COLUMBIA MISSOURIAN STYLEBOOK

and a guide to

MID-MISSOURI

JULY 2017
MEMORIZE THESE RULES.

Below are style guidelines that you should know without having to refer to a stylebook. They’re taken from the Missourian and AP stylebooks and from dictionary listings. If you learn them, your life will be easier and your editors happier.

PEOPLE

- Capitalize formal titles when they appear before names, and lowercase titles when they follow a name or stand alone (former President Vicente Fox; President Barack Obama; George Bush, former president).
- Lowercase occupational or descriptive titles before or after a name. Mere job descriptions (such as astronaut, announcer or teacher) are not capitalized before or after a name (reporter Casey Law; Casey Law, a reporter). If you are not sure whether a title is a formal, official title or merely a job description, put the title after the name and lowercase it.
- Refer to adults in news reports by first name and family name the first time they appear in a story (Jane Smith) and by family name only on later references (Smith).
- Children 15 or younger are usually referred to by both names (first and family) on first reference and first name only on later references. Children in adult situations — common examples are in international sports and serious crimes in which they are charged as adults — are referred to by last name only on later references.
- To avoid confusing two people with the same family name, such as husband and wife or mother and son, use both names (first and family) on later references. A story mentioning Joe Biden and Jill Biden should usually refer to them as Joe Biden and Jill Biden even after they are introduced if there’s any chance of confusion. Sometimes a title can be repeated to make the distinction (Vice President Biden or the vice president on later references), or the relationship qualifier can be used, such as his mother, her brother. Only rarely, in some feature stories, will you want to refer to adults by their first names on later references.
- Do not use courtesy titles (Mr., Mrs., Miss, Ms., Dr.) in news stories. Most newspapers have eliminated courtesy titles except in obituaries (for the deceased only) and in editorials. Otherwise, don’t use them before a name. It’s much better to explain what kind of doctor he or she is in context (Casey Law, an orthopedic surgeon).
- Abbreviate military and police titles before names in accordance with the AP Stylebook. Don’t abbreviate titles when they stand alone or follow a name (Gen. Douglas MacArthur; the general).

NUMBERS

- In general, zero through nine are written out, and 10 and above are written as numerals.
- Always use numerals, even if less than 10, with:
  - addresses (3 Hospital Drive)
  - ages (7 years old)
  - dates (March 4)
  - distances (4 miles)
  - heights (5 feet 11 inches)
  - million, billion and trillion (9 million people)
  - money ($5)
  - percentages (8 percent)
  - time (2 p.m.)
  - weights (6 pounds)
- Spell out any number, except a year, that begins a sentence. (Twelve students attended. 1999 was an important year)
- For most numbers of a million or more, use this form, rounded off to no more than two decimal places: 1.45 million; the $18.1 billion budget. If the exact number is important, write it out: She received 1,253,667 votes, and her opponent received 988,401.
- Many newspapers abbreviate million and billion in headlines (a $3.2M tax hike). We don’t.
- Spell out numbers used as figures of speech. (Thanks a million.)
- Spell out fractions less than 1 when they stand alone (Use one-half cup of flour and two-thirds cup of sugar). Otherwise, write them as mixed fractions (1 1/2 cups of flour) or decimals (1.5 liters of water). Generally, use a 0 to precede a decimal smaller than zero (0.75 kilograms).
- Convert metric measurements to English ones.
- Do not use 1- before any telephone number; 800-888-8888 will suffice. Don’t use parentheses around the area code.
**Datelines, Places, Addresses**

- **Datelines** appear at the top of stories and tell what city the story was filed from. The city name is written in capital letters, with the state name or country in upper and lowercase (GRAND RAPIDS, Mich.).

- With rare exception, every online article should include a dateline. In print, we remove Columbia datelines but keep datelines for all other locations.

- Not all datelines include a state name. Don’t include a state name, whether in a dateline or in text, for:
  - the cities listed in the AP Stylebook’s datelines entry
  - Missouri cities and towns

- Once a state dateline is used, cities in the story from the same state do not need to be followed by a state name. For example, if a dateline says Topeka, Kansas and the story mentions Wichita or Olathe, you can simply write the city name without the state. But always include the state name for cities that could be confused with other places, such as Cuba, Missouri, and Paris, Missouri.

- Notice that Washington and New York always refer to the cities by those names, not the states, unless otherwise indicated. In other words, you would not normally write Washington, D.C., or New York City but simply Washington and New York.

- Do not abbreviate such designations as street when they stand alone without a numbered address. Only three of these are abbreviated — street, avenue and boulevard — and they are abbreviated only when they appear with a numbered address. (This is usually referred to as the STAB rule — street, avenue and boulevard.) If the street name has a direction in it, abbreviate the direction only with a numbered address (West Hickory Avenue; 103 W. Hickory Ave.; Southeast Avalon Drive; 2608 S.E. Avalon Drive).

- When an address follows a person’s name, either separate them with the word of and no commas or use commas around the address without the word of. (Hank Jones of 678 S. Elm St. was arrested; Hank Jones, 678 S. Elm St., was arrested.)

- When mentioning someone’s hometown, do not use commas around the town. (Right: Casey Smith of Columbia ran home. Wrong: Casey Smith, of Columbia, ran home.) But if an age is included, do use commas. (Casey Smith, 36, of Columbia, ran home.)

**Times, Dates**

- Use only the day of the week for events within a week of publication. (The summit ended Monday. The negotiators will meet Thursday.)

- Use next only if needed for clarity. (The summit ended Monday, and the negotiators will meet again next Monday.) Use cautiously.

- Never abbreviate days of the week. Do not include both a day and a date. The exception is Missourian obituary and Life Story style, when we use day, date and year in the sentence that tells when the person died. (She died Tuesday, Aug. 13, 2014.) Don’t continue using this format for other dates in the story.

- In print, use "today" to refer to the day of print publication. Do not use yesterday or tomorrow except in direct quotes. On the website, use only days of the week (not today, yesterday or tomorrow).

- Use month and day to refer to events happening a week or more before or after publication. Use cardinal numbers, not ordinal numbers, for dates. (The summit began July 11. The seminar will be held March 3)

- Don’t use the year unless the event is more than a year before or after publication. (He died March 17, 1999. The currency will be introduced Nov. 1, 2023.) The only exception is in the date of death in Life Stories or obituaries. (John Doe died Tuesday, Aug. 13, 2015.)

- Do not abbreviate a month unless it has a date (January; January 2012; Jan. 1, 2012). Five months are never abbreviated: March, April, May, June and July.

- Names of months and days of the week are capitalized, but seasons are not capitalized (Wednesday, January, spring).

- Use the lowercase a.m. and p.m.

- Always use figures for time in this form: 8 a.m., 10:30 p.m., 1:45 a.m. Do not leave in the zeroes, as in 8:00 a.m.

- For time spans, use this format: 1 to 4 p.m. (not 1-4 p.m.).

- Follow time-date-place order. (Martial law was declared at noon Friday in Jesse Hall. Trials of collaborators will begin at 2 p.m. Oct. 14 in Mexico, Missouri.)

- There is no such time as 12 p.m. or 12 a.m. It’s noon or midnight.
**THINGS**

- Common nouns are lowercase (dog, apple).
- Proper nouns are uppercase (Fido, Sears).
- For names of varieties of plants and animals or of particular foods, capitalize only the proper noun (German shepherd, McIntosh apple, red delicious apple, Boston cream pie).
- Capitalize trademarks (I drank a Pepsi), or use a common noun as a substitute (I drank a soft drink).
- Many product names that people think are generic terms (common nouns) are actually trade names (proper nouns) and should be capitalized (Band-Aid, Frisbee, Jell-O, Kitty Litter, Kleenex, Scotch tape, Styrofoam, Vaseline, Velcro, Xerox).
- Use abbreviations on first reference only if they are widely known. (CIA agents helped overthrow the prime minister of Iran.) Otherwise, spell out the names of agencies on first reference (the U.S. Agency for International Development; USAID). If an abbreviation would be confusing, use a common-noun substitute (the council, the junta). As much as possible, avoid using acronyms.
- In general, don’t abbreviate units of measurement (pounds, miles, hours, etc.).

**A FEW MORE TIPS**

- Use MU, not University of Missouri or Mizzou, in all references to the Columbia campus with the exception of sports stories. Missouri is preferred for sports references to the teams on the Columbia campus, though Mizzou can be used in some instances. Never use University of Missouri-Columbia or UMC. If there would be confusion with another college in the system, then write around it using something to the effect of the Columbia campus.
- Avoid exclamation points. Few things are spoken with the emphasis that should be reserved for an exclamation point.
- Do not use brackets. Use parentheses. [This is a bracket. Do not use.] (This is a parenthesis. Do use.)
- Do not include U.S. before Army, Navy, Marines or Air Force when referring to service members from the United States. It’s not needed because, after all, it’s illegal for a U.S. citizen to serve for another country.
- Do not use http:// with any Web addresses. It’s not needed. Also, check every Web address by typing it into a browser without the www. If the site loads, then do not use the www. in the address in print or online.

Source: Fred Vultee, amended 2009 by Maggie Walter and Allison McGee; James Pinson; amended 2012 by Maggie Walter and Audrey Moon; amended 2013 and 2014 by Maggie Walter; amended 2015 by Mike Cirelli; amended 2017 by Laura Johnston
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Updated and revised June 2017 by Laura Johnston; May 2015 by Mike Cirelli, Maggie Walter, Laura Johnston, Tom Warhover, Gerri Berendzen, Jennifer Rowe and Christa Corrigan.

CHANGES IN THE NEW EDITION

Revised entries

- **athletics** — Updated with preferred usage as singular, except when referring to Missouri's department specifically.
- **Armory Sports and Recreation Center** — The entry has been updated to include the armory as a second reference.
- **Cemeteries and Funeral homes** — The lists in the Obituaries section have been updated.
- **Cosmopolitan Park** — The entry has been updated to allow for Cosmo Park on first reference.
- **Datelines** — The entry has been revised to follow the AP standards for abbreviating state names.
- **Mizzou Rec**
- **MU Health Care**
- **state name** — Missouri cities no longer need a state name following them in copy. Abbreviations are acceptable in datelines and photo captions.
- **Roots N Blues N BBQ Festival** — The entry has been updated to note the lack of apostrophes.
- **Shakespeare's Pizza** — The entry has been updated to include the address for a south location.
- **Walmart**

New entries

- **Boone County Fair**
- **Building names**
- **CAFNR** — An entry has been added to allow for the acronym's use on first reference for the College of Agriculture, Food and Natural Resources.
- **eSports** — An entry has been added to note the distinction between a team name and the sport itself.
- **MU Health**
- **Race Matters, Friends**
- **Interstate 70 Drive Northeast**
- **Interstate 70 Drive Northwest**

Deleted entries

- **BoCoMo Bay** — It closed.
- **Bleu Restaurant & Wine Bar** — It closed.
- **Bengals Bar & Grill** — It closed.
- **Macy's** — It closed.

Other changes

- Information about datelines in the *Missourian 5-Minute Stylebook* and in the alphabetized section has been updated.
- Updates website for city offices and city officials, como.gov
- Updates the Guide to mid-Missouri with names of current city officials, Boone County commissioners and school board members.
- Updates procedures for copy editors and designers.
- Updates to the MU: Colleges and schools section in the Guide to mid-Missouri.
- Updates to the team names/first references section in sports.
- Updates to the facilities/venues section in sports.
- Updates to the Southeastern Conference section in sports.
**MISSOURIAN POLICIES**

**Business conflicts**

Political activities by student journalists can affect the reality and the appearance of independence and impartiality of our news organization. So, too, can outside work for competing media.

Work for other local media by Missourian paid staff or students in staff classes (reporting, copy editing, design, photography, photo editing, graphics, etc.) is prohibited. Local media include daily and weekly newspapers and related websites in our circulation area, campus newspapers and competing broadcast outlets.

One exception is collaborative projects and other work for KBIA and KOMU, which require advance approval by a faculty editor. Any work for media-related clients beyond the Missourian — nonlocal news outlets, campus or government publications, public relations, etc. — must be approved by the executive editor or managing editor. These circumstances might mean preferences as to the type of Missourian work (beats, shifts, etc.) to minimize the conflicts.

Students taking classes outside regular Missourian staff classes are exempt from this policy and are welcome to work for any news outlet. As with potential political conflicts, apply this rule: When in doubt, disclose.

**Dress code**

You have earned the right to work for a professional news organization. Show it. Reporters, photojournalists, graphic artists, copy editors, designers, faculty editors and teaching assistants should dress appropriately and professionally.

Think business casual — not campus casual. Clothes that are too tight, too skimpy or too revealing are not appropriate.

Male reporters and photojournalists should not wear shorts or T-shirts while on duty or during extended periods of time in the newsroom. Jeans can be worn as long as they do not have holes. Flip-flops or shower sandals should not be worn while on duty at the Missourian. (The exception is sports reporters and photographers who are allowed to wear shorts when covering events or interviewing people wearing shorts and T-shirts.)

Female reporters and photojournalists should not wear cutoff blue jeans while on duty, but dress shorts and dress T-shirts are appropriate. Women also should not wear flip-flops or shower sandals while on duty.

T-shirts, caps and other articles of clothing with emblems, advertisements, Greek insignia, etc., are inappropriate for everyone. Jewelry worn by both men and women should be tasteful and unobtrusive. Nose rings and other facial piercings are inappropriate. Exposed bellies and shoulders are inappropriate.

Staff members who violate the dress code will be asked to change their attire. Multiple violations will be addressed by the staff member’s editor and the executive editor.

**Political conflicts**

Credibility matters. The Missourian strives to be an independent and impartial source of news and information, which means we must maintain an independence from faction. We should make every effort to maintain rigorous professional standards for ourselves and to avoid business and political ties that could threaten our credibility.

Missourian staffers have lives outside the newsroom. It is everyone’s right to be involved in campus and community life, but we must protect both the reality and the appearance of the Missourian’s independence and impartiality.

Students and staff should not engage in business dealings, accept gifts or favors or have close emotional ties with a news source.

Students and staff should not cover or attempt to manipulate coverage of organizations or events in which they are involved.

All students, upon joining the Missourian, should provide to their faculty editor a list of activities or places of employment that might create at least the appearance of conflicting interests.

Personal relationships can affect the Missourian’s credibility as well. As is the case at any professional publication, journalists at the Missourian should not write about, report on, photograph or make news judgments about subjects with whom they have close ties.

Some examples:

**CLEARLY PERMITTED**: Voting; worshipping; belonging to social, service, religious or athletic organizations; attending public events.

**REQUIRING DISCLOSURE**: Holding or seeking office or membership in an organization that tries to influence public policy on or off the campus.

**CLEARLY PROHIBITED**: Holding or seeking political office, paid or unpaid, elected or appointed, on or off the campus; participating in political campaigning or lobbying; participating in demonstrations or rallies intended to influence public policy.
Social media platforms and websites are tools we can use to further our mission to inform our public. The tools can be a great way to learn more about the things we cover and about the people we serve, for whom our journalism is intended. They are platforms intended for conversation, not just distribution, and we should be listening as well as talking.

The Missourian has just two absolute rules for social media:
1. If you’re going to use a social media profile as part of your newsroom work, you must identify yourself and your role at the Missourian in your bio. Before you use any social media profile as part of your journalism work, make your affiliation clear and have a peer review your profile for appropriateness and transparency.
2. Adhere to our conflict of interest policies, found in the stylebook. Just as taking part in a political campaign is a conflict, espousing your political beliefs on social media profiles is also inappropriate for staffers. If any behaviors or actions are considered conflicts of interest under our policy, such things should also not be broadcast on your social media profiles. This includes, but is not limited to: holding or seeking political office, lobbying or participating in demonstrations to effect policy changes. Please check our conflict of interest policies or talk to your editor for further explanation.

We have a document that outlines social media best practices, including:
- How to incorporate your personal updates and personality with your work updates
- How to share the process of your journalism with your followers
- How to use social media to build relationships
- Guidelines for what to post
- Guidelines for social media corrections

That can be found at bit.ly/missouriansocial.

Accuracy check

All reporters should perform an accuracy check on all stories, including Life Stories. The purpose is to catch errors and misunderstandings before publication. Take these seriously because errors can erode the public’s trust in the Missourian.

Be sure to check the spelling of names, the clarity of figures and the accuracy of quotes. This should be done in all cases after a story is edited by the city editor, except for cases in which deadline makes it impossible. In these cases, do an accuracy check at the time of the interview. Show or read a source enough of the story to make sure it is written fairly. Ask an editor first if a source asks you to send the whole story.

The purpose of an accuracy check is fact-checking and clarification. It is not designed to let sources edit or put spin on a story. The point is accuracy, not a happy source. Check with your editor before changing any quote.

Anonymous sources

Anonymity threatens a newspaper’s credibility. The Missourian’s compact with its readers is bound by that credibility. That’s why using anonymous sources should clear the highest barriers.

All anonymous quotes and citations in local copy MUST be cleared by the executive editor unless prevented by time factors. Reporters MUST reveal the source to their assigning editor and the executive editor. Failure to do so might lead to a reduction in grade.

Before we publish a local story with anonymous sources, editors and reporters should ask these questions:

1. Is the information absolutely essential? Put another way: Could we still run the story without the anonymous source?
2. Could we persuade the source to go on the record? Or could we get that information from an on-the-record source?
3. Does the source think he or she will be harmed? That could be either physical harm or the loss of livelihood, but it does not mean simple embarrassment.
4. Is the source hiding behind anonymity to take a cheap shot at an enemy?
5. Is the story important enough to the health of our community to override the risk to the newspaper’s credibility? (A story about bad housing might be; a story about a quaint old house probably is not.)
CQ

A CQ is a seal of credibility — it means that the information has been double- or triple-checked for accuracy. It forms a kind of compact between the originating writer and other editors. It says, “Yes, this name or other info is verified.”

Here are the items that must be CQ’d:

- Proper names — even those that are common and well-known, such as the mayor’s. Don’t just ask a source to spell the name; read it back or, if it’s an in-person interview, show the spelling from your notebook.

Whenever possible, the names should be verified from a second source. If you got the name during an interview, try to find it in a directory or other trustworthy database. Remember: Not all Internet sources are created equal. Ask for a business card.

- Proper titles.
- Phone numbers. A CQ means you actually called the number to test it.
- Web addresses. A CQ here means you copied the address and tested it in a Web browser.
- Email addresses. A CQ here means you sent a test email to the address, and the email didn’t bounce back.

Your grade may be lowered if an article, caption or headline requires a correction in any of those categories and it was determined that a CQ had not been performed.

Exceptions to the CQ policy may be made in the event of breaking news.

COPY EDITORS: Even though the CQ is a promise of accuracy, you should treat it as you do most things — with suspicion. Editors should spot check CQ’d items in every article.

Crime stories

Crime stories and any other stories that could impede guilt must be written and edited with the utmost caution. Editors and writers alike must be aware of the potential for libel, how it can happen and how to avoid it. The reputation of the Missourian as well as that of the people we write about rides on this.

We must always question whether a crime story is complete, clear and accurate, but we must also be concerned with whether it is fair. These tips should help ensure all of these qualities.

**PRESERVE THE ASSUMPTION OF INNOCENCE:** It is law enforcement’s job to arrest people. It is our job to report what happened, not to convict people in print. It is the courts’ job to determine a suspect’s innocence or guilt. We must always assume that a subject is innocent until proven guilty.

**KNOW THE DIFFERENCE BETWEEN SUSPECT AND PERPETRATOR:** The **suspect** is whoever was arrested. The **perpetrator** is whoever committed the crime. We don’t know whether the two are the same until the jury decides.

**What we can write about the suspect:**

- **Identity:** The full name, including a middle name or initial, especially if it is a common last name such as Smith or Jones, and the age of the suspect.
- **Address:** We include the suspect’s address if available, but it’s not necessary.

Circumstances of arrest: If the information is incriminating, we must attribute the information to a privileged source, such as the Police Department.

**What we must not include:**

- unprivileged allegations

**What we can write about the perpetrator:**

- **Description:** What they look like, what kinds of vehicles they drive, their clothes. More details make for a more accurate description. See our policy on **Describing at-large suspects/perpetrators in crimes** (Page 13) for guidance on when race may be used in the description of the perpetrator.

**FAIRNESS AND ACCURACY:** Write about the perpetrator using a vague descriptor such as *an assailant, a burglar, a robber, etc.*, rather than the name of the suspect: *A man attacked a pizza delivery driver in the 800 block of North Garth Avenue, police said*. Separate paragraph: *A suspect was arrested two blocks away. This is thorough, and it’s also fair to the suspect. This keeps the suspect and perpetrator in separate paragraphs.*

**ATTRIBUTE HOT INFORMATION:** Information that imputes guilt must be attributed to a privileged source. This includes anything incriminating or that tends to implicate a person in a crime, including accusations, evidence, charges or claims. An attribution such as *a police spokesman said* tells the reader that this is not our interpretation of facts but that of the authorities.

Anything that makes it look as if the suspect did it must be attributed. WHEN IN DOUBT, ATTRIBUTE. If attributing every sentence would make the story awkward, we can use a blanket attribution that reads: *Police gave this account of the crime: Two teenagers were seen speeding down Garth Avenue in a late 1990s Ford Thunderbird … etc.* Use this construction for broad strokes only, but generally, directly attribute all sentences that say someone is guilty.

**DANGEROUS WORDS:** Consult the AP Stylebook on all entries.

**arrested for or indicted for:** Means the same thing as saying the suspect was arrested for committing the crime. Instead, write, *The suspect was arrested on a charge of burglary* or *The suspect was arrested in connection to a burglary.*

**alleged, allegedly:** Using these words gives us little to no protection from a libel suit. If we write, *Filak allegedly stole $500 and a diamond bracelet, we’re still saying he committed the crime. Better: A diamond bracelet and $500 were stolen, police said. Filak was charged with robbery.*

**accused:** Good verb but awful adjective, as in accused killer. When we write that, we’re still calling the suspect a killer.

**arrested:** to be detained — A police officer can arrest someone on a charge of something, but that does not mean he or she is formally charged.

**indicted:** to be formally charged of a criminal offense
Naming victims of sexual assault

The Missourian, like most news organizations across the nation, generally does not publish the names of victims of sexual assault. Although news organizations have the right — court cases have consistently affirmed the legal standard for publication — they have the responsibility to weigh the potential harm against any larger benefits.

In sexual assault, and specifically rape, the scale tips against naming names. Victims often experience, upon publication, reactions that go well beyond simple embarrassment and into the realm of depression and trauma. There is evidence that rape is under-reported in part because of fear of publicity. The right of the accused to meet the accuser is compromised in the court of public opinion but not in court.

The same test applies as in our standards for anonymity: Does the source think he or she will be harmed? In most cases, the answer is yes. However, reporters should ask whether the victim would like her or his name used. Some women and men believe they should speak out publicly.

