

# THE HANDS & VOICES COMMUNICATOR

## EDITORIAL STANDARDS QUIK-SHEET

Hands & Voices edits to these standards, which are based on the Associated Press Stylebook, and The Heath Handbook of Grammar & Syntax, 13th Edition. Please review the article you're contributing to us and make sure it reflects these rules:

- The name of our newspaper is *The Communicator* and it must always be italicized. It's also appropriate to write *The Hands & Voices Communicator*, but always include "The" and capitalize it as part of the name. *The Communicator* is a newspaper, not a newsletter.
- The name Hands & Voices always appears with the "&" symbol, not the word "and" between the words hands and voices.
- The name Hands & Voices is automatically plural possessive, and does not require an apostrophe when it appears before one of our programs, products or services, (in the same way the US doesn't require possessive punctuation to say "United States citizens can vote," for example).

### **Example:**

RIGHT: A growing number of states are implementing Hands & Voices Guide By Your Side programs.

WRONG: Hands & Voices' newspaper is called *The Communicator*.

- Numbers must be written out as a word from one through ten, or if the number is the first word in the sentence. After ten, you should write the numeric version (i.e., 11....)
- Headlines and titles of articles should not use articles (a, an, the) or conjunctions (and, or, but, nor). Please propose an eye-catching headline for articles you submit.
- Quotation marks on words used in a special sense are placed inside the period if appearing at the end of a sentence. Example: H&V coined the term "WASK".
- Periods and commas always appear inside quotes. Example: He told me I could have everything I wanted on the IEP, so I said, "then let's start with carpeting the entire classroom."
- Colons and semicolons are always placed outside quotation marks.

### **Example:**

The principal's face began to turn purple when he said, "By 'everything', I meant you could expect us to allow your child to sit in the classroom during music"; immediately, I began dialing my H&V advocate.

- Single possessive: Hers; family's    Plural possessive: Theirs; families'
- Don't end a sentence with a preposition, (of, for, to, with, under, through, beside, around, between, etc...).
- Make sure your pronouns match their possessive pronouns.

### **Example:**

RIGHT: She brought her own laptop. They forget theirs.

WRONG: Any parent would like their child to succeed at anything they do.

RIGHT: Any parent would like his/her child to succeed at anything she/he does.

- Deaf or deaf? Use capital D for Deaf when referring to Deaf Culture. Use d/hh as an abbreviation for Deaf/hard of hearing. Avoid "hearing impaired" unless it's appropriate in context.

- “Sniff Test”: Check your article over to see that it passes the Hands & Voices sniff test for bias. Not sure? Read up on this on our website at [http://www.handsandvoices.org/articles/fam\\_perspectives/wo\\_bias\\_V8-2.htm](http://www.handsandvoices.org/articles/fam_perspectives/wo_bias_V8-2.htm)
- In general, if you are sharing your own story, be sure you represent it personally. Use personal pronouns like “our family experienced this...,” or “that is how I feel.” It can be very helpful to point out that there are different views on the issue, and that you’re only representing your own experience. If you are writing objectively about an issue, like a reporter, your story needs to be balanced on both sides of the subject.
- Photos: We love them! Please include suggested captions with any attached photos, and be sure you have permission to use the photograph from everyone (or their parent) pictured in it. Photos need to be at least 600 pixels in width - minimum. If you don’t speak “pixel” then think of it this way: if it is digital, in focus, and easy to see & understand (closer up rather than subjects far away), it’s probably got a good shot of making it into our paper. Note: Do not submit photos taken from websites which don’t reproduce well.
- Submission format: Please submit articles as a WORD document in a plain black font such as Arial or Times New Roman. Please keep the formatting simple. Tables and bullets can be used for large articles when clarity is needed. Longer articles are easier to read if you break them up with a “sub-header” that introduces the focus of the next few paragraphs.
- Also, please avoid “soft carriage returns” that can occur when pulling text off e-mails or web sites; they create unnecessary breaks that usually appear in the middle of sentences. You can find these in WORD by clicking the little ¶ button. So clean them out of your document before submitting if possible.
- Submit your article to us with the author’s (or authors’) credit in this format: by Name, Chapter (or organization)

THANK YOU FOR HELPING US MAKE The Hands & Voices Communicator  
A GREAT READ!