

Editorial Standards

ACBL editorial style is based on the guidelines used for the Bridge Bulletin. (Headquarters staff may refer to StyleGuide.doc in 999. Others may request a copy from the magazine office.) The guidelines are based on the Associated Press Stylebook with some exceptions. Exceptions to standard style are acceptable as long as they are applied consistently. Here are some commonly used words and terms.

ACBLscore

ACBL-wide Senior Game

addresses

6575 Windchase Blvd.
Horn Lake MS 38637-1523

American Contract Bridge League

Right: Welcome to the American Contract
Bridge League.

Wrong: Welcome to ACBL.

ampersands

Ampersands are used in company names (such as AT&T) but are not a substitute for the word “and.”

another

“Another” is not a synonym for “additional.”

Right: She earned 10 gold points in April and
another 10 in May.

Right: She earned 10 gold points in April and
an additional 20 in May.

Wrong: She earned 10 gold points in April and
another 20 in May.

bidding boxes

Not bid boxes.

bridge

the Bridge Bulletin

capitalization

In general, avoid unnecessary (also called “vanity”) use of capital letters.

Right: Charles Goren is president of Unit 999.

Wrong: Charles Goren is President of the Unit.
Suits and cards are not capitalized: clubs, king, etc.

caps

Avoid the use of ALL CAPS in correspondence.

cards

ace, king, queen, jack, 10 ... 2

commas

Do not use a comma before the last “and.”

Right: They bid clubs, diamonds and hearts.

Wrong: They bid clubs, diamonds, and hearts.

dates

Abbreviate January, February, September, October, November and December when used with a date.

Right: Jan. 1, 2005

Right: January 2005

Right: 1/1/05

Wrong: Jan. 1st

exclamation points

Use sparingly.

e-mail

ensure, insure

You insure a car. You ensure the car is running well.

flyer

gender neutrality

Prefer chair. Avoid chairwoman or chairman. Do not use chairperson. It now is acceptable to use “they” (“them,” “their,” etc.) as a singular pronoun. You may prefer to use a plural construction or to eliminate the pronoun.

Right: An experienced player can find their
table.

Better: Experienced players can find their tables.

Wrong: An experienced player can find his table.

hyphens, en dashes, em dashes

This is a hyphen: She overcalled a three-card suit.

This is an en dash: The suit split 3–3.

This is an em dash: The suit split — but the contract still couldn’t be made.

IMPs

Internet

Editorial Standards

italics

Use sparingly.

its, it's

“It’s” is a contraction for “it is.”

judgment

Junior Member

knockout

KO is acceptable on second reference

Life Master

links

Remove the hyperlink in written text (letters, newsletters) but retain in e-mail messages.

masterpoint

NABC, NABCs

The Memphis NABC is one of three 2012 NABCs.

newcomer

Do not use “novice.”

North American Bridge Championships

Never “Nationals”

numbers

Spell out numbers under 10. (There are exceptions for bridge terms, such as 8 high-card points or 4 IMPs.)

Use commas in numbers with five or more digits:
5000 but 10,000.

okay

online

Patron Member

percentages

Use symbol: Linda scored a 65% game.

periods

Use only one space after a period.

pips

Use pip symbols when describing cards and bids: Jay bid 3♣ but inexplicably led the ♥A.

points

Lower case: black points, red points, gold points, etc.

(ACBL) Product Guide

Not Product Catalog.

-rated, rated

Right: sectional-rated black points

Wrong: sectionally rated black points

Really wrong: sectionally-rated black points

quotation marks

With few exceptions, quotation marks are placed after other punctuation marks.

Right: He said, “Linda is a superior player.”

Wrong: She said, “Linda can’t follow suit”.

STaC

states

Use the two-letter postal designation with no comma in all circumstances.

suits

clubs, diamonds, hearts, spades

telephone numbers

901-332-5586, ext. 1334

titles

Do not italicize titles of magazines or documents (such as the Laws of Duplicate Bridge or Club Managers Newsletter)

under way

vugraph

webmaster

web site

worldwide