In all local cases, if a name is used, it should be cleared by the executive editor and noted on top of the copy. And, as in all Missourian policies, good judgment and rigorous discussion win out over rigid policy every time.

The proximity factor makes wire copy less problematic. Still, every case should be cause for discussion by wire editors and news editors.

Naming juvenile offenders

The Missourian generally does not publish the names of juvenile offenders. Police and the courts are barred from revealing these names, but the media are not similarly restricted.

The rationale for the Missourian’s practice is that juvenile offenders should not have to be permanently scarred by public exposure in the media for acts committed in their youth.

The Missourian’s practice is to publish the name of a juvenile offender if he or she is certified to stand trial.

Policy on reporting suicides

**Reporting cause of death:** Cause of death is an important fact in any story that we write. Reporters should make every effort to confirm, through official or family sources, the cause of death in news stories. They should make every effort to find the cause of death for anyone younger than 60 for Life Stories.

**Guidelines for when to report a suicide in a news story:** If a person takes his or her own life in a private way and a private place, we normally do not write a story. If, however, the person is or has been a public figure — someone who has been in the public eye and whose death would be considered newsworthy — we will write the story and report suicide as the cause of death when we confirm it through official or family sources. We also report suicides that occur in a public setting, whether or not the person was a public figure.

In all cases, we will be sensitive to the family and friends of the dead person.

**Reporting a suicide:** A case-by-case discussion is key to deciding whether to report a suicide. The final decision rests with a senior editor, often the executive editor, the managing editor or the right news editor. If a report of a suicide is received and no editor is available, cover the story. One should always...
Missourian Policies Continued

err on the side of reporting, for it is better to have material that an editor chooses not to use than to have an editor wanting to use information that is no longer available.

Guideline for when to report a suicide in Life Stories:

- **Suicide of a private figure in a public place:** If the deceased is a private figure but committed suicide in a public place, the suicide itself likely will be reported in a news story, but the name of the deceased can be withheld with the approval of the senior editor. The obituary sheet normally will not include the cause of death unless the family consents.

  - **Suicide of a private figure in a private place:** If the deceased is a private individual and committed suicide in a private place, the suicide is generally not reported and no cause of death is listed in the obituary unless the family consents.

Some tips from AP on reporting suicides:

- Suicide stories, when written, should not go into details about methods used.
- Avoid using committed suicide except in direct quotations from authorities. Alternate phrases include killed himself, took her own life or died by suicide. The verb commit with suicide can imply that suicide is a criminal act. It’s not. Laws against suicide have been repealed in the United States and many other places.
- Do not refer to an unsuccessful suicide attempt. Refer instead to an attempted suicide.

Infobox:

There’s an infobox at the top of the Missourian daily budget that should be added to stories about suicide.

Diversity Policy, Missouri School of Journalism Newsrooms

The Columbia Missourian, KOMU, Vox Magazine and KBIA are dedicated to full and fair coverage of the news, whether international, national, regional or local. Our intent is to report the news without bias, without favor, without intimidation and without callous disregard for the impact of our reporting.

In keeping with those goals, the Missourian, Vox Magazine, KOMU and KBIA recognize that, in a democratic society, all segments of the population should have the opportunity to be heard. It is our intention to provide a forum for the views of the oppressed as well as the favored, for minorities as well as the majority.

To do so, we shall:

- Avoid stereotyping in our news reports. Reporting that is racist or sexist in fact or in connotation will not be allowed. Reporting that demeans others — the elderly or the disabled, for example — will similarly be banned. Editors and reporters will be reminded of this policy frequently, and internal monitoring mechanisms will be implemented to ensure compliance with this directive.
- Report race, sex, religion or age only when pertinent. No mention should be made of a person’s race, sex, religion, sexual orientation or age unless it is germane to a story. If a suspect is arrested, it is not necessary to identify him or her by these characteristics. If the police issue a description of a suspect still at large, and the description is detailed enough that someone could make an identification from it, it may be appropriate to include racial or other identification.
- Aggressively cover news of and about minority groups. We recognize that the majority has little trouble disseminating its views and positions. Minorities might not be in a similar position. With that in mind, we are committed to covering minorities as fully and extensively as our resources allow. This will include active efforts to develop a variety of new sources among minorities.
- Monitor and evaluate coverage of minorities on a regular basis.

We recognize that to do these things well we must first create an atmosphere in our own newsrooms in which a variety of views, including divergent ones, is encouraged.

We shall do so within the context of our significant public service roles, which demand clear and concise communication.

Toward that end, we shall:

- Regularly and systematically solicit the opinion of those staff members who are minorities. We are fortunate to have reporters and editors of different sexes, sexual orientations, races, religions, ages and political beliefs.

We encourage discussion of differing views of and approaches to the coverage of news.

- Encourage non-American staff, faculty and students to share with us their views of the American media and the media systems in their own nations. The Missourian, Vox Magazine, KOMU and KBIA are fortunate to have journalists who are born in other countries and might have perspectives different from those of Americans. We are committed to an exchange of ideas and cultural heritage that will be mutually beneficial. It is our intention to make international students feel comfortable and welcome in our midst.

- Eliminate nationalistic, racist, sexist and other demeaning remarks in our newsrooms. We recognize that ethnic, sexist and other insensitive remarks can be damaging to the environment in which we work. We are committed to eradicating all such remarks, whether said in seriousness or jest, from the workplace.

- Attempt to fill staff and media assistant positions with qualified women and minorities. We recognize the importance of the perspective such applicants can offer if hired in positions of responsibility in our newsrooms.

- Avoid assigning minority students only to stories about minority issues.

- Attempt to provide all students with realistic professional experiences within the capabilities of our media operations. In the broadcast newsrooms, we recognize that the news directors are responsible for the sound of air work during local newscasts.

We realize that not every student working in broadcast outlets will necessarily appear on air. But we pledge to make sure that each student is given ample opportunity to audition for on-air work. Periodic airchecks will continue throughout the student’s time in the newsroom. Criteria for air work will include clarity of diction; enunciation and elocution; well-modulated pitch and tone; lack of lisp, hiss, stutter, thickly accented speech or distracting mannerisms; correct inflection; and interpretation of delivery. The news director will provide ample opportunity for auditions and air checks. At all newsrooms we will
CITY DESK PROCEDURES

By 10 a.m.

- Sign in.
- Go to the Missourian Library and pick up the stack of the day’s Missourians. Distribute two to the photo department (316-G), two to the interactive copy desk, two to the city editors’ pod and three to the general assignment desk.
- Write any Life Stories that come across and perform other general duties.
- If you work on Tuesdays or Thursdays, pick up the attendance log from Cheri Cherry’s office and take it to class. Be sure to return it after class.

Answering the phone/fax machine

- Answer the main phone directly.
- “Columbia Missourian, this is NAME” is an appropriate way to answer the phone. Be polite and professional.
- Always check the newsroom phone list to make sure the person asked for is not an editor.
- Put the caller on hold and call out for the reporter the caller is looking for. Shout loudly so everyone in the newsroom can hear you.
- If the reporter is available, take the caller off hold, press TRANSFER, type in the five-digit corresponding phone extension and press TRANSFER again. Make sure the other phone rings before you hang up. If the reporter is unavailable, take a detailed message, including the date and time, and place the message in the reporter’s mailbox, alphabetized by last name.
- Check the fax machine (573-882-5702) for obituary sheets and anything urgent, but run anything important by an assistant city editor. Make sure the fax machine has paper.

Life Stories

- It is important to accuracy check all names, dates, times and places, even ones that appear on the obituary sheet. If a mistake appears in a Life Story, the Missourian’s policy is to rerun the entire Life Story.
- Use the obituary checklist and Life Stories from that day’s Missourian as guides. Always check the obituary sheet carefully.
- Make concerted efforts to call family. Ask family members what they would like people to know about the deceased person, what activities or hobbies the person enjoyed, what they remember about the person, whether they had a specific connection to the community, etc. Use the obituary script for guidance.
- Give the assistant city editor on duty the obituary sheet. Make a copy of the obituary sheet and checklist. Put the original in the Rim basket at the copy desk and the copy in the obituaries bin at the city desk.
- See the obituaries section (Pages 17 to 22) for more on Missourian style.

Odds and ends

- Listen to the police scanner and let the assistant city editor on duty know of any interesting or important dispatches, such as an accident or injury.
- Keep the newsroom organized. If you run out of things to do, check with an assistant city editor.
- Greet visitors and help them.
- Dress appropriately for an interview in case you need to interview someone for spot news. At bare minimum, that means no shorts, tank tops, flip-flops or bare midriffs. Don’t dress more casually on weekends because weekend deskers are more likely to be pulled for live stories than deskers throughout the week. See the Missourian policies section (Page 10) for more on Missourian style.

Reimbursement

The Missourian reimburses students for certain expenses.

Consult an assistant city editor for help with travel vouchers. Expenses that are usually covered are:

**MILEAGE OUT OF THE COUNTY:** There is a nominal per-mile reimbursement. If you are assigned to go on an out-of-county trip, keep track of how many miles you travel and turn in an expense voucher upon your return. If you volunteer to go on an out-of-county story, make sure ahead of time that the mileage expense is approved, or you may not be reimbursed.

**FEES FOR PHOTOCOPYING AT COURTS, CLERKS’ OFFICES, ETC.:** If your editor assigns you to get documents and there is a cost, the Missourian will cover this cost.

**COST OF THE MATERIALS FOR ILLUSTRATIONS:** The cost of an assigned photo illustration will be reimbursed. However, though an illustration about espresso might include coffee beans and a cup of coffee, the Missourian will not pay for the purchase of a coffee maker. Borrow one in this case.

**MEALS:** If you are gone out of the county all day or overnight, the Missourian will reimburse you for your meals. Again, be reasonable. Alcohol will not be reimbursed. And ALWAYS keep your receipts. You won’t be reimbursed for anything without one.
When you come in, sign in and open tabs for your online resources. Remember to open your log to keep track of all stories you edit and the headlines you write during your shift.  
- CQ name(s) in every story you edit. CQ is an abbreviation of the Latin phrase “cadit quaestio,” which literally translates to “the question falls,” meaning there is no question or doubt remaining. Putting a CQ next to something indicates that you’ve verified its accuracy.  
- Make sure all stories have been AC’d, or accuracy-checked.  

Proof all pages and graphics that come to the desk. If they are feature or advance pages not for the next day’s paper, initial the proof and include your phone number and return it to the news editor.  
- As much as possible, the same person should edit a story and its related graphics and photos. Edited graphics go back to the news editor or to a teaching assistant before being returned to the graphics designer.  
- Double-check all story jumps and jump words.  
- News and sports designers who work until close are not allowed to leave until the pages have been sent to the press.
OBITUARIES

Goal

The death of every individual in Boone County (Columbia, Ashland, Centralia, Hallsville, Rocheport, Sturgeon) will be announced in the Death Notices section (Page 2) of the Columbia Missourian, if at all possible, also published on the website. When the Missourian does receive an obituary from a funeral home or member of the deceased’s family, the deceased will receive a maximum of two obituaries (in addition to the death notice) — a family obituary plus a life story. A photograph of the deceased should be requested in all cases if possible.

Types of obituaries

**Death notice:** This is a brief announcement of a death with or without funeral services. Every reasonable effort will be made by the ACE to post news in a timely manner about deceased individuals in Boone County, to run in the Death Notices section, both print and Web. Death notices will be posted whether funeral service arrangements have been made or not.

**Family submitted obituary:** This is a reprint of the obituary submitted by a funeral home or family member/friend. Within 60 minutes after a family obituary is received, it should be placed in a Blox file and moved to ICE Desk SLOW for editing. Include a photo if one is submitted. Credit the source in a tagline. It could be a family member or from a funeral home.

The death of every individual in Boone County (Columbia, Ashland, Centralia, Hallsville, Rocheport, Sturgeon) will be announced in the Death Notices section (Page 2) of the Columbia Missourian, if at all possible, also published on the website. When the Missourian does receive an obituary from a funeral home or member of the deceased’s family, the deceased will receive a maximum of two obituaries (in addition to the death notice) — a family obituary plus a life story. A photograph of the deceased should be requested in all cases if possible.

**Life Story:** This is a featurized obituary that relies on information from outside sources about the life and contributions of the deceased.

Every effort should be made to complete a Life Story for a subject. Appropriate considerations to include in a Life Story could be based on longevity in Boone County, significant contributions to the community or newsworthy life activity. Any length of time spent as an adult in the county beyond one year would be appropriate.

Although you might feel awkward about calling family members during a time of grief, you will find that if you engage in sensitive reporting, relatives will ultimately appreciate your efforts.

Life Stories run online and in print. Include a photo if one is submitted.

Guidelines

- If the memorial or funeral service is set three or more days ahead, and sources cannot be reached to complete a Life Story by 5 p.m. on the day the information is received, the Life Story will be rolled over to the next day. Because a majority of services fall into this category, the likelihood of a Life Story remains high.
- If the service is to take place sooner than three days ahead, a decision will be made before 5 p.m. on the day the information was received about whether to stop working toward a Life Story.
- Reporters will continue to work on a Life Story only if there is a reasonable expectation that sources will be available.
- If an individual was a prominent member of the community (Rodney Smith, Almeta Crayton, etc.), the option will be to write a news story that will fulfill the intent of a Life Story.
- If the memorial or funeral service has already been held, we will write a Life Story only if the individual was a prominent member of the community.
- If the memorial or funeral service is to be held on an unidentified future date, we will announce that information after we receive it only as a Death Notice.

Tips

- A person dies of a disease, not from a disease; after a lengthy illness, not an extended illness; after an operation, not as a result of an operation.
- A woman is survived by her husband, not her widower; a man is survived by his wife, not his widow.
- A funeral is offered or held, not celebrated. The exception is if the funeral includes a Catholic Mass, in which case, it is celebrated.
- Featurized Life Stories are more flexible on format, but the death should still be high up in article.
- In print, featurized Life Stories will take a headline. See Pages 99 and 100.
- Check everything that appears on an obituary sheet, and accuracy check everything with the family.

Missourian policy is that if a correction is necessary on a Life Story, the Life Story must be run again in full.

Remember that Life Stories are likely the last time a deceased person’s name will appear in print, and they are cherished beyond most other things printed in the newspaper. It is crucial that you double-check for accuracy and exercise sensitivity when dealing with sources.
These style rules apply to Missourian obituaries and Life Stories, but not family obituaries.

A ADDRESSES: Do not print the addresses of any person mentioned in an obituary. Simply list the town for the deceased and all survivors. For the deceased, list the town that would provide the closest local connection. For example, if someone moved to New York City after living in Columbia for years, say formerly of Columbia instead of of New York City. Print the full street address for places having to do with the services, and include the town if it is not in Columbia. Print the full mailing address for memorial contributions. For more, see addresses and of (hometown) in the main alphabetized section.

AGES: Always check that the birth year subtracted from the death year agrees with the age listed. When subtracting, make sure the birthday has already occurred; otherwise, subtract one more year. For example, a person born Aug. 4, 1925, who died June 4, 2009, would be 83, not 84.

CAUSE OF DEATH: In Life Stories, make efforts to find the cause of death for anyone younger than 60. See also suicides.

CEMETERY: Include the address. See the list of cemeteries on the next page.

COURTESY TITLES: Use courtesy titles on second and subsequent references to the deceased: Mrs., Mr., Ms., Miss or Dr. Always check with the family on which to use; never guess. Do not refer to the deceased as Mr. until after it is mentioned that she married. See religious title.

D DATES: When listing the day a person died, always use the day of the week, the date and the year. For example, John Doe of Columbia died Friday, Dec. 20, 2009, at his home. This is an exception to standard style. The reason for this exception is that obituaries usually stand as the official record of death for many families, and relatives often want to remember the exact day and date. Make sure the day and date match. For all other days mentioned in the obituary, follow standard Missourian style.

DR.: Use the title for nonmedical doctors if the person used it during his or her life. See also religious titles.

E EU PH E M I S M S: Never write euphemisms such as passed away, met her maker or is resting in the arms of Jesus. Instead, use died.

F FUNERAL HOMES: Always insert which funeral home is handling the services, and use full street addresses. Also, include which funeral home is handling the arrangements if it has not been previously noted in the story. For more, see the list of funeral homes starting on the next page.

FUNERAL SERVICES: The word funeral is redundant.

I INURNMENT: This term, which means to put someone’s ashes in an urn, can be included in obituaries.

M MEMORIALS: If it is available, provide the full mailing address for sending memorials. Check to make sure the address is for a legitimate group or place. You do not want anyone to be scammed into sending memorials to a fake charity or organization.

For online memorials, follow this style: Tributes can be posted at memorialfuneralhomeandcemetery.com. Use of the word condolences is also acceptable.

MORTICIAN: Use mortician instead of undertaker.

MOTHER’S MAIDEN NAME: Preferred: She was born Aug. 12, 1904, to Joe and Sarah (Smith) Jones. (The mother’s maiden name is put in parentheses.) Also acceptable: She was the daughter of Joe Jones and Sarah Smith. If the couple’s last name is hyphenated, use that form: Joe and Sarah Smith-Jones.

P PARENTS: If the person who died is older than 75, do not say the parents died earlier because it is expected the parents would have died. See also survivors.

PRECEDED IN DEATH: Never use. Use died earlier.

R RELIGIOUS TITLES: Use the Rev. or the Rev. Dr. before the names of any religious leaders conducting services, regardless of whether they are ministers, preachers, priests, etc. The exception is if the person is a church elder. Then, use Elder before the name. For example, the Rev. John Doe, Elder Jane Doe. For non-Christian religions, use the proper title before the name. Consult the AP Stylebook for other questions.

S SERVICES: Use conducted, not officiated or celebrated, to refer to the funeral. Services, conducted by the Rev. John Doe, will be held from 2 to 4 p.m. Saturday. (The exception is a Catholic Mass — see the AP listing.) Always list services after the visitation. Include the full street address for places having to do with the services and the town if it is not in Columbia.

SUICIDES: See the Missourian policies section on Page 13.

SURVIVORS: Use the following tips when listing survivors:

- When listing groups of survivors, use a comma after the name of the grouping, commas between entries and semicolons between groupings: Survivors include three brothers, John Doe and Bill Doe, both of Columbia, and Jack Doe of Ashland; and a sister, Jane Doe of Columbia. Use a semicolon before the and of the last grouping.
- Use the town of residence for each survivor.
- The usual order for survivors is spouse, children, parents, siblings, grandchildren, great-grandchildren and other family members. List in-laws and spouses of survivors, e.g., Casey Law and her husband, John, of Columbia. There are several exceptions, such as if a deceased person is only survived by nieces and nephews, etc. Use your judgment on whether a relative needs to be included, or ask the assistant city editor on duty.
- If relatives died earlier, list them in a paragraph after the survivors with the phrase died earlier.
- Spouses and parents should be named again in the survivors/died earlier. Do give the names of most survivors, but usually it is unnecessary to name great-grandchildren and nieces or nephews. Again, there are exceptions.
Cemeteries

Some cemeteries’ information can be obtained only by calling the town’s city hall or the organization indicated in parentheses.

- **Ashland Cemetery**, 816-232-3923
  2324 Ashland Ave., St. Joseph, MO 64506

- **Boonville Memorial Gardens Cemetery**, 660-882-7447
  2324 Ashland Ave., St. Joseph, MO 64506
  (Boonville Parks and Recreation Department)

- **Callaway Memorial Gardens**, 573-642-4468
  1700 S. Business Road 54, Fulton, MO 65251

- **City of Centralia Cemetery**, 573-682-2849
  North Rollins Street, Centralia, MO 65240
  (Centralia City Hall)

- **Columbia Cemetery**, 449-6320
  30 E. Broadway, Columbia, MO 65203

- **Elmwood Cemetery**, 573-581-2100
  Elmwood and Liberty streets, Mexico, MO 65265

- **Friedens Cemetery**
  Route A, Hartsburg, MO 65039

- **Glendale Memorial Gardens**
  101 Highway 22 E., Centralia, MO 65240
  (The mailing address is at 104 S. Collier St.)

- **Harrisburg Cemetery**
  201 E. Sexton St., Harrisburg, MO 65256

- **Hawthorn Memorial Gardens**, 573-635-4594
  4205 Horner Road, Jefferson City, MO 65109

- **Hillcrest Cemetery**, 573-592-3111
  750 Hillcrest St., Fulton, MO 65251
  (Fulton City Hall)

- **Jefferson City Cemetery**, 573-634-6410
  1000 E. McCarty St., Jefferson City, MO 65101

- **Longview Cemetery**, 573-634-6410
  204 Scott Station Road, Jefferson City, MO 65109

- **Memorial Park Cemetery**
  1217 Business Loop 70 W., Columbia, MO 65203
  (Memorial Funeral Home at same address.)
  443-3173
  101 W. Wightman St., Moberly, MO 65270
  660-263-4701

- **Pioneer Cemetery**
  Westminster Avenue and Fourth Street,
  Fulton, MO 65251

- **Resurrection Cemetery** 573-893-2751
  3015 W. Truman Blvd., Jefferson City, MO 65109

- **Riverview Cemetery**, 573-636-6713
  2600 W. Main St., Jefferson City, MO 65109

- **Southside Cemetery**
  Ravine and Third streets, Fulton, MO 65251

- **Sunset Hills Cemetery**, 660-882-7447
  Third and South streets, Boonville, MO 65233
  (Boonville Parks and Recreation Department)

- **Walnut Grove Cemetery**, 660-882-7622
  1006 Locust St., Boonville, MO 65233

- **Woodcrest Cemetery**, 573-657-2342
  406 S. Henry Clay Blvd., Ashland, MO 65010
  (Woodcrest Primitive Baptist Church)

- **Woodland Cemetery**, 573-634-6410
  1022 E. McCarty St., Jefferson City, MO 65101
Always check against the phone book and the letterhead of the submitted obituary, which contains the name and address. The following addresses take precedence over Google Maps and MapQuest.

**NOTE:** Include the address for the cemetery if it is different from the funeral home’s address. See [cemeteries](#) for more.

