the total when the percentage and percent are known. The third problem, about the cost of the record, is a Type 3 problem.

***III. Convert all percents into decimals by moving the decimal point two places to the left: 3% = 0.03; 45.5% = 0.455. (To convert a decimal to a percentage, move the decimal point two places to the right.)***

**IV. Find the proper formula and fill in the right numbers:**

*Type 1 problems:*  $P = \% \times T$ .

In the police force problem,  $T = 50$  and  $\% = 8$ , so:

$$P = .08 \times 50$$

$$P = 4.$$

Four more officers are being added to the force.

*Type 2 problems:*  $\% = P \div T$ . Example:

In the population problem,  $P = 5,300$  and  $T = 15,630$ .

$$\% = 5,300 \div 15,630$$

$$\% = .339, \text{ or } 33.9 \text{ percent}$$

The population of the town has increased by 33.9 percent.

*Type 3 problems:*  $T = P \div \%$ . Example:

In the record problem,  $P = \$6.98$  and  $\% = 110\%$  or 1.1

$$T = \$6.98 \div 1.10$$

$$T = 6.345, \text{ or } \$6.35$$

**Converting fractions into decimals:**

Use these conversions when you use a calculator to do fractions.

$$1/16 = .063$$

$$1/8 = .125$$

$$1/6 = .167$$

$$3/16 = .188$$

$$1/4 = .25$$

$$5/16 = .313$$

$$1/3 = .333$$

$$3/8 = .375$$

$$7/16 = .438$$

$$1/2 = .50$$

$$9/16 = .563$$

$$5/8 = .625$$

$$2/3 = .667$$

$$11/16 = .688$$

$$3/4 = .75$$

$$13/16 = .813$$

$$5/6 = .8334$$

$$7/8 = .875$$

$$15/16 = .938$$

## Copy-editing symbols

Even in the computer age, you may occasionally be called on to edit copy with a pencil instead of a computer keyboard. To do so properly, you need to learn some simple, commonly understood copy-editing symbols. This programmed instruction sequence is designed to help you learn those symbols quickly and thoroughly.

Programmed instruction takes you through the work in small steps. **Your active responses are required. Try to respond correctly first without looking ahead to answer guidelines.** If you follow each step carefully, you should make very few errors.

★ ★ ★ ★ ★

To help the person setting the type, editors indicate where all paragraphs begin whether or not the writer has indented the paragraphs on the typewriter.

Thus the mark  should be used before all paragraphs.

Use this mark also to break a paragraph into two separate paragraphs.

### EXAMPLES:

 The Chapel Hill Town Council  
decided today. . .

(or)

 PITTSBURGH, Pa. -- Steel union  
officials said. . .

A common paragraph mark is the symbol . This mark, however, is a proofread-

### EXAMPLE:

 The president noted that Congress  
likely would not act soon enough to  
enable passage of the bill this year.

 But, on related matters, the president  
listed several. . .



EXAMPLE:

Sometimes a whole paragraph in the middle of text needs to be deleted. Mark through it with diagonal lines.

[The meeting lasted until 2 a.m.  
 XXX  
 XXX  
 ] But still no decision was reached.

EXAMPLE:

Another way to delete a whole paragraph is to draw arrows through the deleted copy.

[The president noted that Congress  
 likely would not act soon enough to  
 enable passage of the bill this year.  
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 ] But on related matters, the  
 president . . .



★★★★★

## EXERCISE:

Three University seniors have been awarded ~~xxxx~~ special scholarships for graduate study.

Winner of a Vorsehead Fellowship of \$5,000 a year was John Smith, 20, a journalism major from Charlotte.

Named as recipient of a McKnight award . . .

To give you a chance to use these symbols, here is another brief passage. Mark this copy using the correct copy-editing symbols. Make the last sentence into a separate paragraph. After you have finished and double-checked your copy, look ahead to the marked example of this same brief passage. In the margins, make note of any errors that you may have made. This careful check of your own answers should help you to master any troublesome symbols right away.

In the previous exercise, you may have found yourself looking ahead to the marked example. Please remember that **the most effective learning will come from your active responses. Make every effort to respond correctly without looking ahead for guidelines.** In the long run, by this method you'll master this material more quickly.

COPY-EDIT THIS:

Enrollment in the College of Arts and  
 Sciences Sciences is expected to grownxx  
 grow by 50 percent during the next 10  
 years. In his final point, the president  
 said . . .

MARKED EXAMPLE FOR CHECKING:

Enrollment in the College of Arts and  
~~Sciences~~ Sciences is expected to ~~grownxx~~  
 grow by 50 percent during the next  
 10 years. In his final point, the  
 president said . . .

★★★★★

A frequently used copy-editing symbol is the deletion mark for a single letter or punctuation.

