

SAMPLE

SJCPL Blogging Style Guidelines – December 2004

USE	DON'T USE
1, 16, 23 (dates)	1 st , 16 th , 23 rd
10:00 a.m.	10 a.m.
1 st , 2 nd , 3 rd Floor	First, Second, Third Floor
a.m./p.m.	AM, am, A.M./PM, pm, P.M.
Centre Township Branch	CTR, Centre Branch, Centre Library
E-mail, e-mail	E-Mail, EMail, Email, email
Francis Branch	RBF, Robert B. Francis Branch
LaSalle Branch	LAS, LaSalle Branch Library
Lakeville Branch	LKV, Lakeville Branch Library
Main Library – Humphreys Multimedia Room	Multimedia Room
North Liberty Branch	NLB, North Liberty Branch Library
Pre-registration	Preregistration
River Park Branch	RVP, River Park Branch Library
Sights & Sounds, Sights and Sounds	A.V.
SJCPL	St. Joseph County Public Library
Standard Case	ALL UPPERCASE
Storytime	Story Time
<i>Title of Book or Movie</i>	“Title of Book or Movie”
Thursday, December 16	December 16, 2004
Tutt Branch	VMT, Virginia M. Tutt Branch
Website	web site, web-site
www.libraryforlife.org , libraryforlife.org*	www.sjcpl.lib.in.us