<table>
<thead>
<tr>
<th>Funeral Home</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td><strong>Arnold Funeral Home</strong></td>
<td>573-581-5330</td>
</tr>
<tr>
<td>425 S. Jefferson St., Mexico, MO 65265</td>
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</tr>
<tr>
<td><strong>Buescher Memorial Home</strong></td>
<td>573-636-8163</td>
</tr>
<tr>
<td>429 E. Capitol Ave., Jefferson City, MO 65101</td>
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</tr>
<tr>
<td><strong>Carr-Yager Funeral Home</strong></td>
<td>660-248-2244</td>
</tr>
<tr>
<td>204 N. Linn St., Fayette, MO 65248</td>
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<tr>
<td><strong>Cater Funeral Home</strong></td>
<td>660-263-3360</td>
</tr>
<tr>
<td>1520 E. Rollins St., Moberly, MO 65270</td>
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<tr>
<td><strong>Davis Funeral Chapel</strong></td>
<td>660-882-3381</td>
</tr>
<tr>
<td>1397 W. Ashley Road, Boonville, MO 65233</td>
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<tr>
<td><strong>Debo Funeral Home</strong></td>
<td>573-642-2211</td>
</tr>
<tr>
<td>833 Court St. #152, P.O. Box 818, Fulton, MO 65251</td>
<td></td>
</tr>
<tr>
<td><strong>Dulle-Trimble Funeral Home</strong></td>
<td>573-893-5251</td>
</tr>
<tr>
<td>3210 N. 10 Mile Drive, Jefferson City, MO 65109</td>
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<tr>
<td><strong>Fenton Funeral Chapel</strong></td>
<td>104 S. Collier St., Centralia, MO 65240</td>
</tr>
<tr>
<td>573-682-3703</td>
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</tr>
<tr>
<td><strong>Glendale Memorial Gardens</strong></td>
<td>101 Highway 22 E., Centralia, MO 65240 (This is the cemetery for the Centralia location. The mailing address is at 104 S. Collier St.)</td>
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<tr>
<td>306 E. Proctor St., Sturgeon, MO 65284</td>
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<tr>
<td>573-687-3348</td>
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<tr>
<td><strong>Freeman Mortuary</strong></td>
<td>573-636-5533</td>
</tr>
<tr>
<td>915 Madison St., Jefferson City, MO 65101</td>
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<tr>
<td><strong>Friemonth-Freese Funeral Service</strong></td>
<td>174 Highway 5 and 240, Fayette, MO 65248</td>
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<tr>
<td>660-248-3116</td>
<td></td>
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<tr>
<td>112 Market St., Glasgow, MO 65254</td>
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<tr>
<td>660-338-2316</td>
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<tr>
<td><strong>Heartland Cremation and Burial Society</strong></td>
<td>442-7850</td>
</tr>
<tr>
<td>1114 Wilkes Blvd., Columbia, MO</td>
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<tr>
<td><strong>Houser-Millard Funeral Directors</strong></td>
<td>573-636-3838</td>
</tr>
<tr>
<td>2613 W. Main St., Jefferson City, MO 65109</td>
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<tr>
<td><strong>H.T. May and Son Funeral Home</strong></td>
<td>405 Sycamore St., Boonville, MO 65233</td>
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<tr>
<td>660-882-5404</td>
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<tr>
<td>304 Tolson St., Fayette, MO 65248</td>
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<tr>
<td>660-248-2771</td>
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<tr>
<td>2207 Holly Ave., Columbia, MO 65202</td>
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<tr>
<td>443-2273</td>
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<tr>
<td><strong>Markland-Yager Funeral Home</strong></td>
<td>660-848-2345</td>
</tr>
<tr>
<td>P.O. Box 126, 113 E. Broadway, New Franklin, MO 65274</td>
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<tr>
<td><strong>Maupin Funeral Home</strong></td>
<td>573-642-3334</td>
</tr>
<tr>
<td>301 Douglas Blvd., Fulton, MO 65251</td>
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<tr>
<td><strong>Memorial Funeral Home</strong></td>
<td>443-3173</td>
</tr>
<tr>
<td>1217 Business Loop 70 W., Columbia, MO 65202 (Memorial Park Cemetery is at the same address.)</td>
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<tr>
<td><strong>Million-Taylor-Patton Funeral Home</strong></td>
<td>660-456-7234</td>
</tr>
<tr>
<td>320 S. Williams St., Moberly, MO 65270</td>
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<tr>
<td><strong>Morton Funeral Home</strong></td>
<td>573-897-2214</td>
</tr>
<tr>
<td>911 Main St., Linn, MO 65051</td>
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<tr>
<td><strong>Nilson Funeral Home</strong></td>
<td>474-8443</td>
</tr>
<tr>
<td>5611 E. St. Charles Road, Columbia, MO 65202</td>
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<tr>
<td><strong>Oliver Funeral Home</strong></td>
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<tr>
<td>102 E. Sneed St., Centralia, MO 65240</td>
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<tr>
<td>573-682-1164</td>
<td></td>
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<tr>
<td>107 S. Ogden St., Sturgeon, MO 65284</td>
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<tr>
<td>573-687-3317</td>
<td></td>
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<tr>
<td><strong>Parker-Millard Funeral Service &amp; Crematory</strong></td>
<td>449-4153</td>
</tr>
<tr>
<td>12 E. Ash St., Columbia, MO 65203</td>
<td></td>
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<tr>
<td>22 N. Tenth St., Columbia, MO 65201</td>
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<tr>
<td><strong>Pickering Funeral Home</strong></td>
<td>573-581-3207</td>
</tr>
<tr>
<td>403 N. Western St., Mexico, MO 65265</td>
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<tr>
<td><strong>Robinson Funeral Home</strong></td>
<td>657-1136</td>
</tr>
<tr>
<td>601 N. Henry Clay Blvd., Ashland, MO 65010</td>
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</tr>
<tr>
<td><strong>Slater-Millard Family Funeral Chapel</strong></td>
<td>573-896-5959</td>
</tr>
<tr>
<td>540 S. Summit Drive, Holts Summit, MO 65043</td>
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<tr>
<td><strong>Thacher Funeral Home</strong></td>
<td>660-882-2311</td>
</tr>
<tr>
<td>629 E. Morgan St., Boonville, MO</td>
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</tr>
<tr>
<td><strong>William Wood Funeral Service</strong></td>
<td>660-882-2495</td>
</tr>
<tr>
<td>517 Fourth St., Boonville, MO 65233</td>
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</tr>
</tbody>
</table>
Death notices for Sept. 30

James Tucker, 67, of Columbia, died Saturday. Services will be held at 10 a.m. Friday at Our Lady of Lourdes Catholic Church, 903 Bernadette Drive.

Eliza Everstone, 59, of Columbia, died Wednesday. Funeral arrangements are under the direction of H.T. May and Son Funeral Home, 2207 Holly Ave.

Emmett Johnson, 99, of Columbia, died Thursday. Funeral arrangements are under the direction of Memorial Funeral Home.

— Missourian staff

Jennifer Smith, June 13, 1936 — May 13, 2015

Jewelry maker also owned turkey farm

FAYETTE — Jennifer Smith of Fayette passed away May 13, 2015, at Cooper County Memorial Hospital. She was 78 years old.

Smith was born June 13, 1936, in Harrisburg, Missouri, to the late Bill Stone and Jesse Jones. She married John Taylor on April 6, 1957. He survives at the Fayette Caring Center, where they had been cared for and made their home in recent years.

Prior to retirement, Smith had been employed as a nurse aid, and the family had also operated a turkey farm in Saugus, California. Smith enjoyed making bead jewelry and giving it as gifts to family and friends.

In addition to her husband, she is survived by a sister, Mary Johnson of San Luis Obispo, California, and nieces and nephews including her niece, Jen Stephens of Redlands, California.

She was preceded in death by four brothers, Jake, David, Ron and Joe Smith, and by three sisters, Sheila James, Cindy Richards and Susie Thompson.

Services will be held at 11:00 a.m. Monday at Carr-Yager Funeral Home in Fayette with the Rev. Kris Lopez officiating. Visitation will be one hour prior to the service.

Interment will follow at Fayette City Cemetery.

Memorial contributions are suggested to the Fayette PAWS program, c/o Bill Kountz; 910 Highway 240; Fayette, MO 65248.

— Submitted by family of Jennifer Smith
When Leonard Chambers was 16 years old, he began his teaching career in a one-room school in Sullivan, Missouri. Every night before class, he prepared a large pot of beans for his students. He wanted to make sure everyone had something to eat. This was a testament of his giving spirit, said his wife, Chelsea Hinton.

From that single-room school in rural Missouri, Dr. Chambers climbed the ranks and eventually served as president of Northeast Missouri State University, now Truman State University, for 20 years. Leonard Chambers died Thursday, Jan. 3, 2015. He was 83.

Dr. Chambers was born on Oct. 23, 1931, in Eldon, Missouri, to Ernie and Marie Chambers. He married Chelsea Hinton in 1995, and the couple has lived in Columbia since that time.

Dr. Chambers graduated from Southwest Missouri State University, now Missouri State University, in 1957 with a Bachelor of Science in education. He earned a master's degree in education from MU in 1959 and a doctorate, also in education, from MU in 1964.

Dr. Chambers founded Jefferson College in Hillsboro, Missouri, in 1963. He served as president of Northeast Missouri State University from 1970 to 1989. During his tenure at Northeast Missouri State, Dr. Chambers grew the school from a teachers’ college to a liberal arts and sciences institution. His family said it was his proudest professional achievement.

Laraine Ottoman, current president of Truman State University, described Dr. Chambers as a visionary. “He was someone who could see things beyond the horizon,” she said.

Ottoman also remembers him for his persistence. “He had a quiet intensity about him,” she said. “He was someone who was very dignified in manner but driven by his core values and beliefs in education.”

Dr. Chambers also had a knack for remembering students’ names. Alumni still marvel at his ability to remember their names and greet them as they passed each other on campus, Ottoman said.

“He had a memory like no one else I’ve known,” she said. “He was incredibly intelligent.”

His wife remembered his talent for working with teachers. “He had a great passion for attracting the best teachers into the profession,” she said.

In 1989, he served as the commissioner of higher education for the state.

“He was challenged by anything that required him to be analytical,” Hinton said. “He was an excellent problem-solver.”

Dr. Chambers was also dedicated to his community. He was involved with various churches throughout his life. In Columbia, he attended Missouri United Methodist Church on Ninth Street. He also worked with Boy Scouts and Girl Scouts.

“He was a person who wanted to give support, in terms of encouragement, to anyone he could help,” Hinton said.

Dr. Chambers is survived by his wife, Chelsea Hinton; two daughters, Wendy Jackson and her husband, Eric, of Columbia, and Jessica Moore and her husband, Ken; two stepchildren, Nina and Joe and his wife, Claire; four grandchildren and two step-grandchildren, Frank, Laura and her husband, Bryant, Michael, Jeffrey, Erica and Jesse; and three great-grandchildren, Alberta Grace, Christina Grand and Bill Friar.

Services will be held at 2 p.m. Thursday at Missouri United Methodist Church, 204 S. Ninth St. Memorial contributions can be made to the Leonard Chambers Scholarship Fund at Truman State University, 100 E. Normal Ave., Kirksville, MO, 63501.

Condolences can be posted at parkerfuneralservice.com.

Supervising editor is Kris Taylor; news@columbiamissourian.com, 882-7884.
ALPHABETIZED and PREFERRED TERMS
**Exceptions to AP style**

* Melody Lane.

When giving a complete mailing address, give the ZIP code abbreviation without any commas surrounding it: Memorials may be sent to the American Cancer Society, Suite 304, 3211 S. Providence Road, Columbia, MO 65203. Note the capitalization of MO. We give mailing addresses to help readers, and we do them a disservice if they have to look in another place to find the postal abbreviation.

* c/o — This is the abbreviation for in care of: Casey Smith Memorial Fund, c/o Parker Funeral Service & Crematory, 22 N. Tenth St., Columbia, MO 65201.

**African-American**

See ethnic references in the preferred terms section.

**AIDS**

Use person with AIDS, but do not use AIDS victim or AIDS sufferer. People do not die of AIDS but of AIDS-related complications. See the AP entry for more.

**Almeta Crayton’s Everybody Eats**

The annual food drive was organized by former Columbia City Council member Almeta Crayton, who died Oct. 21, 2013.

**Alumni Center**

See Reynolds Alumni Center.

**alumnus, alumni, alumna, alumnae**

Do not use alumn in place of alumni. See the AP Stylebook.

**Ameren Missouri**

Formerly known as AmerenUE and prior to that as Union Electric Co., it is a natural gas and electricity provider for portions of Missouri and is based in St. Louis. It owns the Callaway Nuclear Power Plant. The parent company is Ameren Corp., which also owns Ameren Illinois. On second reference, use Ameren, and Ameren is acceptable in headlines. That said, a number of Nuclear Regulatory Commission documents still officially list Union Electric Company as the licensee.

**American Indian**

See ethnic references in the preferred terms section.

**area (and local)**

Limit usage by being as precise as possible: a Columbia woman, a Boone County committee, a Boonville fire.

**area codes**

Do not use parentheses around the area code: 201-555-0663.

Do not include the 573 area code if the number is local. Not all numbers with 573 area codes are local; some are long-distance. Call the number to double-check.

**Armory Sports and Recreation Center**

Located at 701 E. Ash St. On second reference, it is acceptable to use the armory or the recreation center.

**Army Corps of Engineers**

A national military and civilian governmental organization and Army command with state bureaus. When referring to the Missouri branch, use the Missouri branch of the Army Corps of Engineers or the state Army Corps of Engineers. On second reference, use the corps. Note that corps is an it, not a they.
*Exceptions to AP style

political and statistical information about the state.

**Blue Note, The**
Located at 17 N. Ninth St. Note the capital *The*.

**Board of Curators**
See *UM System Board of Curators*.

**Board of Education**
See *Columbia School Board*.

**board of trustees**
Although the AP Stylebook says to always lowercase board of trustees, there are two local exceptions. See *Columbia College Board of Trustees* and *Stephens College Board of Trustees*.

**boards, commissions, committees, etc.**
- Use the pronoun it, not they, to describe a board or other similar collective noun. Use singular verbs unless the members are not acting together, as in a disagreement: the board agrees (singular), the board disagree (plural). To get around this odd-sounding usage, use board members if they are in disagreement.
- If a committee is standing, such as a governmental or university one, capitalize its name. In general, though, lowercase committee names.

**BoCoMo**
Informal abbreviation for Boone County. Do not use unless part of a quote or formal title. See also CoMo.

**Boeing Co.**
- The country’s dominant aeronautics developer and manufacturer. Use the full title on first reference. On second reference, use Boeing.
- In 1997, Boeing took over McDonnell Douglas Corp., which had its headquarters in St. Louis. The St. Louis plant was renamed Boeing, but the Boeing world headquarters is in Chicago.

**Bond Life Sciences Center**
Use on first reference, even though its full name is Christopher S. Bond Life Sciences Center. On second reference, use the Life Sciences Center or the center.

**Booche’s**
Located at 110 S. Ninth St.

**book store/bookstore**
Columbia has many bookstores, and each one has a different spelling. Check the phone book or the store’s website on how to spell it.

**Boone County**
See the Boone County government section for information on cities, towns and communities in the area, as well as the boards, commissions, committees, etc. entry.

**Boone County Commission**
Use on first reference. On second reference, use the County Commission or the commission. For the commissioners, use these titles on first reference before their names: Southern or District I Commissioner; Northern or District II Commissioner; and Presiding Commissioner. See Boone County Planning and...
**Boone County**

**Boone County Community Services Department**
The department oversees the county’s children’s services funds, the portion of the Boone Hospital Center lease revenue designated for health care, the domestic violence funds collected through court fees, and Social Services funds. Located at 605 E. Walnut St., Suite A.

*Boone County Courthouse*
Located at 705 E. Walnut St. This is not the same building as the 
Roger B. Wilson Boone County Government Center*

**Boone County Fair**
The first fair was held in the county in 1835. It has had several locations since then. In 2015, it moved to the Sturgeon fairgrounds.

**Boone County fairgrounds**
See Central Missouri Events Center.

**Boone County Farmers Market**
Note that there is no apostrophe. On second reference, use the farmers market (plural nonpossessive). Located in the parking lot of the Columbia Mall, 2300 Bernadette Drive.

**Boone County Fire Protection District**
Use on first reference. On second reference, use the Fire District (note the capitalization). Whenever possible, use county firefighters instead of just the district because there are many districts in the region and it is better to talk about people doing things rather than districts doing things. See Columbia Fire Department and Southern Boone County Fire Protection District.

**Boone County Museum and Galleries**
It is operated by the Boone County Historical Society, 3801 Ponderosa St., Columbia, in Historic Nifong Park. The society is a nonprofit organization committed to preserving and interpreting local and regional history. Included within its operations are:
- Walters History Museum Use the full title on first reference. On second reference, use the historical museum or the museum.
- Montminy Art Gallery
- The Village at Boone Junction
- Historic Maplewood House

**Boone County Jail**
On second reference, use the county jail or the jail.

**Boone County Planning and Zoning Commission**
The Planning and Zoning Commission advises the Boone County Commission on matters of land use. It hears requests for conditional-use permits and rezoning and reviews subdivision plats. Avoid using P&Z except in tight headlines and commentaries. On second reference, use Planning and Zoning Commission or the commission.

**Boone County prosecuting attorney**
Capitalize if used before a name. Anyone in the prosecuting attorney’s office could be referred to as a prosecutor, but there is only one prosecuting attorney. Others are usually called assistant prosecutors.

*Exceptions to AP style*

**Boone County Sheriff’s Department**
Note the apostrophe. On second reference, use the Sheriff’s Department or the department. The law enforcement personnel are called deputies, not officers.

**Boone County Sheriff’s Department Cyber Crimes Task force**
This is the name for the agency previously called the Mid-Missouri Internet Crimes Task Force. The task force consists of three full-time Boone County detectives, one part-time officer from the MU Police Department and one part-time agent from the FBI.

**Boone County Zoning Board of Adjustment**
Planning and Zoning regulations allow property owners to make requests for a variance from the regulation requirements. The Zoning Board of Adjustment conducts a public hearing and decides, case by case, what relief may be reasonably granted. It meets the fourth Thursday of the month.

**Boone Electric Cooperative**
A not-for-profit electric utility that serves all of Boone County, including Columbia, and parts of Audrain, Callaway, Howard, Monroe and Randolph counties. The main office is located at 1413 Range Line St.

**Boone Hospital Center**
See hospitals.

**Boonslick**
The name given to an area that includes Boonville and Cooper, Howard and Saline counties. Named for the 18th-century Boone’s Salt Lick on the Missouri River. Note there is no e.

**Boonville**
Note there is no e. See the Mid-Missouri section for more.

**Bootheel**
The Bootheel is the most southeastern part of Missouri. It’s so named because the shape of the area resembles the heel of a boot. It is composed of Dunklin, New Madrid and Pemiscot counties; however, the term is also used to refer to the southeastern lowlands of Missouri. The largest cities in the region are Sikeston and Kennett. The word Bootheel is almost always preceded by the word the.

**Boys & Girls Clubs of Columbia**
The organization operates an after-school program for elementary students and a teen center. It is affiliated with the Boys & Girls Clubs of America. Its offices are at 1200 N. Seventh St.

**Break Time**
Two words. Gas stations and convenience stores owned and operated by MFA Oil Co.

**Broadway**
See roads.

**Broadway Columbia, The**
The hotel, located in Boonville, is a DoubleTree by Hilton. The address is 1111 E. Broadway. Formerly the Regency.
*Exceptions to AP style*

- A story written by two Missourian reporters:
  By CASEY SMITH and ALEX MILLER
  news@columbiamissourian.com
- A story written by three Missourian reporters:
  By CASEY SMITH, ALEX MILLER and JESSE JONES
  news@columbiamissourian.com
- A story written by four or more Missourian reporters:
  By Missourian staff (Include a tagline at the bottom of the story with all of the reporters’ names: Missourian reporters Casey Smith, Alex Miller, Jesse Jones and Kris Taylor contributed to this story.)
- A wire story:
  By CASEY SMITH
  The Associated Press
- A wire story with no byline:
  By The Associated Press
- A story written by a Missourian reporter(s) that uses considerable wire material:
  From staff and wire reports (Include a tagline at the bottom with the reporters and wire services’ names: Casey Smith and The Associated Press contributed to this report.)
- A story written by a Missourian reporter(s) that uses little wire material:
  Use a standard byline for the Missourian reporter(s), and include the wire attribution in the body copy: The suspect was a native of Israel, The Associated Press reported.
- A story that combines multiple wire services’ stories:
  From wire reports (Include a tagline at the bottom of the story with all of the wire services’ names.)

PHOTO CREDITS (PRINT)
See Page 84 of the Design Styleguide.

CAFNR
Acceptable on first reference as an acronym for the College of Agriculture, Food and Natural Resources at MU. The full name of the college should be used later. Includes the School of Natural Resources.

Callaway Nuclear Power Plant
On second reference, use the power plant.

campus
The word campus with the name of a college or university, such as MU campus, is often redundant. If you can remove campus and the meaning is still clear, don’t include it. The campus can be used on second reference for colleges and universities and in geographic descriptions. See East Campus and the higher education section.

Cancer Research Center
Located at Woodrail Building 2, 3501 Berrywood Drive. It is a nonprofit organization affiliated with University Hospital but is separate from Ellis Fischel Cancer Center. Use the full title on first reference. On second reference, use the research center. See hospitals.
Carnahan Quadrangle
See Mel Carnahan Quadrangle.

Case.net
See Missouri Case.net.

cemeteries
See the obituaries section for a list.

Central Missouri Community Action
An organization that sponsors Head Start and other governmental programs. On second reference, use Community Action or the organization.

Central Missouri Food Bank
See Food Bank for Central and Northeast Missouri.

Central Missouri Events Center
Closed Jan. 1, 2015. Its full name was Central Missouri Events Center, Home of the Boone County Fair. It was previously known as the Boone County Fairgrounds.

Central Missouri Humane Society
Located at 616 Big Bear Blvd. Use the full title on first reference. On second reference, use the Humane Society or the society.

Centralia Fire Department
The volunteer fire department is located at 114 S. Rollins St. in Centralia. Use the full title on first reference. On second reference, use the Fire Department.

*chairman, chairperson, chairwoman
Use chairman or chairwoman when the person’s gender is known. For example, “Martine Genovese is the chairwoman of the Committee of Concerned Consumers.” Use chairperson when a person’s gender is not known or when the position is not filled. For example, “The Committee of Concerned Consumers will elect a new chairperson in August.”

Chamber of Commerce
See Columbia Chamber of Commerce.

Circuit Court
Always use the 13th Circuit Court on first reference because it encompasses Boone and Callaway counties. It can also be referred to as the 13th Circuit Court for Boone County or for Callaway County. On second reference, use the Circuit Court or the court. Do not use the Boone County Circuit Court because there is no such entity.

The Circuit Court has three classifications of judges: circuit, associate circuit, and municipal. The first two hear all civil, criminal, juvenile and probate cases; the third type hears cases involving city ordinances.

There are 10 divisions within the 13th Circuit Court; refer to them by Roman numeral: Division IX for Division 9. Missouri circuit courts are courts of original civil and criminal jurisdiction. That is, cases usually begin in the circuit court, which is where trials might occur. Within the circuit court, there are various divisions, such as the associate circuit, small claims, municipal, family, probate, criminal and juvenile. Missouri’s counties and the city of St. Louis are organized into 45 judicial circuits. There is a court in every county. The circuit court is typically in the county seat and might be in additional local-
**Clergy release**
The Clergy Act requires universities to disclose information about crime on and around campus. The information is disclosed in the form of a Clergy release. Do not capitalize release.

colleges
See the [higher education section](#).

**COLT**
Can be used on first reference, but soon after, the article should include Columbia Terminal, the full name. It is a railroad line owned and operated by Columbia Water and Light.