EXAMPLE:

In the previous examples, the letter is marked out and the single arc placed over the letter. This symbol tells the machine operator to delete the marked letter.

Many times, however, the letter to be deleted comes in the middle of a word. Instead of a single arc over the letter, the symbol  is used. It tells the machine operator to delete the letter and close up the space.

parallel 

EXAMPLE:

Thus, in the previous example, the double arc (above and below the deleted letter or letters) is an instruction to close up the space. In some cases, the instruction will be only to close up the space; no deletion will be necessary. 

EXAMPLE:

In contrast to closing up a space between letters or words, often there is a need

judgment (or) The U.N. adjourned.

to make a space. In such a case, a simple vertical mark is used to make the separation.

EXAMPLE:

A diagonal mark is used to indicate that a capital letter should be made a low-

-----

week end

ercase letter.

/

EXAMPLE:

they are

To make a lowercase letter a capital letter, use a triple underline.

EXAMPLE:

REVIEW:

. . .the president said . . .

Here's another brief passage to illustrate the use of the last six symbols:

President Adams

★★★★★

EXERCISE:

The<sup>U</sup> University should be able to  
 double its size with <sup>U</sup> in <sup>U</sup> the next 10  
 years, President Franklin williams said.

Here's a chance to practice using the copy-editing symbols that have been illustrated thus far. Mark the following copy using the correct symbols. After you have finished and double-checked your copy, look ahead to the marked example of this passage. Make notes of your errors in the margin and take another look at the correct symbols so you can figure out what you might have done wrong.

COPY-EDIT THIS:

(NOTE: It is correct to make the second sentence a separate paragraph.)

★★★★★

Several other copy-editing symbols are especially valuable as timesavers.

The City Council decided not  
 to meet next week because of the holiday.  
 but a x specialxx special meeting should be  
 scheduled in about two weeks, Mayor  
 Leona brown said to day.

MARKED EXAMPLE FOR CHECKING:

The City Council decided not<sup>U</sup>  
 to meet next week because of the holiday.  
 but a ~~x-specialxx~~ special meeting should be  
 scheduled in about<sup>U</sup> two weeks, Mayor

Leona brown said to day.

Often there's a need to replace one letter with another. Here, the old letter is simply deleted and the new one inserted above.

EXAMPLE:

It is also helpful to use the familiar caret mark to show exactly where the new letter goes.

EXAMPLE:

the aldern<sup>e</sup>

This caret mark is especially useful when the letter is being inserted.

EXAMPLE:

Often, for clarity, other marks are used with the caret mark.

the aldern<sup>e</sup>

EXAMPLES:

Instead of inserting letters, there often is a need to transpose the order of letters or words. The transposition marks used for words a n d

the ald<sup>e</sup>nen

for letters are especially handy in saving time.

(NOTE: and are OK, too.)

the met<sup>e</sup>ing (or) the met<sup>e</sup>ing (or) the meet<sup>e</sup>ing

EXAMP

Still another timesaver is the symbol around a word. In effect, this says "do the opposite"; all if it is spelled out, or spell out the word if it is abbreviated. The same applies for numbers such as "two" and "2" - "do the opposite."

EXAMPLES:

North Carolina (or North Carolina)  
 North Carolina University of (or)  
 North Carolina University of

Obviously, the circling of a word works or the machine operator knows what the "opposite" is. An unacceptable usage of circling: "Comm. Jones said . . ." It is unclear whether the opposite of this abbreviation should be spelled out as committeeman, commissioner, commodore, etc.

EXAMPLES:

U.S. United States  
 United States - U.S.

Here is another brief passage with examples of the last five copy-edit symbols:

★★★★★

EXERCISE:

Here is a chance to learn these five symbols quickly through practice. Copy-edit the following passage and then compare your marks with the marked sample. In the margins, make note of your errors and then take another look at the correct

Leona Brown, Mayor of Chapel Hill,  
 and her plans for next year's election  
 were still unsettled.

symbols so that you can figure out what you might have done wrong.

COPY-EDIT THIS:

MARKED EXAMPLE FOR CHECKING:

★ ★ ★ ★ ★

REVIEW TEST:

The accident occurred at a buzy corne  
of Franklin St. near the office post.

Now here's a chance to review all 14 copy-editing symbols used so far. Copy-edit the following material carefully and then compare your marks with the answer key

The accident occurred at a buzy corne  
of Franklin St. near the office post.

that follows. Instructions for this review test are in the left column; simply supply the correct symbols in the designated spots in the right column:

Make a paragraph mark . . . Capitalize letter

Delete letter . . . Transpose letter

Connect phrases. . . Insert letter

Make paragraph mark . . . Change letter

The next session of congress

Delete "of the" . . . Transpose members, House

should pain to

Delete letter, close space . . . Make space

tacklc xxxxxxxxxxxx

several key issues.

