

Only capitalize names, official titles before a name (lower case after a name), trademark names, acronyms.

“Ham” as in ham radio, “web”, and “coax” are not proper nouns or acronyms. Capitalize only as appropriate for common usage such as the beginning of a sentence.

A call sign is two words.

Use ARRL publication formats for call signs, etc.

Example: Joe, KC9XXX

Use “and” in place of “&”

Date format: February 18, 2018

Time format: 8 am, 10:30 pm

Check-ins

Number format:

Numbers 1 through 9 are spelled, one through nine

Numbers 10 and up are numerals.

Acronyms:

Use this format for the first use of an acronym in a document:

American Radio Relay League (ARRL)

MHz

Hz

Phone number format 111.222.3333

FCC license format, no “class”, “license” is lower case

Technician license

General license

Extra license

Radio bands:

2 meters

10 meters, etc. (do not use “2m,” “10m,”)

Apostrophes are used to denote ownership, do not use for pluralization. “Radios” not “Radio’s” for example to describe multiple radios.

To ensure a consistent look and feel, please restrain the use of different fonts, colored text, underlines, bolding and other formatting except as outlined by the AP Stylebook.