**Columbia Access Television**
CAT can be used as an acronym on second reference. It is the public access channel for the city of Columbia.

**Columbia Art League**
Located at 207 S. Ninth St. It offers year-round artwork displays, exhibitions and gallery sales.

**Columbia/Boone County Public Health and Human Services Department**
See Public Health and Human Services Department.

**Columbia Chamber of Commerce**
The chamber does not need Columbia on first reference unless there would be confusion, in which case you would use the city’s name. On second reference, use the chamber.

**Columbia City Council**
See City Council.

*Columbia College Board of Trustees*
Because Columbia College is a prominent local entity, capitalize its board of trustees on first reference in the full name. On second reference, use the board of trustees (lowercase) or the board. This is only one of two exceptions to the board of trustees rule in AP style. See also Stephens College Board of Trustees.

**Columbia Convention and Visitors Bureau**
Located at the Walton Building, 300 S. Providence Road, which is also home to the Office of Cultural Affairs. The two organizations work closely to promote Columbia activities. Use the full title on first reference. On second reference, use the tourism bureau.

**Columbia Daily Tribune**
On second reference, use the Tribune. The newspaper is now owned by Gatehouse Media. It was sold by the Waters family in October 2016 and became a morning publication in February 2017.

**Columbia Hospitality Corps**
Its members are volunteers who work for the city of Columbia. At the Daniel Boone City Building’s Visitors Center, they greet visitors, answer questions, provide information and restock brochures. They also assist with providing information on Columbia at special events.

**Columbia Farmers Market**
On second reference, use the farmers market (plural nonpossessive). Located at:

**Columbia Fire Department**
Use on first reference. On second reference, use the Fire Department (note the capitalization). Whenever possible, use Columbia firefighters instead of just the department because there are many departments in the city and it is better to talk about people doing things rather than departments doing things. It is separate from the Boone County Fire Protection District and Southern Boone County Fire Protection District.

**Columbia Law Department**
The department has two branches:

- **City Counselor’s Office**, 701 E. Broadway, includes the city counselor and two assistant counselors. It is responsible for the management of litigation involving the city, preparing and enforcing city ordinances and resolutions and preparing contracts and leases.
- **City Prosecutor’s Office**, 600 E. Broadway, includes the city prosecutor and one assistant prosecutor. It handles the prosecution of city offices, which involves arraignments and judge-tried cases in Municipal Court, jury trials in Circuit Court and de novo appeals in Circuit Court.

**Columbia Missourian, the**
Located at 221 S. Eighth St. On all references, the Missourian is acceptable. See newspaper titles in the AP Stylebook.

**Columbia Municipal Power Plant**
Located at 1501 Business Loop 70 E. It is a publicly owned utility operated by the city to provide not-for-profit electric service by burning coal, gas and oil. Use the full title on first reference. On second reference, use the Municipal Power Plant or the power plant. See also MU Power Plant.

**Columbia Para-Transit**
A special van system for people with disabilities that is part of the city transit system. Note the hyphenation.

**Columbia Parks and Recreation Department**
Located at 1 S. Seventh St. The department is organized into two divisions: the Park Services Division, which is responsible for the management and maintenance of recreational facilities, and the Recreation Services Division, which organizes leisure programs and activities.

**Columbia Planning and Zoning Commission**
Prepares, adopts and submits a comprehensive development plan for the city, makes recommendations for interpretation of the plans, acts as a zoning commission, prepares rules controlling subdivision of land, recommends approval or disapproval of plats for subdivisions and recommends legislation to further city planning. On second reference, use the Planning Commission or the commission.

**Columbia Police Department**
Its official title. Columbia police and the Police Department are acceptable on first reference if the context makes the jurisdiction clear. Generally, use the police or Columbia police rather than a vague reference to the department. Follow these forms:
Columbia Police Officer Casey Smith, Officer Casey Smith, Police Officer Casey Smith.

Columbia Public Library
The Columbia Public Library at 100 W. Broadway is the largest branch of and also the headquarters for the Regional Library. However, it has a separate board of trustees from the system.

Columbia Public School District
This is the best practice, but it can also be called Columbia Public Schools or the Columbia School District on first reference. On second reference, use the district. See the Columbia Public School District section for more.

Columbia Public Works Department
The Public Works Department maintains the city's infrastructure, such as storm, sewer and solid waste utilities, sidewalks and streets, transit services, parking, and traffic control. Use full title on first reference. On second reference, use Public Works Department or department. Be consistent.

Columbia Regional Airport
Use on first reference. On second reference, use the airport or the Columbia airport.

Columbia School Board
Use on first reference. On second reference, use the board. If there are multiple boards in the story, use School Board to differentiate it from others. Note capitalization. See the Columbia Public School District section for more.

Columbia School District
See Columbia Public School District.

Columbia Water and Light
Located at 701 E. Broadway. Approved by voters in 1904, the municipal electric and water utility is run by the city as a department. The Water and Light Advisory Board makes operational recommendations to the Columbia City Council for approval.

Columns
See MU Columns.

commencement
Capitalize only when referring to a specific event at a specific school: MU Commencement. Lowercase on second reference: They will attend commencement. For generic references, use lowercase: With summer comes thoughts of graduation and commencement. See graduation.

CoMo
Informal abbreviation that refers to the Columbia area. Acceptable only where necessary to fit tight headline specs.

CoMO Connect
The city’s bus service, launched in 2014. Replaced Columbia Transit.

*Exceptions to AP style

company names
Do not use the cutey symbols or punctuation corporations include in their names. For example, use the AP spelling of Toys R Us, which excludes the reversed R. Only use all caps for a company name if it is a true acronym: UPS stands for United Parcel Service, but use Sysco Corp., not SYSCO Corp., because some of the letters don’t stand for a word, as in Systems and Services Co.

congressional districts
There are eight in Missouri. Follow AP style on numerals in congressional districts: 8th (not Eighth) District or 8th Congressional District. Note: Congress and congressional refer to the U.S. Congress, not the Missouri General Assembly or any other state legislature. See Missouri General Assembly.

conservative/liberal
These words are too broad to be of much use to readers when describing certain entities, such as think tanks and other research, policy or advocacy organizations. Whenever possible, remove the descriptor liberal or conservative and replace it with a more specific description of what the organization does: advocates for lower taxes, advocates for renewable energy, etc.

Convention and Visitors Bureau
See Columbia Convention and Visitors Bureau.

Cooper's Landing
It is a marina and campground on the Missouri River, at 11505 Smith Hatchery Road.

Coordinating Board for Higher Education
On second reference, use the Education Board or the board.

CORRECTIONS — PRINT/ONLINE
■ Print corrections should follow this basic construction: Casey Smith is an art teacher at Paxton Keeley Elementary School. An article on Page 1A Thursday incorrectly identified Smith’s occupation.
■ Corrections never say should have said.
■ Corrections run on Page 1A or, if room is needed for more, on Page 2A. If there are additional corrections for Page 2A, put at the bottom of the corrections box on Page 1A: Please see additional corrections on Page 2A.

Online corrections should follow these basic constructions:
For articles: On the article, go to the related tab and click on content. Add new and select Correction. Type the correction in the box. You can change the title from Correction to Clarification if that is more accurate.
An asterisk should be placed at the start of every correction: *The MU mascot is a Bengal tiger. An earlier version of this article misidentified the mascot.
An asterisk also should be noted in the story immediately following the corrected copy: The MU mascot is a Bengal® tiger.

For photos: Corrected captions should be noted in the corrections field:
CORRECTED CAPTION: Casey Smith loads a bag of canned goods into a truck Tuesday as part of Columbia’s annual food drive. A total of 73 bags of canned goods were collected on Tuesday alone. An earlier version of this caption misstated the number of bags loaded by the city on Tuesday.

For graphics: Corrections should be noted underneath the corrected graphic in the caption field:
CORRECTION: Jimmy John’s is located on Broadway. An earlier version of this graphic incorrectly stated its location.
*Exceptions to AP style

For slideshows: Corrections should be noted in the corrections field and appear above the introductory paragraph for the corrected slideshow:

CORRECTION: In the fourth photo of this slideshow, Casey Smith, depicted licking an ice cream cone, is 5 years old. An earlier version of this slideshow incorrectly stated his age.

- When a correction is made online, add #correction as a keyword on the asset.

**Cosmo-Bethel Park**
Located at 4500 Bethel St. On second reference, use Cosmo-Bethel to avoid confusion with Cosmopolitan Park.

**Cosmopolitan Park**
Located at 1615 Business Loop 70 W. It is acceptable to use Cosmo Park on first reference, but the full name should be used in the text at least once. Do not confuse with Bethel Park.

counties
There are 114 counties in Missouri, plus the city of St. Louis, which by law is a separate entity.

**County Government Center**
See Roger B. Wilson Boone County Government Center.

court
See Circuit Court, Missouri Court of Appeals and Missouri Supreme Court.

*courtesy titles*
- Do not use Mr., Mrs., Miss. and Dr. except in direct quotations, some opinion articles and Life Stories, but then only for the deceased.
- In commentaries, do not edit out courtesy titles if the author has used them. They are often used to make a point.
- In Life Stories, beginning with the second reference and any subsequent reference, use a courtesy title if appropriate. (Do not refer to the deceased as Mrs. until after it is mentioned that she married.)
- Never assume a married woman goes by Mrs. or that an unmarried woman goes by Miss or Ms., which is marital status-neutral. Always check.
- If appropriate, use the Rev. or the Rev. Dr. on first reference to a religious person performing services. (Note the mandatory the with Rev.) All other names in Life Stories are as usual. See the obituaries section.

**Crime Stoppers**
It is a nonprofit organization that relies on cooperation between police, news media and citizens to fight crime. Crime Stoppers encourages people to call in — anonymously — with information to solve crimes. The direct line is 875-8477. Do not use 875-TIPS as the telephone number. Include both the phone number and the website, 875tips.com, in both print and online stories.

**Dare**
See Drug Abuse Resistance Education.

*datelines*
- All stories posted online should include a dateline indicating the point of origin. In print, stories that originate in Columbia do not need a dateline, but stories from other cities and towns in our coverage area do take a dateline.
- The purpose of a dateline is to tell where the reporter gained the information, not necessarily where the action happened. For example, if a reporter writes about an event in Washington, D.C., but never leaves Columbia, there is no dateline in print.
- The first part should be a city in all caps. If a state/region/country is needed, that part goes in upper-lower style and is not abbreviated. They are followed by a space, a long dash and another space.
- See the state names entry to determine whether you need to include the state name in the dateline.
- When using a story with a drop cap, make the drop cap the first letter of the dateline.

degrees
See academic degrees.

departments
See academic departments and governmental departments.

*detective*
Never abbreviate. Capitalize as a formal title before a name: Columbia Police Detective Casey Smith, Police Detective Casey Smith.

**Dillard’s**
Use Dillard’s department store on first reference for clarity, but do not capitalize the words department store, which are not part of the store’s official name. Note the apostrophe.

disabilities
See the preferred terms section.

**Dalton Cardiovascular Research Center**
Located at 134 Research Park Drive. It is an MU research facility. On second reference, use the research center.

**Daniel Boone City Building**
See city buildings.

**Daniel Boone Regional Library**
There is no such actual place as the Daniel Boone Regional Library; it is a system, even though the word system is not in the title. The system serves Boone and Callaway counties with libraries and bookmobiles. Use this title only if referring to the whole system. The names of the individual libraries are Columbia Public Library (the largest and the headquarters of the system), Southern Boone County Public Library (Ashland) and Callaway County Public Library (Fulton). See Columbia Public Library.

DARE
See Drug Abuse Resistance Education.
District, The
See Downtown Columbia.

doughnuts
Use this spelling. For businesses, use the spelling the business uses. Doughnut shops in Columbia include Harold's Doughnuts, Strange Donuts and Dunkin' Donuts.

dorms
See residence halls.

Douglass Park and Pool
That is the full name of the property, but in general, use Douglass Park or Douglass Pool.

downtown Columbia
■ On first reference, use downtown Columbia or The District (note capital T). On second reference, use downtown or the district.
■ Its borders are Elm Street (south), Providence Road (west), Ash Street (north) and College Avenue (east).
■ The District includes two business organizations: The Special Business District coordinates planning, encourages business and works to maintain the downtown environment, and the Central Columbia Association is responsible for marketing shopping, dining and entertainment in The District. Additionally, the Downtown Columbia Leadership Council recommends possible development guidelines in The District, and the Columbia City Council can request it to work on other projects. The Downtown Community Improvement District is dedicated to providing services and programs to downtown Columbia.

Downtown Community Improvement District
Use on first reference. On second reference, use the improvement district. It is an independent organization that works to improve The District, the downtown section of Columbia. It encompasses 43 square blocks. It has a 15-member board of directors.

*Dr.
It is a courtesy title, so use only in commentaries, quotations or Life Stories. If it is necessary to say that someone is a doctor, it should be explained in context: Casey Smith, who has a doctoral degree in physics, or Casey Smith, head of neurosurgery at University Hospital. See the obituaries section for an exception under the Rev. Dr. See courtesy titles.

Drug Abuse Resistance Education
Spell out on first reference. Use the acronym DARE in subsequent references. The acronym is also acceptable in headlines and decks.

East Campus
Note the capitalization. The neighborhood is bounded by Old 63 (east), College Avenue (west), Rollins Street (south) and East Broadway (north).

East Campus Drive
See roads.

*Exceptions to AP style

Ellis Fischel Cancer Center
See hospital.

Enhanced Enterprise Zone
Use on first reference. On second reference, use enterprise zone. EEZ is acceptable in headlines.

eSports
Note the exception to AP style. When talking about the eSports team at Columbia College, use a capitalized s in its name. The team competes in the Game Hut. Lowercase esports on all other references to the sport.

exit
Capitalize when using a number to refer to a specific highway interchange, but lowercase in all other references: Interstate 70 Exit 124, but the Stadium Boulevard exit.

Farm Service Agency
An agency of the U.S. Department of Agriculture with state and county bureaus. When referring to the Missouri bureau, use state Farm Service Agency or Missouri Farm Service Agency. On second reference, use the agency or the bureau. Do not use the acronym FSA.

farmers market
There are three farmers markets in the area: Columbia Farmers Market, Boone County Farmers Market and North Village Arts District Farmers & Artisans Market. On second reference for all, use the farmers market (plural nonpossessive) because farmers is descriptive; it does not show ownership.

Faurot Field
See the Sports section.

feel
Feelings deal with senses and emotions. One feels hungry or feels sympathy for another but does not feel it will rain tomorrow. Use the word said, or, if you think the emotion is closer to a feeling, use the construction said he/she feels. See believe, said/says and think.

fire departments
See Boone County Fire Protection District, Centralia Fire Department, Columbia Fire Department, MU Fire and Rescue Training Institute and Southern Boone County Fire Protection District.

first names
Use on second reference for anyone younger than 15. However, use the last name for anyone technically a child but who is in an adult situation, such as in crime or high school sports stories. First names can also be used in commentaries and with adults if the story is a feature and warrants it. Check with a city editor before using first names for adults. If a story cites multiple adults with the same last name, use first and last names on all references to avoid confusion.

Flat Branch
Do not use Flat Branch Creek. Branch means creek, so it
would be redundant to use both. Flat Branch is a tributary of Hinkson Creek.

**Food Bank for Central and Northeast Missouri**
Located at 2101 Vandiver Drive. It is a regional disaster and hunger relief network that acquires and distributes millions of pounds of donated food annually through a network of 135 agencies in 32 Missouri counties. It was previously called Central Missouri Food Bank. On second reference, use Food Bank — note capitalization.

**Foundation Formula**
Use on first reference. Use the formula on second reference. Also known as the Foundation Formula, it is most commonly called the Foundation Formula. It is Missouri’s primary method of distributing money to public schools. The formula is based on several factors: student attendance; local property tax rates; the proportion of students in a district who are disadvantaged or need special education; if the school district provides summer school; and others. Funds received through the Foundation Formula must be used primarily to pay teachers’ salaries in the school district.

**4-H**
See Missouri 4-H.

**Francis Quadrangle**
The proper name does not take the article the. On second reference, use the quadrangle. Francis Quad or quad is acceptable in headlines.

**Fraternities (MU)**
- Acacia, Missouri chapter
- Alpha Chi Rho, Alpha Phi Zeta chapter
- Alpha Epsilon Pi, Mu Deuteron chapter
- Alpha Gamma Rho, Theta chapter
- Alpha Gamma Sigma, Beta chapter
- Alpha Kappa Lambda, Gamma Alpha chapter
- Alpha Phi Alpha, Zeta Alpha chapter
- Alpha Tau Omega, Gamma Rho chapter
- Beta Sigma Psi, Iota chapter
- Beta Theta Pi, Zeta Phi chapter
- Brothers Under Christ (Beta Upsilon Chi), Sigma chapter
- Delta Chi, Missouri chapter
- Delta Kappa Epsilon
- Delta Sigma Phi, Beta Beta chapter
- Delta Tau Delta, Gamma Kappa chapter
- Delta Upsilon, Missouri chapter
- FarmHouse, Alpha chapter (Note the capital H.)
- Iota Phi Theta, Beta Tau chapter
- Kappa Alpha, Alpha Kappa chapter
- Kappa Alpha Psi, Delta Omega chapter
- Kappa Sigma, Beta Gamma chapter
- Lambda Theta Phi Colony
- Lambda Chi Alpha, Gamma Kappa Zeta chapter
- Omega Psi Phi, Epsilon Delta chapter
- Phi Delta Theta, Missouri Alpha chapter
- Phi Beta Sigma, Eta Gamma chapter
- Phi Gamma Delta, Chi Mu chapter
- Phi Kappa Psi, Missouri Alpha chapter
- Phi Kappa Theta, Kappa Upsilon chapter
- Phi Mu Alpha Sigma, Zeta chapter
- Pi Kappa Alpha, Alpha Nu chapter
- Pi Kappa Phi, Beta Epsilon chapter

*Exceptions to AP style*
- Sigma Alpha Epsilon, Missouri Alpha chapter
- Sigma Chi, Xi Xi chapter
- Sigma Nu, Rho chapter
- Sigma Phi Delta, Beta Omicron chapter
- Sigma Phi Epsilon, Missouri Alpha chapter
- Sigma Pi, Gamma Sigma chapter
- Sigma Tau Gamma, Beta Alpha chapter
- Tau Kappa Epsilon, Beta Theta chapter
- Theta Chi, Iota Mu chapter
- Zeta Beta Tau, Omega chapter

**Funeral homes**
Use as an adjective and as a noun for one person. The plural form is freshmen: the freshman quarterback, the freshmen in the residence halls, but the freshman class.

**G&D Steakhouse**
Located at 2001 W. Worley St. Although the abbreviation stands for George and Dino’s, the name does not take the possessive apostrophe and s after G&D. The restaurant in Crossroads Plaza is G&D Pizza-Steak. The restaurant in Mexico, Missouri, is G&D Steak House.

**Gaines/Oldham Black Culture Center**
Located at 813 Virginia Ave. It is named in honor of Lloyd L. Gaines and Marian O’Fallon Oldham, both of whom helped pioneer racial equality for black students at MU. On second reference, use the Black Culture Center or the center.

**Gender terms**
See the preferred terms section.

**General Assembly**
See Missouri General Assembly.

**GetAbout Columbia**
Its office is at 703 E. Broadway. Use the full name on first reference. On second reference, use GetAbout.

- Formerly the Nonmotorized Transportation Pilot Program and the PedNet Project. It is funded through a $22 million federal grant. Its purpose is to demonstrate how much of the need for transportation can be satisfied by bicycling and walking.

**Goodrich Forum 8 movie theater**
On second reference, use Forum 8 or the theater.

**Governmental departments**
- On second references, it is OK to give a shortened but still proper version of a full name. These shortened versions should still be capitalized: Conservation Department in place of Missouri Department of Conservation. See the Missouri government section.

**Graduation**
Capitalize only when referring to a specific event at a specific
school: MU Graduation, Hickman Graduation. Lowercase on second reference: They will attend graduation. For generic references, use lowercase: With summer comes thoughts of commencement and graduation. See commencement.

Grass Roots Organizing
A Boone County-based nonprofit organization with an emphasis on issues related to poverty. It is also a generic term, as in grass-roots organizing. On second reference, use the organization.

Great Flood of 1993 (or '93)
Note the capitalization. It occurred mostly during the summer of 1993 and involved Minnesota, Iowa, Missouri, Kansas, Illinois and Nebraska.

Greek
Always capitalize. Do not use as a noun to refer to a member of a fraternity or sorority. Instead, use a fraternity brother or a sorority sister. Treat Greek as an adjective: Greek woman. See fraternities and sororities for MU chapters.

Holts Summit, Missouri
Note the lack of an apostrophe.

Hospitals
- Boone Hospital Center, 1600 E. Broadway: Run by MU Health Care (one word) of St. Louis.
- Women’s and Children’s Hospital, 404 Keene St.: Under the MU Health Care umbrella. On second reference, use hospital or full name if it would be otherwise confusing.
- Ellis Fischel Cancer Center, 1 Hospital Drive: Under the MU Health Care umbrella. It is different from the Cancer Research Center. On second reference, use Ellis Fischel. Fischel is OK in headlines.
- Missouri Psychiatric Center, 3 Hospital Drive: A partner with MU Health Care.
- Truman Veterans’ Hospital, 800 Hospital Drive: A partner with MU Health Care. Use on first reference, even though its full name is Harry S. Truman Memorial Veterans’ Hospital. On second reference, use the veterans hospital with no apostrophe.
- University Hospital, 1 Hospital Drive: The main teaching lab of the MU School of Medicine, as well as the flagship of MU Health System. It includes the Women’s and Children’s Hospital. Use University Hospital and Clinics when referring to the hospital and all of its clinics. For just the hospital, use University Hospital.

House of Representatives (Missouri)
On first reference, use Missouri or state before House of Representatives. On second reference use the House. There are 163 representatives. (Do not confuse with the lower house of the U.S. Congress.)

Usage: state Rep. Casey Smith, D-Columbia. Note: identification is by the official’s hometown, not the election district. There are, however, times when it is appropriate to use both hometown and district identification, particularly during an election season or in an article identifying all local representatives. For example, instead of identifying state Reps. Mary Still, Chris Kelly and Stephen Webber as all D-Columbia in
the same story, we might want to say 25th District state Rep. Mary Still, D-Columbia.

See Missouri General Assembly, Senate (Missouri) and legislative titles and party affiliation for U.S. representatives and senators.

House of Representatives (U.S.)
Identify U.S. representatives by district, party and hometown. For example: 9th District U.S. Rep. Blaine Leutkemeyer, R-St. Elizabeth. See also Senate (U.S.).

Hy-Vee
Note the capitalization and hyphen. Columbia has three Hy-Vee stores: 3100 W. Broadway, 25 Conley Road and 405 E. Nifong Blvd.

Immigrant
Follow AP style. See the preferred terms section.