Make letter lowercase

Among the most important topics

Close space . . . Abbreviate United States

for members of the House are:

ANSWER KEY FOR REVIEW TEST:

aidtco the so-called emerging

★★★★★

You're now past the halfway point in learning the most important copy-editing

nations; support of such

symbols. From here on, the symbols should be even easier to learn. Many of the remaining symbols involve minor variations from standard punctuation marks.

interests as NA TO-United States

For example, the period is added by making an or .

The next session of congress  
 should ~~gall~~ to tackle ~~xxxxxxxxxxx~~  
 several key issues.

Among the most important topics for  
 members of the House are: a) the so-  
 called emerging nations; support of such  
 interests as NA TO-United States . . .

## EXAMPLE:

The simple period mark – unless unusually bold and large – can be missed by the machine operator. Thus, an  or  is better.

Most typewriters can't distinguish between opening and closing quotation marks. Newspaper, magazine and book type usually does. But the machine operator needs proper instructions before he or she can set opening or closing quotes. If there is any doubt, or especially if a quote has to be added, the sym-

The University has a three-day ho'iday 

bol  should be used for an opening quote, and the symbol  used for a closing quote. The  and  indicate which way the quotation marks should slant.

## EXAMPLES:

There is also considerable similarity between the appearance of a comma and an apostroph . Thus, whenever there is doubt and especially when these punctuation marks have to be added, proper symbols should be used to indicate clearly which punctuation is desired.

## EXAMPLES:

 I do not expect to attend the  
dinner,  he said.

Thus, the symbol  indicates a comma and the symbol  an apostrophe.

Two other punctuation marks – the dash and the hyphen – can also be easily confused. To prevent confusion in copy editing, the dash is usually marked with one long line (  ), while the hyphen is usually marked with two very short lines (  ). If there's ever a need for an equal sign, use two long lines (-----).

## EXAMPLES:

. . .the speaker  who talked on  
civil liberties, . . .  
the speaker 's talk. . .

REVIEW:

Here are the last seven copy-editing symbols:

— ★ ★ ★ ★ ★

EXERCIS =

Mark the copy first - using the symbols just reviewed - then look ahead to the

-----

The man interestingly enough was . . .  
the 68 year old man . . .

marked example to see how you did. Don't forget to make note in the margins of any errors you might have made.

Man's place in the sun surely  
should not be left in doubt the 78 year  
old speaker emphasized

COPY-EDIT THIS:

(NOTE: Assume in this exercise that this is a full direct quotation except for the five words of attribution in the middle. Thus, this passage should begin and end with quotation marks.)

MARKED EXAMPLE FOR CHECKING:

★ ★ ★ ★ ★

There s no sure way to decide the  
problem " he said, but added that "with

time and prayers -- we should be able to  
lick this 150 year old class between  
North and South

The next five punctuation marks in copy editing are the same as they appear in any typing. One warning: Each mark should be made carefully and clearly:

There's no sure way to decide the  
problem he said, but added that with  
time and prayers -- we should be able to  
lick this 150 year old class between  
North and South.

is used for a question mark

is used for adding a colon.

is used for adding a semicolon.

are the marks for adding parentheses.

? is used for adding an exclamation point.

: You now have been exposed to the most common 26 copy-editing symbols. There are seven other miscellaneous copy-editing symbols that you should learn and be able to use. These seven marks and what they indicate are:

( ) means indent the copy from left to right - move the copy this way  
Ⓜ means indent the copy from right to left - move the

copy this way .

A more common variation of the indent mark is . When used together this way, the instructions say "center the copy."

EXAMPLE: →  
←

To indicate boldface copy (heavier, darker-looking type), the most common notation is to underline the whole passage or to use a bracket to mark the section to be set in boldface type and to write in ----- .

EXAMPLES:

Earlier, the circle around a word in the copy indicated that the machine operator

[ ] By the Associated Press [ ]

[ ] Winds swept the Upper Midwest today. . .

should "do the opposite" - either abbreviate or spell out a word. Another use of the mark is for marginal notes - for instruction, comments or questions that are not part of the actual copy to be set. The circle in this case says "do not set in type."

EXAMPLE:

-----  
[ ] THE PRESIDENT SAID <sup>bf</sup> / he planned to leave  
(or)

-- Picture Caption --

bf ( As top-ranked government officials stand by, Capt. C.K. Marshall receives the Medal of Honor from the president. . . .

The letters **le** used in the previous step should be circled because they are instructions and not part of the word **thus**:

Another example of this circling is combined with the word STET – meaning “let it stand.” Sometimes you make a change in the copy and then later wish you hadn’t. Rather than try to erase your correction – if the original form is still clear and distinct – write in **lf**. This tells the machine operator to ignore your editing change and set what was originally typed in.

