



Associated Press (AP) Citation Guide

General Information

AP Style is used for news writing and journalism. There are thousands of rules to follow within this style, but this guide provides the basics. Note that some newsrooms have their own style guides, but the AP Style is as universal as it gets. For more details, go directly to the AP stylebook website at apstylebook.com or the section of owl.purdue.edu that has more information.

Names and Titles

Names: The first time you mention someone's name, use their first and last name – you can use only their last name after. Only use titles (Mr., Ms., etc.) if they are part of a quote.

Titles: Capitalize titles before a name. If they are informal or without someone's name, use lowercase.

Abbreviations and Acronyms: Only use necessary medical and political titles (i.e. Dr. or Lt.) when referencing someone for the first time outside of a direct quote.

Addresses, States, and Cities

Addresses: Numbered addresses require abbreviations for words like *St.*, *Blvd*, etc. Street names should be spelled out when given without a number. When a street name is a number, spell out the number if it is between first and ninth, but use numbers for 10 and higher.

States: States should be abbreviated when in a caption for a photo, list/table, dateline text, or in editor's notes. Eight states *never* get abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Cities: There are 30 cities that do not require state names following it (you can find these on Purdue Owl).

Numbers and Times

Numbers: Never start a sentence with a number – spell it out unless it's a year. Spell out "first" through "ninth," but use numbers for 10 and beyond. Use Roman numerals when describing wars or if used in a name (i.e. Henry IV).

Money: Spell the words "cents" and anything beyond "million."

Ages: Always use numbers. Do not hyphenate.

Times: Spell out "noon" and "midnight." Do not use :00.

Dates and Years: Written in numbers.

Months: Always capitalized and spelled out – only abbreviate months (Jan., Feb., Aug., Sept., Oct., Nov., and Dec.) when used with a date.

Days of the Week: Capitalize the days of the week without abbreviations.

Publications and Works

Books, Songs, TV Shows, Games, Poems, Speeches, Artwork: Use quotation marks.

Magazines, Newspapers, the Bible: No quotes, no italics — just capitalized.

Punctuation

Oxford Comma: Not used in AP Style.

Prefix-Hyphen: Avoid using hyphens with common prefixes like *out-*, *post-*, *pre-*, and *re-*.

Primary Dictionary: Merriam-Webster