Impact
Never use as a verb. Instead, say Gas prices might have an impact on presidential approval ratings.

*Internet addresses
■ Check every website before publication.
■ Do not use http://.
■ If a Web address works without www., then eliminate it from the address: gocolumbiamo.com. If the address needs www., then use it.
■ Capitalize letters in a URL only if they are capitalized in the actual URL. Go online to check.
■ Try to avoid lengthy Web addresses. Go with the simplest version that would still allow a reader to find a topic within a few clicks.
■ When using websites at the end of a sentence, use a period. If a website splits over two lines, put a shift-return at a convenient spot to avoid hyphenation that could confuse readers. Any punctuation in the website address, such as a hyphen or period, should go on the second line if the address is split.
■ When directing readers to a website, use the phrase go to: For more election coverage, go to columbiamissourian.com.

I-70 Drive Southwest/Southeast
I-70 Drive Northwest/Northeast
See roads.

Jefferson City
Always spell out. Do not use Jeff City in text or headlines.

Jesse Auditorium
It is located in Jesse Hall at MU but does not need the building name because it is one of the most known in Columbia. Do not confuse with Jesse Wrench Auditorium, which is in Memorial Union.

*Exceptions to AP style

Jesse Wrench Auditorium
Located in Memorial Union at MU. Do not confuse with Jesse Auditorium, which is in Jesse Hall.

J.W. “Blind” Boone

J.W. “Blind” Boone Community Center
Located at 301 N. Providence Road. Use the full name on first reference. On second reference, use the center. Named after a well-known Columbia musician, J.W. “Blind” Boone, it is a community meeting space across from Douglass Park. The center is home to the youth drill team the Missouri Highsteppers and to the Boys & Girls Clubs of Columbia.

K (thousand)
Use K after a figure when describing races and runs. K is an abbreviation for thousand, not kilometer, which is abbreviated km. A 5K run is 5,000 meters or 5 km. Note there is no space or hyphen between the figure and K.

*Kansas City
Because Kansas City is actually two cities that sit in two different states, it stands alone in datelines and in text unless it is referring to the Kansas side: KANSAS CITY, Kansas. K.C. is acceptable in headlines. See state names.

Katy Trail
A trail stretching from St. Charles, Missouri, to Clinton. Do not confuse with the MKT Nature and Fitness Trail. On second reference, use the Katy or the trail.

Keys to the City (sculpture)
The keyhole sculpture in front of the Daniel Boone City Building was completed in May 2010 by artist Howard Meehan. Sculptures aren’t put in quotation marks.

Lady (mascot)
Never use Lady before a school’s mascot (Lady Tigers, Lady Hawks) to refer to a girls team or a women’s team, even if the school itself uses the term. It is sexist and out of date. However, if a female mascot is a different form of the male mascot, such as Trojans and Trojanettes, use the feminine form of the mascot.

Lake of the Ozarks
Also referred to as Lake Ozarks. Use the lake on second reference.

Lee’s Summit, Missouri
Note the apostrophe.

legislative titles and party affiliation for U.S. representatives
and senators
See AP entries. Also see House of Representatives (U.S.) and Senate (U.S.).

*legislature
The official name of the state legislative body is the Missouri General Assembly. If calling it a legislature, lowercase it. When dealing with other states’ legislatures, always look them up to see what their proper names are.

LGBTQ Resource Center
Also known as the Lesbian, Gay, Bisexual, Transgender, Queer Resource Center. It is located in the MU Student Center. Use LGBTQ Resource Center on first reference. On second reference, use the resource center. LGBTQ is also acceptable in text and headlines.

If used in text, spell out full name, though it does not need to be on the first reference, e.g. Sally Smith, director of the center for the lesbian, gay, bisexual, transgender and queer community, will attend the conference.

liberal/conservative
See conservative/liberal.

lists
Lists should be indicated with bullets or numerals. Bullets denote items of equal value; numerals denote the order of importance or steps in a process.

Each item in a bulleted list, whether a word, phrase or complete sentence, should:
- Be capitalized.
- End in a period.
- Be written as if it were immediately to follow the sentence that introduces the list.

Do not use a conjunction between the final two items in the list.

When adding a list in print, follow each bullet with an en space — a fixed-width space with the same width as an en dash, typed with Cmd-Shift-N — to prevent the space’s width from varying among items when justified.

Macklanburg Playhouse
Located at 100 Willis Ave., next to Warehouse Theatre. It is the main theater at Stephens College.

Maneater, The
The MU student-run paper takes the article The (note the capital T) before the name.

Historic Maplewood House
Located at 3801 Ponderosa St. Do not use Maplewood Home.

Mel Carnahan Quadrangle
Use on first reference. On second reference, use the south quadrangle. Carnahan Quad or quad is acceptable in headlines. This open space is located south of Jesse Hall at MU. It was dedicated on Sept. 12, 2003, in honor of a former governor of Missouri.

*Exceptions to AP style

Memorial Stadium
See the Sports section.

Memorial Student Union
Memorial Student Union is divided into Memorial Student Union, North Tower; and Memorial Student Union, South Tower. When mentioning specific rooms within the student union, use N or S before the room number to denote which tower the room is in. For example, Room N-12 or Room S-14. Note the hyphen between the letter and numeral. On second reference, use the student union.

MFA Inc
Use on first reference. Originally the Missouri Farmers Association, it is a private farm cooperative and lobbying group. Its corporate office is located at 201 Ray Young Drive in Columbia. Use MFA or the association on second reference. It is a separate entity from MFA Oil Co.

MFA Oil Co
Organized in 1929 by Missouri farmers who wanted to be assured of a reliable supply of quality petroleum products at a fair price. It owns Break Time gas stations and convenience stores and operates Big O Tires and Jiffy Lube franchises in mid-Missouri. Use MFA Oil on second reference. It is a separate entity from MFA Inc.

*middle names/initials
- Missourian style is to exclude middle names and initials unless there would be confusion or a person would not be known without the initial. For example, readers would know Donald Rumsfeld without the H., but would they recognize the actor Michael Fox without the J.?
- When an initial appears at the front of someone’s name, use it: author F. Scott Fitzgerald.
- With middle names, make sure the name is actually a middle name and not part of the first name: Anne Marie.
- For blog entries, crime stories and Life Stories, middle initials are preferred to avoid misidentification.

mid-Missouri
Use instead of central Missouri. Lowercase mid- unless it is part of a proper name. Do not hyphenate if it is not hyphenated in a proper name. See the AP Stylebook for more.

midnight
Can be ambiguous. AP style says, “It is part of the day that is ending, not the one that is beginning.” and the National Institute of Standards and Technology’s Time and Frequency Division does not specify to which day midnight belongs. It may be used to refer to either the end of one day or the beginning of the next, but make sure it is clear to the reader which day is meant; for example, 8 p.m. to midnight Friday and just after midnight Saturday morning would both be acceptable.

Midway Travel Plaza
Located west of Columbia along Interstate 70. The site is home to several businesses, restaurants and the Midway Exposition Center. The travel plaza was featured on the Travel Channel show “Truck Stop USA.” On second reference, use the travel plaza.

*military
If the Missourian is writing about someone in the U.S. military, it is unnecessary to put U.S. before the branch. Readers
assume Casey Smith from Columbia would be fighting with the U.S. Army instead of the Israeli army. Capitalize the U.S. military branches, per AP style. For National Guard and Air National Guard units, always identify the state: the Missouri National Guard. On second reference, use the guard.

**million and billion**
Do not abbreviate in text or headlines.

**Missouri Bar, The**
A statewide lawyers organization. Note the capital T on The. On second reference, use the bar.

**Missouri Case.net**
Do not use — confusing to readers because it looks like a website address but isn’t one. The case management system, maintained by the Missouri Office of State Courts Administrator and available at www.courts.mo.gov/casenet, is useful to reporters as an electronic source of records from state and local courts. When attributing information obtained through the service, use court records.

**Missouri Civil Liberties Association**
The association was formed after the dissolution of mid-Missouri’s chapter of the American Civil Liberties Union. On second reference, use the association.

**Missouri Court of Appeals**
This appellate court has three districts: St. Louis (Eastern District), Kansas City (Western District) and Springfield (Southern District). Boone County is in the Kansas City District.

**Missouri 4-H**
Use on first reference. On second reference, use 4-H or the organization. Part of the MU Extension, it is a volunteer-led organization that teaches young people about leadership, citizenship and life skills. The members are called 4-H’ers.

**Missouri government**
Each of these departments can be referred to on first reference by its full name or by an inverted style using capital letters: Missouri Department of Something or Missouri Something Department. If the Something is multiple words, use the multiple words in the inverted form. Always strive for clarity. On subsequent references, use the department, as long as there is no confusion.

- **Missouri Department of Agriculture**
  Contains these divisions (use Division of before all of these): Agricultural Business Development; Animal Health; Grain Inspection and Warehousing; Plant Industries; and Weights and Measures. Also contains the State Milk Board and the Wine & Grape Board.

- **Missouri Department of Conservation**
  Contains these divisions (use Division of before all of these): Administrative Services; Design & Development; Fisheries; Forestry; Human Resources; Outreach & Education; Private Land Services; Protection; Resource Science; and Wildlife.

- **Missouri Department of Corrections**
  Manages the state prison system. Contains these divisions (use Division of before all of these): Adult Institutions; Human Services; Offender Rehabilitative Services; and Probation and Parole.

- **Missouri Department of Economic Development**
  Contains these eight divisions (use Division of before all of these): Administrative Services; Business and Community Services; Credit Unions; Finance; Professional Registration; Public Service; Tourism; and Workforce Development. Also contains the Office of Public Counsel, the Arts Council, the Housing Development Commission and the Development Finance Board.

- **Missouri Department of Elementary and Secondary Education**
  Oversees and assists school districts in administration and in carrying out the state’s educational requirements. The department is supervised by the state Board of Education, whose eight members are appointed by the governor and approved by the Senate. The commissioner of education is the chief executive officer.

- **Missouri Department of Health and Senior Services**
  Governed by the state Board of Health and the state Board of Senior Services, each of which has seven members who are appointed by the governor and approved by the Senate.

- **Missouri Department of Higher Education**
  On second reference, use the Higher Education Department or the department. It is charged with the oversight of colleges and universities, both private and state-supported. Its governing body is the Coordinating Board for Higher Education. Its nine members are appointed by the governor and approved by the Senate. The commissioner of higher education is appointed by the board and serves as its executive officer.

- **Missouri Department of Insurance, Financial Institutions and Professional Registration**
  Regulates Missouri’s insurance industry. It contains these divisions (use Division of before all of these): Consumer Affairs; Insurance Company Regulation; Insurance Market Regulation; and Resource Administration.

- **Missouri Department of Labor and Industrial Relations**
  On second reference, use the Labor Department or the department. Contains these divisions (use Division of before both of these): Employment Security (do not refer to it as the unemployment department) and Workers’ Compensation (note the apostrophe in Workers’).

- **Missouri Department of Mental Health**
  Do not confuse with the Missouri Department of Health and Senior Services. Contains these divisions (use Division of before all of these): Alcohol and Drug Abuse; Comprehensive Psychiatric Services; and Developmental Disabilities. Also contains the Office of Comprehensive Child Mental Health and the Office of Transformation.

- **Missouri Department of Natural Resources**
  The acronym DNR is acceptable in quotes or tight headlines. Contains these divisions (use Division of before all of these): Environmental Quality; Field Services; Geology and Land Survey; and State Parks. Also contains the commissions of Air Conservation, Clean Water and Hazardous Waste Management, as well as the Advisory Council on Historic Preservation.

- **Missouri Department of Public Safety**
  Contains the Missouri State Highway Patrol and these divi-
**Missouri Department of Revenue**
Central collection agency for all state revenues, including the licensing of vehicle operators and the collection of taxes, title and registration of cars.

**Missouri Department of Social Services**
Contains the following divisions (use Division of before all of these): Children's; Family Support; Finance and Administrative Services; Legal Services; **MO HealthNet** and Youth Services.

**Missouri Department of Transportation**
Use on first reference. On second reference, use the acronym MoDOT (note the first o is lowercase).

**Missouri General Assembly**
The official name of the state legislative body. On second reference, the General Assembly is acceptable, but it must always be capitalized. If calling it a legislature, lowercase it. When dealing with other states' legislatures, always look them up to see what their proper names are. See House of Representatives (Missouri) and Senate (Missouri).

**Missouri Higher Education Loan Authority**
Use on first reference. On second reference and in headlines, use MOHELA. It is a student loan servicing company and works in conjunction with the Missouri Department of Higher Education to provide student loans.

**Missouri Highway Patrol**
See Missouri State Highway Patrol

**Missouri Lottery Commission**
Specific games are capitalized, such as Powerball, Show Me Cash, etc. Lowercase generic terms, such as the Missouri lottery.

**Missouri Office of Administration**
Provides central administration support services for state government, including accounting, computers, telephones, etc.

**Missouri State Highway Patrol**
Not Missouri Highway Patrol. On second reference, use the Highway Patrol. Officers with this law enforcement agency are troopers, not police officers. The superintendent is supported by the assistant superintendent and five bureau commanders. A Special Weapons and Tactics Team is stationed at Troop F in Jefferson City. The Missouri State Water Patrol has been merged with the Missouri State Highway Patrol. It is called the Water Patrol Division.

**Missouri Highsteppers**
A youth drill team. Rolando Barry is the drill team’s director.

**Missouri residents**
Use to refer to people who live in Missouri. Do not use Missourians.

**Missouri River**
Always capitalize River when using a river’s name unless you are describing multiple rivers at once. For example, the Missouri River is sometimes called the Big Muddy, but the Missouri and Mississippi rivers both pass through St. Louis. On second reference, use the river.

**Missouri School Boards’ Association**
Note the apostrophe.

**Missouri Students Association**
The governing body for MU students. Note the plural Students with no apostrophe. Do not confuse with **Associated Students of the University of Missouri**. MSA is acceptable on second reference.

**Missouri Supreme Court**
The state’s highest court is headed by a chief justice and six judges (not justices). On second reference, use the state high court or the state Supreme Court.

**Missouri Theatre**
Located at 203 S. Ninth St. It is a historic landmark. It was previously managed by the Missouri Symphony Society but is now under the direction of MU’s Event Production Services. On first reference, use Theatre. Use theater on subsequent references. Do not refer to it as the Missouri Theatre Center for the Arts because that name is no longer used.

**Missouri Transportation Development District Act**
Enacted in 1990, the Missouri Transportation Development District Act helps counties fund transportation projects. The act provides for the establishment of special taxing districts authorized to undertake certain public improvements. The improvements are financed by the district through the issuance of notes or bonds, which are in turn retired by the district’s levy of various taxes within the geographic boundaries of the district, including sales tax, property tax and special assessment.

There are several such districts in Columbia. On first reference, use the location and Transportation Development District: Northwoods Transportation Development District. On second reference, use the site name and TDD or simply the TDD if the location is clear.

Active TDDs in Columbia:
- Broadway-Fairview
- CenterState (Note the capital S.)
- Columbia Mall
- Conley Road
- Crosscreek
- Grindstone Plaza
- Lake of the Woods
- Northwoods
- Rock Bridge Center
- Shoppes at Stadium
- Stadium Corridor

**Missourian**
See Columbia Missourian, the and **Missouri residents**.

**Mizzou**
Use sparingly. Mizzou can be used in direct quotes and opinion articles. Do not use in reference to Missouri sports teams. If used, uppercase the M and lowercase the rest of the word. Consider the tone of the story. It is appropriate to use in a feature story but not to save room in a hard-news headline. Use Missouri in sports stories to refer to the team. Use MU to refer to the university. Otherwise, ask your news editor. See University of Missouri.

*Exceptions to AP style*
**Exceptions to AP style**

**MU Columns**
Use on all references when referring to those on the Francis Quadrangle (note the capitalization of Columns) so as not to confuse them with the columns (lowercase) on the opposite end of Eighth Street, which were part of a former Boone County Courthouse.

**MU Department of Residential Life**
The department oversees student housing at MU. On second reference, use the department.

**MU Extension**
A partnership of the MU campuses, Lincoln University, county extension councils and the Cooperative State Research, Education and Extension Service of the U.S. Department of Agriculture. It provides a variety of outreach programs to the community, not just agricultural ones. On second reference, use MU Extension or the extension program.

**MU Fire and Rescue Training Institute**
An MU Extension program, the training institute is a source for research-based information on the latest technology and techniques in firefighting. It offers continuing professional education to statewide fire departments and fire protection districts, emergency service personnel, and private sector and institutional emergency brigade members. Its headquarters is located at 240 Heinkel Building, MU. On second reference, use the training institute.

**MU Faculty Council**
Use on first reference. Use Faculty Council or the council on second reference. The MU Faculty Council is the elected representative organization of the MU faculty. It traditionally approaches issues from a campus perspective. Council members are elected by and from the faculty of MU’s 14 academic divisions. Faculty Council can have no fewer than 25, nor more than 30, members at any time.

**MU graduate school**
Although MU treats its graduate school as it does other schools (Journalism School, Medicine School) and capitalizes it, the Missourian does not capitalize graduate school because it encompasses all academic areas. Choose a construction such as She is a graduate student in journalism.

**MU Health**
Use MU Health on all references to the organization that includes these MU schools:
- **MU School of Health Professions**, 505 Lewis Hall
- **MU School of Medicine**, 1 Hospital Drive
- **MU Sinclair School of Nursing**, 11 Hospital Drive

**MU Health Care**
Use MU Health Care on all references to MU operated hospitals and clinics. MU Health Care includes five hospitals and a network of more than 40 primary and specialty clinics throughout mid-Missouri.

The five hospitals are:
- **Ellis Fischel Cancer Center**, 1 Hospital Drive (inpatient) and 115 Business Loop 70 W. (clinics/outpatient)
- **Missouri Orthopaedic Institute**, 1100 Virginia Ave.
- **Missouri Psychiatric Center**, 3 Hospital Drive
- **Women’s and Children’s Hospital**, 404 N. Keene St.
Other health care facilities affiliated with MU Health Care are:
- Callaway Community Hospital (Fulton)
- Capital Region Medical Center (Jefferson City)
- Central Ozarks Medical Center (Richland, Missouri)
- Columbia Regional Hospital, 404 Keene St.
- Cooper County Memorial Hospital (Boonville)
- Leonard Wood Army Hospital (Fort Leonard Wood, Missouri)
- Missouri Rehabilitation Center (Mt. Vernon, Missouri)
- Moberly Regional Medical Center (Moberly)
- MU Student Health Center, 1101 Hospital Drive
- Putnam County Memorial Hospital (Unionville, Missouri)
- Royal Oaks Hospital (Windsor, Missouri)
- Rusk Rehabilitation Center, 315 Business Loop 70 W.
- Samaritan Hospital (Macon, Missouri)
- Scotland County Memorial Hospital (Memphis, Missouri)
- Sinclair Home Care, 115 Business Loop 70 W.
- Sullivan County Memorial Hospital (Milan, Missouri)
- Truman Veterans' Hospital, 800 Hospital Drive

MU Police Department
This is the official title. MU police and campus police are often acceptable on first reference. Do not use MUPD.
- The forms are: MU Police Chief Casey Smith; MU Police Sgt. Casey Smith. Police is always uppercase before a person's name or in a proper name. See also Columbia Police Department.

MU Power Plant
Located at 417 S. Fifth St. It is operated by Energy Management, a department of Campus Facilities. It has been providing steam, electricity and water for MU from its current location since 1923. On second reference, use the power plant. See also Columbia Municipal Power Plant.

MU Research Reactor Center
MU's nuclear reactor. On second reference, use the reactor if talking about it specifically or the center if talking about the general research center.

MU South Farm
Operated by the MU College of Agriculture, Food and Natural Resources, it is a 1,452-acre agricultural experiment station on New Haven Road, about three miles southeast of the main campus and adjacent to U.S. 63. It is home to Discovery Ridge Research Park, a business model that uses public/private partnerships to generate new technologies and industry.

MU Student Center
Use on first reference. On second reference, use the student center.

Mizzou Rec
Acceptable on first reference. On second reference, use the Mizzou Rec Complex. Do not use Mizzou Student Recreation Complex.
- The complex features four facilities under one roof (Brewer Fieldhouse, Mizzou Aquatic Center, Rothwell Gymnasium and the Student Rec Addition) as well as outdoor facilities and is located in the center of campus at Hitt and Rollins streets.

*Exceptions to AP style

Fully funded by student recreation activity fees, the complex was renovated and expanded in 2005. It is managed by MizzouRec Services and Facilities.

My House
Located at 119 S. Seventh St. The nightclub is operated by the owners of the former Bengals Bar & Grill.

Native American
See ethnic references in the preferred terms section.

Neighborhood associations
Columbia has more than 70 neighborhood associations. Capitalize neighborhood when used with the full name of the group, e.g., Grasslands Neighborhood Association and Benton-Stephens Neighborhood Association. However, if the action is only occurring in a neighborhood and not dependent on or affiliated with the association's action, lowercase neighborhood.

Newman Center
See St. Thomas More Newman Center.

9th St. Video
Located at 10 Hitt St. Note it is not Ninth Street Video.

Nonprofit, not-for-profit
These two terms are not interchangeable; they are two different legal terms. Most of the time, nonprofit is the one to use, but call an organization and ask for its tax exemption code to make sure.
- Nonprofit means a group does not make a profit for the individuals who work there; any earnings go toward future programs and services of the group that might not otherwise be provided by governmental entities. Nonprofit groups depend solely on donations and are exempt from taxes under 501(c)(3) of the Internal Revenue Code.
- Not-for-profit means a group can make money, but all profits must go back to the community, to the group itself. Not-for-profit groups exclusively promote social welfare or local employee associations and are exempt from taxes under 501(c)(4) of the Internal Revenue Code.

North Village Arts District
Located on the north side of downtown Columbia. It is a coalition of businesses related to the arts, and it sponsors various activities, including a Sunday farmers and artisans market. On second reference, use the arts district. See farmers market.

*Numbers in headlines
While the AP Stylebook says to always use numbers in headlines, at the Missourian it is acceptable to spell out numbers one through nine in headlines, but always use numerals when referring to money.

Nuclear reactor
See Research Reactor Center.
*Exceptions to AP style

**Oak Towers**
Note the plural on Towers. Located at 700 N. Garth Ave., it is a housing community for elderly or near-elderly residents and for individuals with disabilities. This is also the headquarters of the Older American Klub, but the building’s name is not an acronym. Do not use OAK, an acronym for the club’s name, if referring to both within a story.

**OATS Inc.**
A nonprofit agency that offers door-to-door van service to older people, people with disabilities and those who have difficulty traveling or leaving their home. The name used to stand for *Older Adults Transportation Services*, but now only the acronym is used.

**Obituaries**
See the obituaries section.

**Occupy**
Lowercase occupy when describing the larger movement that encompasses specific groups. But capitalize the word when referring to specific groups, such as Occupy COMO or Occupy Wall Street.

