Middlesex Community College

New Media Studies Center Initiative

Course: COM*116 Publications Workshop

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Publication Workshop

AP Stylebook Assignment

Due Feb. 10

Read the (4) Assigned Sections:

- Guide to Punctuation (pp. 302-313)
- Statement of News Values (p. 314-327)
- Briefing On Media Law (pp. 328-368)
- Social Media Guidelines (pp. 369-398)

Part I - Reference Section (2 points each = 10 points)

1. **Abbreviations and acronyms** What are some general principles for using abbreviations and acronyms?

2. **Dateline** Explain what a “dateline” is and how and when it should be used.

3. **Internet** What are general guidelines for using Internet sources in a news story?

4. **Numerals** Explain a couple of instances when numerals should be spelled out and when they should be used as figures.

5. **Obscenities** When is it okay to use obscenities in a news story?

Part II - Assigned Sections (see above)

For each section, identify five points that you think are most important and relevant to writing and editing *The Flying Horse.* Write at least one sentence why. (20 items worth 2 points each = 40 points)