

**STYLE/FORMAT GUIDE  
FOR  
PROGRAM MISSION SUMMARIES**

- Bulleted items DO NOT have an ending period – even after the last bullet
- There is no space after a dollar sign
- Refer to a specific fiscal year as FY 2011, FY 2010, etc.
- *Our Call To Action: Pursuit of Excellence* should be in italics
- Multiyear is one word
- In referring to an initiative, program, or project such as the Head Start initiative, the words “initiative” “program” “project” are lowercase
- Do not use the percent sign (%). Write out the word percent
- federal and state are lowercase
- Acronyms are used only if the name is to be repeated. Write out what the acronym stands for the first time
- Three million dollars should be written \$3.0 million, 2 percent would be 2.0 percent, and numbers less than a whole should have a leading zero – 0.4 percent
- Write out numbers one through ten. Use the numbers for 11 and up
- Capitalize all organization and proper names i.e. County Council. Do not capitalize generic titles such as county executive
- Use relocatables not portable classrooms
- Algebra 1, not Algebra I
- Website, not web site
- Grade 5 and fifth grade