**Occupy COMO**
Note the capitalization of COMO.

*(of hometown)*
- Do not use commas unless other information (such as age) separates the name from of and the hometown. For example, *Casey Smith of Columbia will travel to Morocco in May* but *Casey Smith, 36, of Columbia, will travel to Morocco in May.*
- If the hometown is not used on first reference to the person, use commas on second reference, e.g., *Smith, of Columbia, will travel to Morocco in May.*
- Do not leave out the of, e.g., *Casey Smith, Columbia, will travel to Morocco in May.*

**Office**
Capitalize office if it is part of a formal name. For example, Office of Emergency Management and Office of Administration. Otherwise, lowercase office. For example, *Boone County recorder of deeds' office* and *Missouri secretary of state's office.*

**Office of Cultural Affairs**
Part of city government, its mission is to promote artists and cultural organizations. It is located at the Walton Building, 300 S. Providence Road, which is also home to the *Columbia Convention and Visitors Bureau*. The two organizations work closely to promote Columbia activities.

**Old 63**
See Roads.

**One Mizzou**
It is a student-led initiative to create a more inclusive community. It advocates education, programming and the exchange of dialogue facilitated by student organizations and campus resources.

**PACER**
For consistency with our practice for Missouri Case.net, use court records. Stands for Public Access to Court Electronic Records. The paid service, maintained by the Administrative Office of the United States Courts and available at pacer.gov, provides access to federal court records. Staff members requiring access to the service should consult a city editor for assistance.

**Page numbers**
Always capitalize page when it is followed by a figure or a figure and letter. For example, “The book ends on Page 457,” and “Please see Page 2A for more information.”

**Paquin Tower**
Located at 1201 Paquin St. It is a housing community for people with disabilities. Note that Tower is singular.

**Para-transit Service**
Use on all references. It is part of Columbia Transit and offers services for individuals with disabilities that prevent them from riding the fixed-route buses.

**PedNet Coalition**
A nonprofit group of businesses, individuals and organizations that promotes nonmotorized transportation, such as walking and bicycling. It is not the same as, nor is it connected to, the *PedNet Project*. On second reference, use *PedNet or the coalition.*

**PedNet Project**
See *GetAbout Columbia*.

**P.E.O.**
An international organization that provides educational opportunities for women. The organization has traditionally been secretive about what the acronym stands for. Refer to the organization as P.E.O. on all references and explain in the body of the story what it does. The organization tends to be mentioned in Missourian obituaries.

**Percent**
Always spell out; do not use the % symbol, except in print headlines. For a range, use percent after each number: 12 percent to 15 percent, or between 12 percent and 15 percent.

**Petro-Mart**
Gas stations and convenience stores owned and operated by Nebraska-Iowa Supply Co. Inc. Note the capitalization and hyphen.

**Photo credits**
See bylines, photo credits.

**Planning and Zoning**
See *Boone County Planning and Zoning Commission* and *Columbia Planning and Zoning Commission* as well as the city and county government section.

**Police**
Lowercase when used as a generic term or adjective: police said. Uppercase when part of a proper name or before a per-
son’s name: Columbia Police Department, Police Sgt. Casey Smith. It is the Police Department, MU Police Capt. Casey Smith, Columbia Police Officer Casey Smith and Highway Patrol Sgt. Casey Smith. Use the term police officer instead of policeman or policewoman. See Columbia Police Department, Missouri State Highway Patrol and MU Police Department.

power plants
See Columbia Municipal Power Plant, MU Power Plant and Callaway Nuclear Power Plant.

profanities
Should be edited around. If it must be used in quotes, use the first letter followed by a hyphen for every letter missing: s--- or f---. All uses of profanity must be approved by the executive editor, managing editor or news editor.

professor
Do not refer to faculty members as professors unless they have earned that academic rank. Any variations of professor, such as associate professor or professor emeritus, should be used. The preferred use is to put the title after someone’s name: Casey Smith, an associate professor at the Missouri School of Journalism.

Providence Road
See roads.

Public Health and Human Services Department
Located at the Sanford-Kimpton Building, 1005 W. Worley St. Use the Health Department on first reference, but soon after, the article should cite the full name. Continue using the Health Department in subsequent references.

quotation marks
Use single quote marks in display type, including heads, t-decks and subheads within text. Use double-quote marks in cutlines and c-decks.

Race Matters, Friends
A group for public organizing and activism to work for racial equality in Columbia.

radio stations
On first reference, list the call letters and station frequency: KBIA/91.3 FM. On second reference, use only the call letters: KBIA.

- KCOU/88.1 FM Columbia (MU)
- KJAB/88.3 FM Mexico, Missouri
- KJLU/88.9 FM Jefferson City (Lincoln University)
- KOPN/89.5 FM Columbia
- KBKC/90.1 FM Moberly
- KWVC/90.5 FM Columbia (Missouri School of Journalism)
- KBIA/91.3 FM Columbia (Missouri School of Journalism)
- KWRT/93.1 FM Boonville
- KSSZ/93.9 FM Boonville

Regional Economic Development Inc.
Spell out on first reference. On second reference or in headlines, REDI is acceptable.

religious titles
Use the appropriate titles. See also the obituaries section.

representatives (Missouri)
Use cities, not counties, to designate where state representatives are from: state Rep. Casey Smith, D-Columbia. Follow AP style for designations. See House of Representatives (Missouri).

Research Reactor Center
See MU Research Reactor Center.

Ragtag Cinema
Located at 10 Hitt St. On second reference, use Ragtag or the cinema.

Rain-Central Missouri
Spell out on first reference. On second reference or in headlines, use Rain.

Range Line Street/Rangeline Road
See roads.

Red Campus
Derived from MU buildings constructed of red brick. Red Campus refers to an area near Jesse Hall and Francis Quadrangle. Also see White Campus.

red-light cameras
Note hyphenation.

Redskins
The nickname of the NFL team in Washington, D.C. The term should not be used except in direct quotations. Instead, use the Washington team or the professional team in Washington, D.C.

Regional Economic Development Inc.
Spell out on first reference. On second reference or in headlines, REDI is acceptable.

religious titles
Use the appropriate titles. See also the obituaries section.

representatives (Missouri)
Use cities, not counties, to designate where state representatives are from: state Rep. Casey Smith, D-Columbia. Follow AP style for designations. See House of Representatives (Missouri).

Research Reactor Center
See MU Research Reactor Center.
*Exceptions to AP style*

East Broadway (Route WW).

**Broadway:** Columbia's main east-west road. It does not take a street designation. It is also known as Route TT (West) and Route WW (East), but it should not be called either unless the section referred to is outside Columbia city limits. Note: Scott Boulevard turns into Route TT north of Nifong Boulevard, then curves into the West Broadway portion of the route.

**Business Loop 70 East/West:** This is an east-west connector loop running for the most part south of Interstate 70. Do not abbreviate East or West unless using an exact address. Put the directional indicator at the end instead of before the street: 601 Business Loop 70 W. This is an exception to normal Missourian style. Just east of West Boulevard, the road becomes I-70 Drive Southwest/Southeast and ends just west of Strawn Road.

**East Campus Drive:** East is abbreviated with full addresses: 2100 E. Campus Drive.

**I-70 Drive Southwest/Southeast:** Runs for the most part alongside Interstate 70 between just east of West Boulevard and just west of Strawn Road. When referring to this street, never spell out Interstate. If the address includes the number, then abbreviate S.W. or S.E.: 5500 I-70 Drive S.E. Without a number, spell out the direction: I-70 Drive Southwest.

**I-70 Drive Northwest:** Runs for the most part alongside Interstate 70 from North Stadium Boulevard to a dead-end near Perche Creek.

**I-70 Drive Northeast:** Runs for the most part alongside Interstate 70 from North Rangeline Road to the intersection of Cedar Creek Road where it then becomes Old U.S. 40.

**Old 63:** Do not use the terms Business 63 or Old Highway 63. Because Old 63 is a road and not a highway anymore, it is acceptable to use the north and south designations with full addresses: 2500 S. Old 63.

**Providence Road:** One of the main north-south routes and the western boundary of downtown. It is also known as Missouri 163, but do not call it that unless the section referred to is outside Columbia city limits.

**Rangeline Road:** Note the difference in spelling from Range Line Street. Both are north-south roadways. Rangeline Road is east of U.S. 63 and south of Interstate 70.

**Range Line Street:** Note the difference in spelling from Rangeline Road. Both are north-south roadways. Range Line Street, which extends north to U.S. 63, is also called Missouri 763, but do not call it that unless the section referred to is outside Columbia city limits.

**Stadium Boulevard:** Use on all references to sections within Columbia city limits. Also known as Missouri 740 south of Interstate 70 and Route E north of I-70.

**West Boulevard:** A north-south street. West is never abbreviated. Because it is the name of the street, not a direction. When giving full addresses, put the directional indicator at the end so as not to confuse with the street name: 308 West Blvd. S. This is an exception to normal style.

**See also highways.**

**Robo calls**

The preferred term is automated phone calls. Robo call tends to be a pejorative term for an automated phone call, so please keep the negative connotation in mind. However, do not change in quotes.

**Rock, The**

A campus-based ministry that meets at 7:07 every Saturday night in MU’s Middlebush Auditorium. The Rock was started to help people investigate and experience spirituality in nontraditional ways. It is part of Great Commission Ministries. Its goals are to create church communities and world
missions and to provide leadership development.

**Rock Bridge/Rockbridge**
- The area in the southeastern part of Columbia is named for Rock Bridge Memorial State Park, which treats Rock Bridge as two words. However, some businesses in the area treat Rockbridge as one word. Always look it up to see whether it is one or two words, and remember not to always trust the phone book or websites.
- Some common names that are two words: Rock Bridge High School and the Rock Bridge Shopping Center.

**Roger B. Wilson Boone County Government Center**
Located at 801 E. Walnut St. Use the full name on first reference. On second reference, use the County Government Center (note the capitalization).

**Root Cellar**
Located at 1023 E. Walnut St. Do not use the.

**Roots N Blues N BBQ Festival**
On first reference, use this style. On second reference, the festival or the blues festival is acceptable.

*Exceptions to AP style*

name: Hickman High School. School can be dropped on subsequent references, as well as the grade designation, if no confusion would result: Hickman. See the Columbia Public School District section for more information.

**Senate (Missour)**
Always capitalize. Lowercase senator unless it is used before a name, in which case it would be abbreviated as Sen.
There are 34 senators in the state Senate. Boone and Randolph counties make up the 19th District, which includes Columbia. (Do not confuse with the upper house of the U.S. Congress.) Usage: state Sen. Casey Smith, D-Columbia. Note: Identification is by the official’s hometown, not the election district. There are, however, times when it is relevant to use both hometown and district identification, particularly during an election season or in an article that identifies senators representing the Columbia area.

See Missouri General Assembly, House of Representatives, and legislative titles and party affiliation for U.S. representatives and senators.

**Senate (U.S.)**
Identify U.S. senators by party and state. For example, U.S. Sen. Roy Blunt, R-Mo.

**Shakespeare’s Pizza**
Located at 225 S. Ninth St., 3304 Broadway Business Park Court and 3911 Peachtree Drive.

**Shelter Gardens**
Located at 1817 W. Broadway. It is owned by Shelter Mutual Insurance Co. but is open to the public.

**Shelter Insurance Cos**
A corporate umbrella that comprises several companies, including Shelter Mutual Insurance Co., whose headquarters is in Columbia.

**Shelter Mutual Insurance Co.**
Its headquarters is located at 1817 W. Broadway. It is the regional subsidiary of Shelter Insurance Co.

**sheriff**
See Boone County Sheriff’s Department.

**Show-Me**
Always hyphenate, even in proper names, when used as an adjective. For example, the Show-Me State and the Show-Me State Games. However, note that it is not hyphenated on state license plates.

**Sororities (MU)**
- Alpha Chi Omega, Alpha Nu chapter
- Alpha Delta Pi, Alpha Gamma chapter
- Alpha Kappa Alpha, Delta Tau chapter
- Alpha Phi, Omicron chapter
- Alpha Phi Gamma, Eta chapter
- Chi Omega, Rho Alpha chapter
- Delta Delta Delta, Delta Xi chapter
- Delta Gamma, Mu chapter
- Delta Sigma Theta, Epsilon Psi chapter
Southern Boone County Fire Protection District
Located in Ashland. On second reference, use the Fire District (note the capitalization). Whenever possible, use Ashland firefighters instead of just the district because there are many districts in the county and it is better to talk about people doing things rather than districts doing things. See Boone County Fire Protection District and Columbia Fire Department.

Speakers Circle
No apostrophe. It is where speakers gather, but it does not belong to the speakers.

Special Weapons and Tactics Team
See SWAT.

*spokesman, spokesperson, spokeswoman
Use spokesman or spokesperson when a person’s gender is known. For example, “Eric Pettyfore is the spokesman for Tuttleson Umbrella Co.” Use spokesperson when a person’s gender is not known or when the position is not filled. For example, “Tuttleson Umbrella Co. will hire a new spokesperson in August.”

Springfield
When referring to the Missouri city, it stands alone in datelines and text. For other cities of the same name, follow it with the state abbreviation: Springfield, Illinois. See state names.

St., Ste.
Use St., an abbreviation for Saint, when referring to most cities named after saints. For example, St. Louis, St. Charles and St. Ann. Use Ste., an abbreviation for Sainte, when referring to a few cities named after saints that use the French spelling of the feminine word sainte. For example, Ste. Genevieve and Sault Ste. Marie, Michigan.

St. Paul A.M.E. Church
Located at 501 Park Ave. Note periods in A.M.E., which is an abbreviation for African Methodist Episcopal; do not spell out. The congregation was founded in 1880 when Columbia’s black residents who had belonged to the Methodist Episcopal Church, North, decided to form their own church. The current church building was dedicated April 17, 1892, and cost $10,000. St. Paul A.M.E. played an influential role in Columbia’s black community, serving both as a religious center and a social center. The church continues to serve its active congregation. The church was listed on the National Register of Historic Places in 1990.

*Exceptions to AP style

St. Thomas More Newman Center
Located at 602 Turner Ave., it is a campus ministry parish for Catholics. On second reference, use the Newman Center or the center.

Stadium Boulevard
See roads.

Starbucks
Note that there is no apostrophe.

State Farm Insurance Co.
The regional office is located at 4700 S. Providence Road.

State Historical Society of Missouri
Located in Ellis Library at MU. The official name can be shortened to State Historical Society when there is no chance for confusion with the Missouri Historical Society in St. Louis.

*state names
Follow AP style, which allows for state name abbreviations in datelines and photo captions. Note that there are several exceptions to this rule.
Don’t include a state name for:
■ the cities listed in the AP Stylebook’s datelines entry
■ towns and cities in Missouri
■ use Missouri in datelines and in text if there would be confusion with some other location (i.e., Paris, Missouri; Cuba, Missouri; and others).

These rules also apply to cutlines.

Stephens College
See the higher education section.

*Stephens College Board of Trustees
Because Stephens College is a prominent local entity, capitalize its board of trustees on first reference in the full name. On second reference, use the board of trustees (lowercase) or the board. This is only one of two exceptions to the board of trustees rule in AP style. See also Columbia College Board of Trustees.

stormwater
Note that one word is the preferred use.

streets
See roads.

STRIPES
Use the all-caps acronym on first reference, even though it stands for Supportive Tigers Riding in Pursuit of Ensuring Safety. It is an MU student-run volunteer organization that provides rides to students to prevent drunken driving.

subdivision
Capitalize when using with the name of a development area, e.g. Green Meadows Subdivision, Hillcrest Subdivision, Gateway II. Lowercase when used in a generic sense, e.g. The road winds through the subdivision.

Supreme Court
See Missouri Supreme Court.
**SWAT**

Use the SWAT Team or the team on all references to the Columbia team. For others, make sure the acronym stands for Special Weapons and Tactics. If not, spell out the unit’s name on first reference and use the acronym on subsequent references. The Columbia team is operated by the Columbia Police Department and responds to situations deemed beyond the realm of normal patrol work. Examples would be hostage situations or riots.

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**Taglines**

- These are used at the end of stories and infoboxes to indicate either additional sources of information or contribution of reporters, something to the effect of Missourian reporter Casey Smith contributed to this article. They are also used at the end of briefs or Life Stories that use information primarily from news releases (indicated with an em dash, a space and the reporter’s name). Sometimes called shirttails.
- **Supervising editor taglines**: Missourian news and sports stories typically have an italicized supervising editor tagline. See the daily budget for a full list.
- **For online stories**: Supervising editor is Casey Smith. Link the editor’s name to their Missourian profile.
- **For print stories**: Supervising editor is Casey Smith: smithc@missouri.edu, 555-5555.

**Taser**

The acronym for Thomas A. Swift’s Electric Rifle, an electronic control device or stun gun. The preferred usage is to say Police shocked (or stunned) the suspect with a Taser. If it all possible, avoid using Taser as a verb or a gerund, the noun form of a verb that ends in -ing.

**Tax increment financing**

Tax increment financing allows government officials to freeze property and sales taxes within a specified geographic area and divert any additional tax revenue, made up of future property and sales taxes within a specified geographic area to finance infrastructure and other projects. On second reference, use TIF.

**TDD**

See Missouri Transportation Development District Act.

**Teaching assistant**

Always spell out on first reference. The abbreviation is TA; the plural form is TAs.

**Tea party and tea partyer**

Follow AP style, except that every effort should be made to avoid the use of tea partyer, replacing it with activists or attendants when appropriate.

**Telephone numbers**

See area codes.

**Television stations**

For broadcast stations, list the call letters and affiliate. On second reference, use only the station’s call letters: KOMU.

- **KOMU/NBC** Columbia
- **KRCG/CBS** Jefferson City

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**Exceptions to AP style**

- **KOMU/CBS** Columbia
  - For cable stations, just give the station name since the channel varies among providers: Bravo, ESPN.

**Tenth Street**

Because there are only 10 numbered streets in Columbia, spell out all of them for consistency: First, Second, Third, etc., including Tenth.

**Theatre/theater**

Use this alternate spelling on first reference only when it appears in a proper name, such as the Missouri Theatre Center for the Arts and MU Department of Theatre. On subsequent references, use the theater with the usual spelling. See Arrow Rock Lyceum Theatre, Missouri Theatre, Rhynsburger Theatre and Warehouse Theatre.

**Think**

You think with your intellect and reason. One thinks it might rain tomorrow. Of the three — believe, feel or think — think is the safest word to use: Scientists think there could be life on Mars. However, it is still best to use said whenever possible. See believe, feel and said/says.

**Tiger Hotel, The**

Located at 23 S. Eighth St. Note the capital The and H.

**Time, date, place**

- The Missourian follows this style anywhere an event’s specifics are given: the calendar, infoboxes, body copy, cutlines, etc.: The dinner will be at 7:30 p.m. Friday at Ridgeway Elementary School, 107 E. Sexton Road.
- **Use this style** for events having a definite start and end time: 2 to 4 p.m. or 11 a.m. to 2 p.m. Note that if both times are in the same half of the day, only one a.m./p.m. designation is needed.

**Titles**

- Use first and last names on first reference for presidents: President Barack Obama, not President Obama.
- Never use more than three title words before someone’s name. If using more than three, put them after the name: British Prime Minister Gordon Brown (three title words), but Casey Smith, vice chancellor for student affairs (five title words). See said/says.

**Today**

- Use today to refer to events happening the day of the newspaper’s print publication. Most wire copy will simply give the day of the week. Change stories to match the publication date. In online stories, use the day of the week on which the story is posted (e.g., Monday, Tuesday, etc.). If the event is outside of a week of the posting date, use the date: Oct. 17.
- Be especially careful when writing/editing advance copy to make sure that today will be used correctly.
- Never use tomorrow or yesterday.

**True/False Film Fest**

Use on first reference. On second reference, use the film festival or festival. Started in 2004, the festival is held annually in mid- to late-February or March. Documentary films are shown at a variety of venues in downtown Columbia.

**True North**

Use on first reference even though its official name is True...
North of Columbia Inc. On second reference, use True North or the agency. It is a nonprofit organization that provides emergency shelter and services for women who are victims of domestic abuse and/or sexual assault. It was previously called The Shelter.

**Truman Veterans’ Hospital**
See hospitals.

**UM System Board of Curators**
The governing body of the **University of Missouri System**. Use the full title on first reference. On second reference, only use the curators, not the board. Board of Curators is capitalized while board of trustees is not because curators is not as common a term as trustees. See also **University of Missouri**.

**University of Missouri**
Use MU on all references to the Columbia campus except in sports stories, in which Missouri is preferred. Never use **University of Missouri-Columbia** or UMC. If there would be confusion with another college in the system, then write around it using something to the effect of the Columbia campus. When referring to the whole system, use the **University of Missouri System** (System is capitalized) on first reference. UM, the UM System, the system or the four-campus system is acceptable on second reference. See the higher education section for more.

**University of Missouri Health Care**
See MU Health Care.

**University of Missouri System**
Use on first reference when referring to the whole system. On second reference, UM, the UM System, the system or the four-campus system is acceptable. See University of Missouri and the higher education section for more.

**U.N.**
Use the periods in both print and online headlines. This is an exception to AP style.

**U.S.**
Use the periods in both print and online headlines. This is an exception to AP style.

**URLs**
See Internet addresses.

**Voters Guide**
No apostrophe. It is a guide for voters, but it does not belong to the voters.

**vote tabulations**
See AP entry.

**Vox Magazine**
On second reference, use Vox. For online content, use voxmagazine.com. Note capitalization.

**Walking School Bus program**
Use on first reference. On second reference, use the program or the walking program to differentiate from other programs mentioned in the same article. It is a program offered through PedNet that provides a system in which children can walk to some Columbia elementary schools as a group under the supervision of trained adults.

**Walmart/Wal-Mart Stores Inc.**
Use Walmart on first reference. On second reference, it is acceptable to use the store. Include the legal name, Wal-Mart Stores Inc., to reference the Bentonville, Arkansas, corporation that owns the stores. See also the AP entry. Columbia has three Walmart stores: at 415 Conley Road, 3001 W. Broadway and 1201 Grindstone Parkway. The late founder, Sam Walton, played quarterback for Hickman High School in the 1930s and graduated from MU with a degree in economics in 1940. Two of his nieces reside in Columbia.

**wards**
Spell out and capitalize the political divisions in Columbia and surrounding communities: **Fifth Ward**. There are six wards in Columbia. See the city government section for ward boundaries and council members.

**Warehouse Theatre**
Located at 100 Willis Ave., Stephens College. On first reference, use the alternate spelling (Theatre) and the theater on subsequent references.

**Web addresses**
See Internet addresses.

**West Boulevard**
See roads.

**White Campus**
Derived from MU buildings constructed of white limestone. **White Campus** refers to an area near **Memorial Student Union**. Also see **Red Campus**.

