

time

- Time of day is written as 7:00 am or 3:30 pm
- Range of time is written as 9:00-11:00 am or 10:00 am-1:00 pm

dates

- Dates are written as numerals without st, nd, rd or th.
Example: December 2 (not December 2nd)

months

- Months are always written out fully.
Example: September (not Sept.)

titles

- Separate titles after name with a comma and do not put periods between SJ or OSU.
Example: Fr. Karl Kiser, SJ or Sr. Kathleen Flannery, OSU

comma

- Do not use Oxford comma. Do not put a comma before conjunction in series.
Example: John, Paul, George and Ringo

periods

- Use a single space after period at end of sentences.

telephone numbers

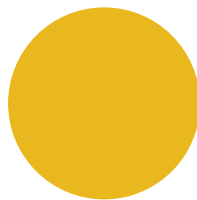
- Telephone numbers are written with area code in parentheses.
Example: (216) 932-0617

contact information

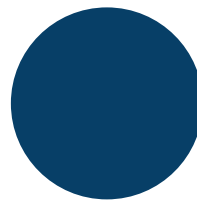
- Use a specific action word, such as call or email, when listing contact information.
Example: Call the parish office at (216) 932-0617 or email Marcia at mleous@...

other punctuation

- Capitalize the word Mass.
- Italicize *News & Views*.



CMYK 9, 27, 100, 0
RGB 237, 183, 0
Hex #edb700
PMS 7406



CMYK 100, 77, 33, 24
RGB 0, 58, 105
Hex #003a69
PMS 2955



CMYK 10, 10, 15, 0
RGB 227, 221, 210
Hex #e3ddd2