

## General Format

### Article Title Is Boldface and in Initial-Cap Letters

by Author Name

**Subheads Are Boldface and in Initial-Cap Letters** (adjectives, adverbs, nouns, pronouns, verbs, and all words of 4 or more letters)

Article text.

## General Style

- Define (spell out) abbreviations at first mention *per newsletter article* (Abbreviations might be defined [spelled out] multiple times in the newsletter—an acceptable condition because one might read only parts of the newsletter or read the newsletter out of sequence)
- Follow the Pennsylvania Department of Conservation and Natural Resources (DCNR) Web site for the spelling of Pennsylvania state forest names (including natural and wild areas), state park names, and trail names in state forests and state parks
- Follow *Merriam-Webster* dictionary for spelling
- Initial-cap brand names
- Usually omit terminal periods with bulleted-list items
  - Terminal periods may be added to long, grammatically complete items; in such cases, add terminal periods to all entries in a list
- Spell out ordinals *first* through *ninth* except when grouped with ordinals *10th* or higher
- Use digits for numbers
  - Spell out numbers when they begin sentences
  - Use *one* when *a* or *an* could be substituted
- Use postal abbreviations for states
- Use serial commas

## Abbreviations and Acronyms

- AFT = Allegheny Front Trail
- AMC = Appalachian Mountain Club
- ANF = Allegheny National Forest
- AT = Appalachian Trail
- ATC = Appalachian Trail Conservancy
- BFT = Black Forest Trail
- CKT = Chuck Keiper Trail
- DCNR = Department of Conservation and Natural Resources
- DHT = Donut Hole Trail
- GET = Golden Eagle Trail
- KTA = Keystone Trails Association (no need to spell out in newsletter) (usually not used with the article *the*)
- LT = Loyalsock Trail
- MST = Mid State Trail (no hyphen)
- MSTA = Mid State Trail Association

- NCT = North Country Trail
- OLP = Old Loggers Path
- PGC = Pennsylvania Game Commission
- PTC = Philadelphia Trail Club
- QT = Quehanna Trail
- SGL = state game land
- TST = Thunder Swamp Trail
- WCSA = Western Clinton Sportsmens Association (no apostrophe in *Sportsmens*)
- WRT = West Rim Trail

### **Words and Phrases**

- Activist Backpack page
- brushcut; brushcutter; brushcutting
- brushwhack; brushwhacking
- bushwhack; bushwhacking
- chainsaw
- Code Orange
- Code Orange maintenance event
- come-along (hyphenated as word for a tool)
- day hike, day hiker, day hiking (noun); day-hike, day-hiking (verb)
- Delaware Valley Chapter of the Appalachian Mountain Club (or AMC)
- e-mail
- Facebook (always use cap *F*)
- hazel hoe
- hedge trimmer
- Horse-Shoe Trail
- Internet (always use cap *I*)
- Keystone Recreation, Park & Conservation Fund (use ampersand)
- KTA Trail Challenge
- Leave No Trace; 7 Principles of Leave No Trace
- Lyme disease
- PennFuture
- Pennsylvania Forest Coalition
- Penn Wells Lodge and Hotel
- pick-mattock
- Pine Creek Gorge
- Prowl the Sproul Hiking Weekend
- Pulaski tool
- 100-Mile Trail Challenge
- saucepan
- sidehill

- slackpack, slackpacker, slackpacking (always one word)
- Spring Hiking Weekend
- Susquehanna Super Hike & Ultra Trail Run (use ampersand)
- switchback trail
- trailhead (one word)
- thru-hike, thru-hiker, thru-hiking (always hyphenated)
- Trail Alert
- Trail Ambassador Program
- Trail Care, Trail Care Event, Trail Care Program, Trail Care Week, Trail Care Weekend
- Trail Crew
- trail run, trail runner, trail running (noun); trail-run, trail-running (verb)
- T-Squared Trail
- website; webpage; webcast
- workday
- ziplock
- Zodiac raft