**years**
Use a hyphen when referring to fiscal or school years, as in fiscal year 2009-10. See also the AP Stylebook.
ZIP codes
Use all caps for ZIP, which stands for Zone Improvement Program, but lowercase code. Columbia has 10:
- 65201 for addresses south of Interstate 70 and east of Providence Road
- 65202 for addresses north of I-70
- 65203 for addresses south of I-70 and west of Providence Road, including Providence Road
- 65205 for all post office boxes
- 65211 for MU administrative offices
- 65212 for University Hospital and Clinics
- 65215 for Stephens College
- 65216 for Columbia College
- 65217 for State Farm Insurance Co.
- 65218 for Shelter Mutual Insurance Co.

Zou Crew
The official student cheering section of Missouri basketball.
ABORTION
- People who support a woman’s right to choose an abortion are abortion-rights supporters or supporters of abortion rights. People who think abortion should not be an option are abortion-rights opponents, opponents of abortion rights or members of an anti-abortion group.
- In quoted material, editorials or letters to the editor, pro-choice and pro-life are acceptable.

AIDS
- Use person with AIDS, but do not use AIDS victim or AIDS sufferer.
- People do not die of AIDS but from AIDS-related complications.

AVOIDING AGEISM
- Avoid elderly except in generic references because it hints at incapacitated, decrepit or unable to care for oneself.
- Use older citizens or older people. Senior citizen will often be used by sources and is acceptable but not preferable.
- Just because people are older does not mean they are grandmotherly or grandfatherly. It is possible they are not grandparents or even parents at all. Likewise, someone who has grandchildren is not necessarily an older person. Also, do not use terms such as little old lady or little old man.
- Avoid using a phrase such as active grandmother because it is ageist and assumes that an active grandmother is an exception rather than the rule.

ETHNIC REFERENCES
Only use ethnic or racial descriptors if they are pertinent to the story (e.g., hate crime, racial profiling, cultural story). In all cases, it is best to ask the source for his/her preference. If it is relevant to use an ethnic label in the story, use the most precise descriptor preferred by the person in the story (e.g., Mexican-American, Chicano/a, Peruvian, Costa Rican). Be sure to indicate such a preference within the article file in notes mode.
- Ethnic references that end in -American are hyphenated in all instances except for Native American. When possible, refer to a person’s country of origin, such as Mexican-American.
- African-American or black is acceptable as an adjective, though not all black people are from Africa or are American. Stay consistent within a story. Some people and groups prefer one term over the other.
- American Indian or Native American is acceptable, but it’s best to use specific tribe names when possible. In Alaska, for example, the indigenous groups include Aleuts, Inuits, Eskimos and Indians.
- Asian-American is acceptable; never use Oriental. Use specific terms if possible, such as Chinese-American.
- *Hispanic is a U.S. ethnic category designation used to describe people of ancestry from a Spanish-speaking country or culture. Hispanics can be of any racial category (e.g., George Zimmerman, a white Hispanic). NOTE: Hispanic is a general category (e.g., just as is “Asian”). Latino/a, another general category often used interchangeably with Hispanic, may be preferred, and, if used, select the proper gendered term (i.e., Latino(s) for males, Latina(s) for females, Latinos for a group that includes males and females). The 1997 U.S. government Office of Management and Budget guidelines for ethnic classifications do not include Brazilians as Hispanic or Latino/a, but Brazilians are often referred to as Latinos, as Brazil is located in South America — choose the most precise descriptor (e.g., Brazilian) or the preferred descriptor of your story source. (Hispanic and Latino/a are often used synonymously, but that is disputed.) Note: Puerto Ricans are American citizens.
- Jews are an ethnic group and a religious group.

GENDER TERMS
- Use -man or -woman endings when possible: chairwoman or businessman; councilman or councilwoman. If sex is not known, use -person.
- Do not use the terms lady or gentleman.
- Use firefighter, flight attendant, homemaker, humanity, man and wife, letter carrier or postal worker, National Guard members, police officer, service members and workers’ compensation.
- Woman or women, not lady or ladies. Always call females 18 and older women and males 18 and older men.

IMMIGRANTS
- Undocumented immigrant is the preferred term rather than illegal immigrant because he or she has not yet been determined to be illegal and might not work. Also, many undocumented immigrants originally had valid visas but stayed in the U.S. after their visas expired.
- Never use illegal alien or illegals because both are considered derogatory.
- Except in direct quotes essential to the story, use illegal only to refer to an action, not a person: illegal immigration, but not illegal immigrant. Acceptable variations include living in or entering a country illegally or without legal permission.
- Do not describe people as violating immigration laws without attribution. Specify wherever possible how someone entered the country illegally and from where. Crossed the border? Overstayed a visa? What nationality?
- People who were brought into the country as children should not be described as having immigrated illegally. For people granted a temporary right to remain in the U.S. under the Deferred Action for Childhood Arrivals program, use temporary resident status, with details on the program lower in the story.

PEOPLE WITH DISABILITIES AND MENTAL ILLNESSES
- *Disabled should not be used as either an adjective or a noun. A person with a disability is not necessarily disabled. Instead, use a person with a disability or a person who uses a wheelchair as nouns to refer to someone.
- Never use crippled, handicapped or wheelchair-bound. Avoid afflicted with, stricken with, suffers from or is a victim of. Instead, He or she has (or acquired) cystic fibrosis.
- Keep deaf lowercase, even though some groups want it capitalized as a cultural identification.
- Mentally ill should not be used as either an adjective or a noun. Instead, use a person with a mental illness. Be specific. She has depression; he has been diagnosed as schizophrenic.

SEXUAL ORIENTATION
- People who are homosexual are gay men and lesbians. Gay can be used as a blanket term for people of same-sex orientation (e.g., in headlines), but it is best to be specific.
- Only use homosexual in scientific or clinical stories. People who are heterosexual can be referred to as straight or heterosexual.
- Use the term partner to refer to a spouse or significant other of a gay person. Always check with the couple to verify if partner is correct. Ask the person’s preference.
- Do not use sexual persuasion, sexual preference or gay/ homosexual lifestyle. All are pejorative phrases because they imply choice. Instead, use sexual orientation.
SPORTS STYLE

Numbers

- Write numbers larger than nine as numerals UNLESS they start a sentence: Thirteen games have been the longest Missouri winning streak this season. Zero through nine should be spelled out. This is proper even when combining statistics larger and smaller than 10: Casey Smith had 10 points and eight rebounds.
- Scores are ALWAYS numerals, and the higher score comes first except in tennis and volleyball, in which multiple games are played in a set. For those, list the winning team’s scores first for all games: Missouri defeated Iowa State 25-18.
- When writing about tennis, volleyball or softball/baseball doubleheaders, keep the scores strung together instead of sprinkling them among paragraphs.
- For height, use numerals in feet and inches: Casey Smith is 6 feet 3 inches tall or Casey Smith, a 6-foot-3-inch quarterback.
- For weight, use numerals in pounds: Casey Smith weighs 220 pounds. Do not abbreviate pounds.
- Avoid burdening your copy with too many numbers. They slow readers down and are difficult to digest.

Team names/first references

On first reference, use the school name or city (for professional sports). When using school names, use the shortened version instead of the official name (Kansas instead of University of Kansas). Use nicknames as a second reference, and alternate after that. Make sure to include the nickname of the opposing team for parallel construction.
- Columbia College Cougars — Never use Cougs or Columbia.
- Douglass Bulldogs
- Tolton Catholic High School Trailblazers — On second reference, use Tolton or Trailblazers.
- Hickman Kewpies — Kewpies is preferred. Kewps is acceptable in headlines.
- Missouri Tigers — Use Missouri, Tigers or Mizzou on reference to the sports team. MU can be used in tight headlines.
- Battle High School Spartans — On second reference, use Battle or Spartans.
- Redskins — The nickname of the NFL team in Washington, D.C. The term should not be used except in direct quotations. Instead, use Washington or the Washington team.
- Rock Bridge Bruins — Rock Bridge is two words.
- Southeastern Conference — SEC is acceptable on first reference, but do use the full name in text. On second reference, use conference. See also the Writing tips section.
- Stephens College Stars — Don’t drop College on first reference. Note that there is no apostrophe in Stephens.

Facilities/venues

- A.L. Gustin Golf Course — An 18-hole course owned and operated by MU. It is open to the public. Use the golf course on second reference.
- American Legion Park — home field for the Tolton Catholic High School softball team.
- Antimi Softball Complex — home field for the Columbia College softball team.
- The Arena at Southwell Complex — The name of Columbia College’s basketball arena. Use the arena on second reference.
- Atkins Park — home field for Tolton Catholic High School’s baseball team and Columbia College’s baseball team.
- Audrey J. Walton Stadium — MU’s soccer stadium and outdoor track facility. Use Walton Stadium or the stadium on second reference.
- Cosmopolitan Park — Cosmo Park is acceptable on first reference, but use the full name later in the text.
- Devine Pavillion — Indoor practice facility where multiple sports teams practice in inclement weather. It is located south of the Mizzou Athletics Training Complex and is used primarily for the baseball, softball and soccer teams.
- Faurot Field — Use only when referring to the playing surface at Memorial Stadium (see separate entry).
- Green Tennis Center — MU’s tennis courts.
- Hearnes Center — No the before Hearnes Center. MU’s gymnastics, wrtsetting and volleyball facility. Contains Hearnes Center Fieldhouse, MU’s indoor track facility.
- LeMone Field — Use on all references to the Hickman High School football/soccer field.
- Memorial Stadium — MU’s football stadium. See also Faurot Field.
- Mizzou Softball Stadium — MU’s softball stadium.
- Mizzou Athletics Training Complex — Houses student-athlete services, such as the Sells Family Athletic Dining Hall.
- Mizzou Arena — MU’s basketball arena. Use the arena on second reference. See also Norm Stewart Court.
- Mizzou Rec — Houses the Mizzou Aquatic Center, where the MU swimming pool is located. Note there is no s in aquatic. Use the Mizzou Aquatic Center pool on first reference. On second reference, use the pool. See also Mizzou Rec in the main alphabetized section.
- Norm Stewart Court — Formerly in Hearnes Center. Use only when referring to the playing surface at Mizzou Arena (see separate entry).
- Sells Field — Use on all references to the Rock Bridge High School football/soccer field.
- Simmons Field — Use only when referring to the playing surface at Taylor Stadium (see separate entry).
- Taylor Stadium — MU’s baseball stadium. See also Simmons Field.
- The Club at Old Hawthorne — a private golf club. Missouri’s golf team plays here.
Southeastern Conference

Missouri joined the Southeastern Conference on July 1, 2012. SEC is acceptable on first reference, but the full name of the conference should be used later. School abbreviations can be used in tight headlines and quick-hit elements such as infoboxes. See also Writing tips.

Alabama Crimson Tide (UA) — Located in Tuscaloosa. Part of the Western Division. rolltide.com
Arkansas Razorbacks (UA) — Located in Fayetteville. Part of the Western Division. It is acceptable to use Hogs in headlines to reference the team. arkansasrazorbacks.com
Auburn Tigers (AU) — Located in Auburn, Alabama. Part of the Western Division. auburntigers.com
Florida Gators (UF) — Located in Gainesville. Part of the Eastern Division. gatorzone.com
Georgia Bulldogs (UGA) — Located in Athens. Part of the Eastern Division. georgiadogs.com
Kentucky Wildcats (UK) — Located in Lexington. Part of the Eastern Division. ukathletics.com

Louisiana State Tigers (LSU) — Located in Baton Rouge. Part of the Western Division. LSU is acceptable in headlines. lsusports.net
Mississippi Rebels (Ole Miss) — Located in Oxford. Part of the Western Division. olemisssports.com
Mississippi State Bulldogs (MSU) — Located in Starkville. Part of the Western Division. hailstate.com
Missouri Tigers (MU) — Located in Columbia. Part of the Eastern Division. mutigers.com
South Carolina Gamecocks (USC) — Located in Columbia. Part of the Eastern Division. gamecocksonline.com
Texas A&M Aggies (A&M) — Located in College Station. Part of the Western Division. aggieathletics.com
Vanderbilt Commodores (Vandy) — Located in Nashville, Tennessee. Part of the Eastern Division. Vanderbilt is the only private university in the SEC. vcommodores.com

Baseball/softball

ballclub, ballpark, ballplayer, base runner, bullpen, center field(er), doubleheader, first base, ground-rule double, home run (not homer), left-hander, outfielde, pinch hit (v.), pinch hitter (n., adj.), play off (v.), playoff (n., adj.), RBIs (note the s for plural), shortstop, third baseman (use –man even when it’s a woman playing), 3-for-4

□ Cliches to avoid: hurler, on the hill, port sider, southpaw, three bagger, etc.
□ Redundancies to avoid: bases-clearing triple (redundant and incorrect — it clears all those who were on base, but the hitter is left on base), complete game shutout (pitchers can’t throw a shutout unless they pitch the entire game; if they shut out certain innings, say that), grand-slam home run
□ Anything more than a single is an extra-base hit. Do not say it’s an extra-bases (with an s) hit.

Basketball

air ball, alley-oop, backboard, backcourt (man), ball handler, baseline, foul line, free throw, free-throw line, frontcourt, full-court press, half-court pass, halftime, hardwood (not a synonym for court), hook shot, jump ball, foul shot, layup, midcourt, pivotman, tipoff, up-tempo

□ Redundancies to avoid: jump shot, slam dunk, 3-pointer from beyond the arc (it has to be beyond the arc or it’s not a 3-pointer)
□ double-doubles — Reaching double digits in two categories (or double digits in three categories for a triple-double). If you say Casey Smith had 14 points and 10 rebounds, it is redundant to say Smith had a double-double because the numbers already convey that.
□ NCAA Tournament and Sweet 16 — Capitalize the T in Tournament
□ Zou Crew
The official student cheering section of Missouri basketball.
**SPORTS STYLE CONTINUED**

### Football

- ballcarrier
- end zone
- field goal
- fullback
- goal line
- goal post
- halfback
- halftime
- handoff
- kick off (v.), kickoff (adj.)
- linebacker
- line of scrimmage
- out of bounds (adv.)
- out-of-bounds (adj.)
- placekick
- placekicker
- play off (v.), playoff (n., adj.)
- running back
- tailback
- tight end
- touchback
- wide receiver

**Redundancies to avoid:**
- offensive guard/offensive tackle,
- place-kicker (kicker is fine; the other person who kicks is a punter),
- quarterback sack, yard line
- TD or QB — Can be used in copy and in tight headlines.
- height — Use figures in feet and inches: The 6-foot quarterback or The quarterback is 6 feet 2 inches tall.
- weight — Use figures in pounds: The 200-pound linebacker or The linebacker weighs 200 pounds.
- Yards are always numbers, even if it is fourth-and-1.

### Golf

- approach shot
- backswing
- backspin
- back nine
- chip (v.)
- draw (v.)
- fade (v.)
- front nine
- hook (ball arcs to left)
- hole — 9-hole, 18-hole golf course (refrain from placing “s” after hole when referring to golf course layout)
- hole-in-one (avoid using “ace”)
- out-of-bounds
- par-72
- slice (ball arcs to right)
- under-par (over-par)

**Golf score format**

When recapitling the scores, use this construction (4-round totals), e.g., 70-70-70-70 = 280.

**Columbia area golf courses**

- L.A. Nickell Golf Course (Municipal)
- The Club at Old Hawthorne Golf Course (Private)
- Country Club of Missouri (Private)
- Columbia Country Club (Private)
- Lake of the Woods Golf Course (Municipal)

### Gymnastics

**Individual events:**

- Vault
- uneven bars
- balance beam
- floor exercise

### Soccer

- defender (not defenseman)
- forward or striker
- goalkeeper or goalie (not goattender)
- midfielder
- offside
- sideline

### Swimming

**Redundancies to avoid:**

- finished first (use won), in a time of
- with a time of
- breaststroke

- Some pools are yards, others in meters. Ask.
- Spell out minutes and seconds on first reference: Casey Smith finished in 3 minutes, 14.2 seconds.

**For relays, use men’s 4x100 freestyle relay, women’s 4x100 medley relay, etc. (In high school, it would be boys and girls, no apostrophe.) Try to get all the names.**
Track and field/cross-country

Redundancies to avoid: finished first (use won), in a time of/with a time of (use in)
100-meter dash — Use the 100 on second reference.
cross-country — Note the hyphen.
Scoring is in minutes, seconds and tenths/hundredths of a second: Casey Smith finished in 3 minutes, 14.84 seconds. On second reference, use 3:14.84.
For track relays, use 4x800, 4x400, etc. Try to get all the names.
Spell out minutes and seconds on first reference.

Volleyball

- backcourt (endline to attack line)
- defensive specialist
- dig
- jump serve
- kill
- libero
- middle blocker (center)
- opposite hitter (also known as attacker)
- outside hitter
- right side hitter
- setter
- spike

Matches are best-of-five sets. Each set must reach 25 points with one team winning by at least two points. If a fifth set is needed, the first team to 15 points, winning by two points, gets the victory.

Wrestling

- escape (1 point)
- takedown (2 points)
- neutral
- fall
- injury time
- near-fall (2, 3 points)
- pin
- reversal (2 points)
- riding time (1 point after maintaining control of wrestler for at least one minute)
- stalling (v.)

Meet scoring

Decision: If the match concludes, and a wrestler has a margin of victory of less than 8 points; 3 points awarded to the team.
Major decision: 8 to 14 point victory; 4 points awarded to team.
Technical fall: 15+ point victory; 5 points.
Technical fall (with no near fall points awarded during the match): 4 points.
Fall (or pin): 6
Forfeit: 6
Default: 6
Disqualification: 6

The meet is the overall match between the two teams.
Matches (or bouts) are individual matchups within the event.
Periods are individual time spans within each match. College matches are 7 minutes with one 3-minute period and two 2-minute periods.
The Southeastern Conference does not include wrestling. The Missouri wrestling team is an affiliate member of the Mid-American Conference.
Writing tips

- Search the Internet for common cliches for your sport. Never use them.
- Use easy-to-understand, precise language.
- Team is singular; team nicknames are plural: Missouri won its first three games. The Tigers won their first three games. Even if a team nickname sounds singular, such as Magic, use a plural verb.
- Pretend you are writing for the audience at the game. They know what happened; give them a story.
- Game stories should have an interesting lede followed by the turning point of the game. Balance your coverage with quotes from teams, standout players’ statistics, the teams’ nicknames and records for both teams.
- Do not write the story chronologically. Start with an interesting tidbit about the game and build into a discussion of it. Game action can be summarized in a few paragraphs.
- Place the final score high up in the story, usually in the second paragraph, but never in the lede. Do not list any partial scores before the final score. (WRONG: MU led 14-0 at halftime on its way to a 21-0 victory Saturday.) Also, do not place records in the lede.
- Do not make readers guess the score by writing The Tigers scored to get within four points. Instead, just write what the score was at that time.
- Mention the venue early in the story and only once.
- The proper word for attribution is said. Use the source said construction, not the said source construction. See said/says in the main alphabetized section.
- Pay attention to what quotes you are getting from coaches and players; cliches are a large part of their vocabulary. If they aren’t saying anything interesting, rephrase your question.
- Include the date, time and place of the team’s next game at the end of the story.

Commonly missed words that are one word:

- ballgame
- lineup
- matchup
- nonconference
- preseason

- boys team, girls team — No apostrophes.
- head coach — Only use if the story mentions assistant coaches. Coach implies the one in charge.
- postseason — Your story must explain who advances, when and where (advancing is the whole point of postseason play). There is no such thing as regionals, districts or states. They are regional, district or state meets. Only use Final Four for the NCAA Tournament (both men’s and women’s). Otherwise, use semifinals.

Ledes

NEVER use these ledes in sports stories:

- holiday ledes
- homecoming ledes
- one-word ledes
- question ledes

- quote ledes
- rivalry ledes
- senior-night ledes
- weather ledes

Avoiding redundancy/tightening stories

The key to avoiding redundancy is to ask yourself whether you can omit words without changing the meaning. Here are redundancies to avoid:

- currently is (Currently means is. Same with is now.)
- first-ever (First means the first time.)
- first-team All-State/All-America (If a person is All-State, that is first-team. Only designate if someone is second-team, etc. Make sure All-State is part of the proper name of an entity before capitalizing it.)
- game-tying (What else would the team tie?)
- game-winning (What else would the team win?)
- grand slam home run (A grand slam is automatically a home run that drives in four runs.)
- improved its record to 3-2 (The construct of the sentence implies a record. Instead, say improved to 3-2.)
- new record (What other kind would anyone set?)
- quarterback sack (Who else would be sacked?)
- single-game record (Does a double game exist?)
- slam dunk (A dunk is a slam; a slam is a dunk.)
- 36-yard line (If a person is tackled at the 36, it must be a yard line.)
- tied at 1-1, tied at 7-all (If it is tied, both teams have the same score. Use tied at 7.)
- The volleyball team is playing some of its best volleyball of the season. (What else would the volleyball team play? Make it playing as well as it has all season.)

Transfer away from (If a person transfers from a place, it must be away from it.)

Unanswered points (Write consecutive points or points in a row instead.)

To tighten your writing, again ask yourself if you can omit words without changing the meaning. Remember, 30 useless words equal about 1 inch you can use to tell your story better.

- all-time — Often unnecessary. A record means all-time.
- games — Can be deleted: The Tigers won 12-of-14.
- in history — Such as Missouri beat Kansas for the first time in history. End the sentence after time.
- just — Its construction often sets up a poor performance, such as Missouri shot just 2-for-23. Just avoid.
- last season, last month, last game — Do not use last unless the team will never play again. Instead, use past.
- left in the game — If a game is in the last quarter, half or period, there is no need to say in the game.
- only — The same rules as just.
- on the offensive/defensive end — Just say on offense/defense.
- remainder/remaining — Change to left.
- simply — A useless word.
- took over sole possession of first place — Change to took over first place. If it is a tie, then say so.

- take away
- take it over
- tied
- tied at
- tied at zero
- tied with
- tied with 0
- tied with zero
- total
- totals
- turn over
- versus
- yield
- yields
- you
- you know
- you know what I’m saying
- you’ll
- your
Guide to MID-MISSOURI
About Columbia

Columbia began as a town called Smithton, centered in the area around the current Walnut Street. Because of a water shortage, the town shifted its central location and was renamed Columbia in 1821.

Columbia has been described in several magazines as one of the best places to live for a city its size. Although there are a lot of young adults in the city because of the three colleges, Columbia also has a large population of residents who are more than 60 years old.

Education and health care are the primary employers in Columbia. The top four are MU Health Care, Columbia Public Schools District and Boone Hospital Center. The city itself is the fifth largest employer. Another economic staple is insurance, with State Farm and Shelter Insurance employing large numbers of people. Education, health care and insurance are generally considered to be necessities, so Columbia is less likely to be affected seriously by a recession.

The community is politically diverse. At first glance, it appears to be a liberal city, but voting patterns show it to be more moderate.