EXAMPLE:

You may want to make a special note to the machine operator to indicate that the copy is correct as it stands. Sometimes the copy looks as though it is wrong, but isn’t. Accepted practice is to note that the “copy should be followed” by marking either **stet** or **stet** – a bold rectangle around the word or phrase – or **stet**.

One final copy-editing symbol marks the end of copy. It prevents doubt about whether a page of copy might be missing. The two most common symbols are **cc** and **cc**. Whatever the symbol, the best practice is to circle the mark.

**le stet**  
The principal decided to leave. . .

EXERCISE:

To give you practice in these seven miscellaneous copy-editing symbols plus the **cc** symbol for end of copy, here is a brief exercise. In this exercise, simply draw in the symbol next to the direction indicated in the left column. Then, after double-checking your editing, look ahead to make sure you have used the correct symbols. Make notes in the margins about any symbols that you missed and check to make sure you know what you did wrong.

**cc**      **ak**      **lf**  
To give you practice in these seven miscellaneous copy-editing symbols plus the, **cc**

**ak**  
Robert Smyth, age 28, went. . .

(or)

**lf**  
Robert **Smyth** age 28, went. . .

(or)

**cc**  
Robert Smyth, age 28, went. . .

symbol for end of copy, here is a brief exercise. In this exercise, simply draw in the symbol next to the direction indicated in the left column. Then, after double-checking your editing, look ahead to make sure you have used the correct symbols. Make notes in the margins about any symbols that you missed and check to make sure you know what you did wrong.

INSTRUCTIONS

DRAW SYMBOLS HERE

Center copy:

Indent left to right:

“Let it stand”:

“Do not set in type”:

End of copy:

“Follow copy”:

Make boldface:

Indent right to left:

MARKED EXAMPLE FOR CHECKING:

Center copy:

Indent left to right:

“Let it stand”:

“Do not set in type”:

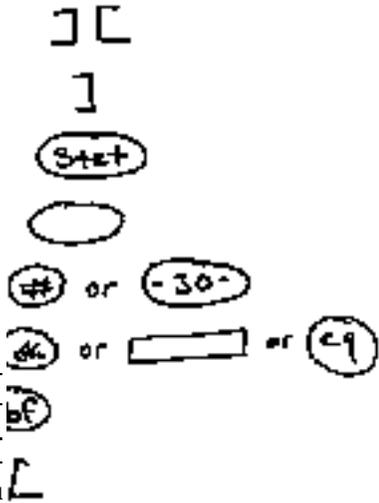
End of copy:

“Follow copy”:

Make boldface:

Indent right to left:

★ ★ ★ ★ ★



Now you have been exposed to the 34 most common copy-editing symbols. To give you a chance to review and to see how well you

have done, here is a final brief exercise. All 34 symbols are involved here. Instructions are written in the left column. Make the correct marks in the right column. After carefully double-checking your copy, look ahead to the answer key. Make note of any errors you might have made in the margin, and review any symbols that gave you problems.

Paragraph mark . . . Delete letter, close space

Extensive damage was caussed

Close space . . . Transpose letter

through out the Chapel Hill arae

Change letter . . . Write out number as word

Tuesday whan about 2 inches

Make space . . . Figure is right . . . Add period

ofrain came down within 40 minutes

Paragraph mark . . . Add dash

The heavy rain unseasonable for

Add hyphen

any time of year – broke a 40 year

Add a parenthesis mark

record (about two inches in 1-1/2 hours .

Add apostrophe

Here's how Tuesday s downpour was officially

Add colon . . . Add opening quote

noted the greatest deluge in

Make capital letter . . . Add exclamation

north carolina history."

Connect phrases . . . Insert letter

The U.S. Weather Bureu called it that.

Center subhead . . . Mark boldface

No One Hurt

Paragraph mark . . . Add comma

Early reports however, indicate

Delete word . . . Transpose hurt, seriously

that no one was huerxx hurt seriously

Delete letter . . . Lowercase letter

byy the Sudden gushing.

Paragraph mark . . . Add closing quote

"It's a miracle no one died,

Let it stand as written . . . Add semicolon

Police Chief Roger Browne said. "I'm re-  
lieved

Add question mark

are all reports in "

End copy

ANSWER KEY:

[Extensive damage was caused through out the Chapel Hill area Tuesday when about 2 inches of rain came down within 40 minutes.]

The heavy rain unseasonable for any time of year -- broke a 40 year record (about two inches in 1 1/2 hours). Here's how Tuesday's downpour was officially noted: "the greatest deluge in north carolina history."

The U.S. Weather Bureau called it that.

[No One Hurt] (b)

[Early reports, however, indicate that no one was ~~known~~ hurt seriously by the sudden gushing.]

"It's a miracle no one died," Police Chief Roger Brown <sup>(see?)</sup> said. "I'm relieved; are all reports in?"