City buildings to know

- Activity and Recreation Center
  1701 W. Ash St.
- Columbia Fire Department
  201 Orr St.
- Columbia Police Department
  600 E. Walnut St.
- Columbia Public Library
  100 W. Broadway
- Columbia Public Schools
  1818 W. Worley St.
- Daniel Boone City Building
  701 E. Broadway
- Gentry Building
  1 S. Seventh St.
- Howard Municipal Building
  600 E. Broadway
- Sanford-Kimpton Building
  1005 W. Worley St.

City government

Columbia operates with a council-manager form of government. With this setup, the Columbia City Council, of which the mayor is a member, establishes law and policy, and the city manager is responsible for carrying out the day-to-day functions of the city. The city has six wards, and each ward elects one representative for a three-year term. Council candidates are nominated by petition. The council appoints the city manager. The whole city elects the mayor for a three-year term.

For more information about the Columbia City Council, go to como.gov/council/council-members/

The council holds regular meetings at 7 p.m. on the first and third Mondays of the month in the Council Chambers of the Daniel Boone City Building, 701 E. Broadway.

City officials and meetings

- First Ward: Clyde Ruffin
  ward1@como.gov
- Second Ward: Michael Trapp
  ward2@como.gov
- Third Ward: Karl Skala
  ward3@como.gov
- Fourth Ward: Ian Thomas
  ward4@como.gov
- Fifth Ward: Matt Pitzer
  ward5@como.gov
- Sixth Ward: Betsy Peters
  ward6@como.gov
- Mayor Brian Treece
  mayor@como.gov
- City Manager Mike Matthes
  cmo@como.gov

Boone County government

The Boone County Commission is an elected three-member governing body with a District I (Southern) Commissioner, a District II (Northern) Commissioner and a Presiding Commissioner.

The commission establishes county policy; approves and adopts the annual budget for all county operations; approves actual expenditures for each department; supervises the operations of Public Works, Planning and Zoning, building codes, human resources, purchasing, information technology, and facilities and grounds maintenance; ensures countywide compliance with numerous statutory requirements; and acts as liaison with county boards, commissions and other governmental entities.

Source: showmeboone.com/clerk/

Current commissioners are:
- Southern District (District I) Commissioner: Fred Parry
- Northern District (District II) Commissioner: Janet Thompson
- Presiding Commissioner: Jan Stull

Meetings are held in the Roger B. Wilson Boone County Government Center, 801 E. Walnut St.
ASHLAND
Located southeast of Columbia on U.S. 63, Ashland is a community of 3,707, according to 2010 census data. It was founded in 1820 and developed around a trading post. It was incorporated in 1877.

BOONVILLE
Located in Cooper County, west of Boone County, Boonville is the oldest city in mid-Missouri. Founded in 1810, it is named for the pioneer Daniel Boone. Boonville is a community of 8,300, according to 2012 census data.

CALIFORNIA, MISSOURI
Located in Moniteau County, southwest of Boone County, California was founded in 1834 as Boonesborough and changed the name in 1848. It is named after California Wilson, a man who said he would buy everyone in the town two gallons of whiskey if they named the town after him. California is a community of 4,278, according to 2010 census data. It is the county seat of Moniteau County.

CENTRALIA
Located north of Columbia on Calvert Hill Road, Centralia was founded in 1857 along the North Missouri Railroad. Centralia is a community of 4,027, according to 2010 census data. It is the second-largest community in Boone County behind Columbia.

FAYETTE
Located in Howard County, west of Boone County, Fayette was founded in 1823 by Southerners and was part of Missouri’s “Little Dixie Region.” Fayette is a community of 2,688, according to 2010 census data. It is the county seat of Howard County.

FULTON
Located in Callaway County, east of Boone County, it is known for being the site of Winston Churchill’s Iron Curtain speech. Fulton is a community of 12,728, according to 2012 census data.

HALLSVILLE
Located northeast of Columbia at the intersection of routes B and OO, Hallsville was incorporated in 1954. Hallsville is a community of 1,491, according to 2010 census data.

HARRISBURG
Located in northwestern Boone County at the convergence of routes J, E and F and Missouri 124, Harrisburg is incorporated and is a community of 266, according to 2010 census data.

HARTSBURG
Located south of Columbia on the Missouri River and the Katy Trail. Hartsburg is a small town that was founded by German and Dutch settlers. Hartsburg is a community of 103, according to 2010 census data. It is known for its pumpkin festival.

JEFFERSON CITY
Located in Cole County, south of Boone County, Jefferson City is Missouri’s capital and one of Missouri’s largest cities. It was founded in 1822 and named for Thomas Jefferson in honor of the Louisiana Purchase and the Lewis and Clark journey along the Missouri River. Jefferson City is a community of 43,183, according to 2012 census data.

McBAINE
Located southwest of Columbia on the Missouri River and the Katy Trail, McBaine is a community of 10 people, according to 2010 census data. The community was larger until the Great Flood of ‘93 destroyed property and residents moved.

MEXICO, MISSOURI
Located in Audrain County, northeast of Boone County, Mexico is a community of 11,551, according to 2012 census data. It was once known as the “Saddlehorse Capital of the World.”

MOBERLY
Located in Randolph County, north of Boone County, Moberly was founded in 1866 as the result of a railroad auction. Moberly is a community of 13,987, according to 2012 census data. It is the largest city in Randolph County.

PRATHERSVILLE
Located north of Columbia on Missouri 763, Prathersville is an unincorporated community of about 100 people.

ROCHEPORT
Located west of Columbia near Interstate 70, Rocheport is a community dating back to the 1840s. It is known for its winery overlooking the Missouri River and its access to the Katy Trail. Rocheport is a community of 239, according to 2010 census data.

STURGEON
Located in extreme northern Boone County off U.S. 63, Sturgeon was founded in 1856. It is named for Isaac Sturgeon, president of the North Missouri Railroad. Sturgeon is a community of 872, according to 2010 census data.
Communities continued

RANDOLPH COUNTY

HOWARD COUNTY

BOONE COUNTY

AUDRAIN COUNTY

CALLAWAY COUNTY

COOPER COUNTY

MONITEAU COUNTY

COLE COUNTY

RANDOLPH COUNTY

Moberly

HOWARD COUNTY

Fayette

Boonville

COOPER COUNTY

California, Missouri

MONITEAU COUNTY

MOBILEPORT

COLE COUNTY

Jefferson City

MID-MISSOURI CONTINUED

AUDRAIN COUNTY

Mexico, Missouri

CALLAWAY COUNTY

Fulton

COOPER COUNTY

Boonville

MONITEAU COUNTY

Ashland

Hartsburg

COLE COUNTY

Jefferson City

RANDOLPH COUNTY

Moberly

HOWARD COUNTY

Fayette

Boonville

COOPER COUNTY

California, Missouri

MONITEAU COUNTY

MOBILEPORT

COLE COUNTY

Jefferson City
COLUMBIA PUBLIC SCHOOL DISTRICT

Columbia School Board and members

- Use Columbia School Board on first reference. On second reference, use the board.
- The board consists of seven members who are elected in staggered three-year terms. Elections are held in April.
- The board appoints the superintendent, who is responsible for executing board policies. Peter Stiepleman has been the superintendent since 2014.
- Members must be U.S. citizens, voters in the school district and 24 years old. They must have lived in Missouri for one year and have an interest in educational opportunities for children.

For contact information, check online at cpsk12.org/boardmembers

Darin Preis, president
Jan Mees, vice president
Paul Cushing
Christine King
Jonathan Sessions
Helen Wade
James Whitt

ELEMENTARY SCHOOLS

Use the headings provided and the word School on first reference. On subsequent references, drop the grade designation (elementary, middle, high). Go online for more complete entries.

Alpha Hart Lewis Elementary

- ADDRESS: 5801 Arbor Pointe Parkway
- PHONE: 214-3200
- GRADES: Kindergarten through fifth grade
- Mascot: Huskies
- SCHOOL COLORS: Blue and green
- Opened in January 2010
- WEBSITE: cpsk12.org/ahl

Battle Elementary

- ADDRESS: 2600 Battle Ave.
- PHONE: 214-3400
- GRADES: Kindergarten through fifth grade
- Mascot: To be determined
- SECOND REFERENCE: Battle, but if there is possible confusion with Battle High School, use Battle Elementary.
- FULL NAME: Eliot Battle Elementary School
- Set to open fall 2015
- WEBSITE: cpsk12.org/Domain/39

Benton STEM Elementary

- ADDRESS: 1410 Hinkson Ave.
- PHONE: 214-3610
- GRADES: Preschool through fifth grade
- Mascot: Bees
- SCHOOL COLORS: Black and yellow
- FULL NAME: Thomas Hart Benton STEM Elementary School
- SECOND REFERENCE: Benton
- Original school opened in 1896
- WEBSITE: cpsk12.org/Domain/9
- STEM school — Science, Technology, Engineering and Mathematics Learning Center

Blue Ridge Elementary

- ADDRESS: 3700 Woodland Drive
- PHONE: 214-3580
- GRADES: Preschool through fifth grade
- Mascot: Mustangs
- SCHOOL COLORS: Blue and white
- Opened partially in 1965, fully opened in 1966
- WEBSITE: cpsk12.org/Domain/10

Beulah Ralph Elementary

- ADDRESS: northwest corner of Scott Boulevard and Route KK; exact address to be determined
- PHONE: 214-3400
- GRADES: Kindergarten through fifth grade
- Mascot: To be determined
- SCHOOL COLORS: To be determined
- Set to open fall 2016
- WEBSITE: cpsk12.org/Domain/6239
<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Address</th>
<th>Phone</th>
<th>Grades</th>
<th>Mascot</th>
<th>School Colors</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Ridge Elementary</td>
<td>1100 Roseta Ave.</td>
<td>214-3510</td>
<td>Kindergarten through fifth grade</td>
<td>Cardinals</td>
<td>Green and white</td>
<td>cpsk12.org/Domain/18</td>
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</tr>
<tr>
<td>Derby Ridge Elementary</td>
<td>4000 Derby Ridge Drive</td>
<td>214-3270</td>
<td>Kindergarten through fifth grade</td>
<td>Dragons</td>
<td>Purple and green</td>
<td>cpsk12.org/Domain/14</td>
</tr>
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<tr>
<td>Fairview Elementary</td>
<td>909 S. Fairview Road</td>
<td>214-3590</td>
<td>Preschool through fifth grade</td>
<td>Falcons</td>
<td>Blue, yellow and white</td>
<td>cpsk12.org/Domain/16</td>
</tr>
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</tr>
<tr>
<td>Grant Elementary</td>
<td>10 E. Broadway</td>
<td>214-3520</td>
<td>Kindergarten through fifth grade</td>
<td>Generals</td>
<td>Royal blue and gold</td>
<td>cpsk12.org/Domain/18</td>
</tr>
<tr>
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</tr>
<tr>
<td>Lee Expressive Arts Elementary</td>
<td>1208 Locust St.</td>
<td>214-3530</td>
<td>Kindergarten through fifth grade</td>
<td>Explorers</td>
<td></td>
<td>cpsk12.org/Domain/22</td>
</tr>
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</tr>
<tr>
<td>Midway Heights Elementary</td>
<td>8130 U.S. 40</td>
<td>214-3540</td>
<td>Kindergarten through fifth grade</td>
<td>Eagles</td>
<td>Blue and white</td>
<td>cpsk12.org/Domain/24</td>
</tr>
<tr>
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</tr>
<tr>
<td>Mill Creek Elementary</td>
<td>2200 W. Nifong Blvd.</td>
<td>214-3280</td>
<td>Kindergarten through fifth grade</td>
<td>Cougars</td>
<td></td>
<td>cpsk12.org/Domain/25</td>
</tr>
</tbody>
</table>
New Haven Elementary

- **ADDRESS:** 3301 New Haven Road
- **PHONE:** 214-3640
- **GRADES:** Preschool through fifth grade
- **MASCOT:** Stars
- **SCHOOL COLORS:** Blue and silver
- **Opened in:** 1954
- **WEBSITE:** cpsk12.org/Domain/27

Parkade Elementary

- **ADDRESS:** 111 Parkade Blvd.
- **PHONE:** 214-3630
- **GRADES:** Preschool through fifth grade
- **MASCOT:** Panthers
- **SCHOOL COLORS:** Blue and yellow
- **Opened in:** 1958
- **WEBSITE:** cpsk12.org/Domain/29

Paxton Keeley Elementary

- **ADDRESS:** 201 Park de Ville Drive
- **PHONE:** 214-3570
- **GRADES:** Kindergarten through fifth grade
- **MASCOT:** Comets
- **SCHOOL COLORS:** Red, white and blue
- **Opened in:** 2002
- **WEBSITE:** cpsk12.org/Domain/23

Ridgeway Elementary

- **ADDRESS:** 107 E. Sexton Road
- **PHONE:** 214-3550
- **GRADES:** Kindergarten through fifth grade
- **MASCOT:** Rams
- **FULL NAME:** John C. Ridgeway Elementary School
- **Opened in:** 1923
- **WEBSITE:** cpsk12.org/Domain/30
- **OTHER INFORMATION:** Ridgeway is a magnet school based on the concept of Individually Guided Education that draws students based on a lottery system. It does not have a set attendance area or feeder schools.

Rock Bridge Elementary

- **ADDRESS:** 5151 S. Providence Road
- **PHONE:** 214-3290
- **GRADES:** Preschool through fifth grade
- **MASCOT:** Bears
- **Opened in:** 1957
- **WEBSITE:** cpsk12.org/Domain/31

Russell Boulevard Elementary

- **ADDRESS:** 1800 W. Rollins Road
- **PHONE:** 214-3650
- **GRADES:** Preschool through fifth grade
- **MASCOT:** Ravens
- **SCHOOL COLORS:** Green and gold
- **Opening Date:** 1958
- **WEBSITE:** cpsk12.org/Domain/33

Shepard Boulevard Elementary

- **ADDRESS:** 2616 Shepard Blvd.
- **PHONE:** 214-3660
- **GRADES:** Kindergarten through fifth grade
- **MASCOT:** Stallions
- **SCHOOL COLORS:** Green and gold
- **Opening Date:** 1968
- **WEBSITE:** cpsk12.org/Domain/34
Two Mile Prairie Elementary

- **ADDRESS:** 5450 N. Route Z
- **PHONE:** 214-3560
- **GRADES:** Kindergarten through fifth grade
- **MASCOT:** Prairie Dogs
- **SCHOOL COLORS:** Red and white
- **Website:** cpsk12.org/Domain/36

Opened in 1963 and became part of Columbia schools in 1972-73.

West Boulevard Elementary

- **ADDRESS:** 319 West Blvd. N.
- **PHONE:** 214-3670
- **GRADES:** Kindergarten through fifth grade
- **MASCOT:** Bobcats
- **SCHOOL COLORS:** Blue and white
- **Opened in:** 1950
- **Website:** cpsk12.org/Domain/37

**SECOND REFERENCE:** Use West. If there is possible confusion with West Boulevard Middle School, use West Elementary.
MIDDLE SCHOOLS

Use the headings provided and the word School on first reference. On subsequent references, drop the grade designation (elementary, middle, junior high, high). Go online for more complete entries.

Gentry Middle
- ADDRESS: 4200 Bethel St.
- PHONE: 214-3240
- GRADES: Sixth, seventh and eighth grade
- SCHOOL COLORS: Rich red and royal blue
- MASCOT: Jaguars
- OPENED: 1994
- WEBSITE: cpsk12.org/Domain/17

Jefferson Middle
- ADDRESS: 713 Rogers St.
- PHONE: 214-3210
- GRADES: Sixth, seventh and eighth grade
- SCHOOL COLORS: Red and white
- MASCOT: Cyclones
- OPENED: 1911
- WEBSITE: cpsk12.org/Domain/20

Lange Middle
- ADDRESS: 2201 Smiley Lane
- PHONE: 214-3250
- GRADES: Sixth, seventh and eighth grade
- SCHOOL COLORS: Navy and silver
- MASCOT: Leopards
- OPENED: 1997
- WEBSITE: cpsk12.org/Domain/21

Oakland Middle
- ADDRESS: 3405 Oakland Place
- PHONE: 214-3220
- GRADES: Sixth, seventh and eighth grade
- SCHOOL COLORS: Orange and navy
- MASCOT: Eagles
- OPENED: 1971
- WEBSITE: cpsk12.org/Domain/28

Smithton Middle
- ADDRESS: 3600 W. Worley St.
- PHONE: 214-3260
- GRADES: Sixth, seventh and eighth grade
- SCHOOL COLORS: Black and gold
- MASCOT: Wildcats
- OPENED: 1995
- WEBSITE: cpsk12.org/Domain/35

West Middle
- ADDRESS: 401 Clinkscales Road
- PHONE: 214-3230
- GRADES: Sixth, seventh and eighth grade
- MASCOT: Vikings
- SCHOOL COLORS: Blue and white
- OPENED: 1950
- WEBSITE: cpsk12.org/Domain/38
- SECOND REFERENCE: If there is possible confusion with West Boulevard Elementary School, use West Middle.
**HIGH SCHOOLS**

Use the headings provided and the word School on first reference. On subsequent references, drop the grade designation (elementary, middle, junior high, high). Go online for more complete entries.

---

**Battle High**

- **ADDRESS:** 7575 E. St. Charles Road
- **PHONE:** 214-3300
- **GRADES:** Ninth through 12th grade
- **MASCOT:** Spartans
- **SCHOOL COLORS:** Blue and gold
- **FULL NAME:** Muriel Williams Battle High School
- **SECOND REFERENCE:** Battle,

but if there would be confusion with Battle Elementary, use Battle High.
- **OPENED:** In 1885
- **WEBSITE:** cpsk12.org/Domain/15

---

**Hickman High**

- **ADDRESS:** 1104 N. Providence Road
- **PHONE:** 214-3000
- **GRADES:** Ninth through 12th grade
- **MASCOT:** Kewpies
- **SCHOOL COLORS:** Purple and gold
- **FULL NAME:** David H. Hickman High School
- **OPENED:** In 1927
- **WEBSITE:** cpsk12.org/Domain/19

---

**Rock Bridge High**

- **ADDRESS:** 4303 S. Providence Road
- **PHONE:** 214-3100
- **GRADES:** Ninth through 12th grade
- **MASCOT:** Bruins
- **SCHOOL COLORS:** Green and gold
- **OPENED:** In 1973
- **WEBSITE:** cpsk12.org/Domain/32

---

**ALTERNATIVE HIGH SCHOOL**

**Douglass High**

- **ADDRESS:** 310 N. Providence Road
- **PHONE:** 214-3680
- **GRADES:** Ninth through 12th grade
- **MASCOT:** Bulldogs
- **SCHOOL COLORS:** Blue and white
- **FULL NAME:** Frederick Douglass High School
- **SECOND REFERENCE:** Douglass
- **OPENED:** In 1885
- **WEBSITE:** cpsk12.org/Domain/15

- **OTHER INFORMATION:** Columbia’s only alternative school caters to students, including former attendees of Hickman and Rock Bridge high schools, who have trouble performing well in a traditional educational setting.

---

**OTHER PUBLIC SCHOOL CENTERS**

**Center for Responsive Education**

- **ADDRESS:** 4600 Bethel Road
- **PHONE:** 214-3740

It is for at-promise children with special needs and empowers individuals’ learning and decision-making. On second reference use the center. CORE can be used in tight headlines.

**Early Childhood Education Center**

- **ADDRESS:** 4001 Waco Road
- **PHONE:** 214-3600

The center offers early childhood special education designed to address the developmental learning needs of children ages 3 to 5. On second reference, use the center.

- **WEBSITE:** cpsk12.org/Page/10209

**Center for Gifted Education**

- **ADDRESS:** 1010 Range Line St., formerly Field Elementary School
- **PHONE:** 214-3750

On second reference, use the center.

- **WEBSITE:** cpsk12.org/Domain/12
### SCHOOLS CONTINUED

### PRIVATE SCHOOLS

**Apple School**
- **ADDRESS:** 5155 S. Providence Road
- **PHONE:** 449-7525
- **GRADES:** Preschool (ages 2 to 5) and kindergarten
- **SECOND REFERENCE:** Apple School or the school

**Christian Chapel Academy**
- **ADDRESS:** 3300 S. Providence Road
- **PHONE:** 874-2325
- **GRADES:** Preschool through seventh grade
- **MASCOT:** Eagle in flight
- **RELIGIOUS AFFILIATION:** Seventh-Day Adventist
- **SECOND REFERENCE:** Christian Chapel, the academy or the school

**Christian Fellowship School**
- **ADDRESS:** 4600 Christian Fellowship Road
- **PHONE:** 445-8565
- **GRADES:** Pre-kindergarten through 12th grade
- **MASCOT:** Knights
- **RELIGIOUS AFFILIATION:** Christian Fellowship Church
- **SECOND REFERENCE:** Christian Fellowship or the school

**Columbia Catholic School**
- **ADDRESS:** 817 Bernadette Drive
- **PHONE:** 445-6516
- **GRADES:** Kindergarten through eighth grade
- **MASCOT:** Tigers
- **RELIGIOUS AFFILIATION:** Catholic
- **SECOND REFERENCE:** Columbia Catholic or the school

**Columbia Independent School**
- **ADDRESS:** 1801 N. Stadium Blvd. (upper and lower school)
- **PHONE:** 777-9250
- **GRADES:** Pre-kindergarten through 12th grade
- **MASCOT:** Lions
- **SECOND REFERENCE:** Columbia Independent or the school

**Columbia Montessori School**
- **ADDRESS:** 3 Anderson Ave.
- **PHONE:** 449-5418
- **GRADES:** Preschool (ages 4 weeks to 6 years) and kindergarten
- **SECOND REFERENCE:** Columbia Montessori or the school

**College Park Christian Academy**
- **ADDRESS:** 1114 College Park Drive
- **PHONE:** 445-6315
- **GRADES:** Preschool through ninth grade
- **RELIGIOUS AFFILIATION:** Seventh-Day Adventist
- **SECOND REFERENCE:** College Park, the academy or the school
Tolton Regional Catholic High School

- **ADDRESS:** East Gans Road, just off U.S. 63 south of Columbia
- **PHONE:** not available
- **GRADES:** freshman through senior
- **RELIGIOUS AFFILIATION:** Catholic
- **SECOND REFERENCE:** Tolton
  - Opened fall 2011

Good Shepherd Lutheran School

- **ADDRESS:** 2201 W. Rollins Road
- **PHONE:** 445-5878
- **GRADES:** Kindergarten through eighth grade
- **RELIGIOUS AFFILIATION:** Lutheran Church Missouri Synod
- **SECOND REFERENCE:** Good Shepherd or the school

Heritage Academy

- **ADDRESS:** 606 Ridgeway Ave.
- **PHONE:** 449-2252
- **GRADES:** Kindergarten through 12th grade
- **RELIGIOUS AFFILIATION:** Christian nondenominational
- **SECOND REFERENCE:** the academy

Islamic School of Columbia

- **ADDRESS:** 408 Locust St.
- **PHONE:** 442-1556
- **GRADES:** Preschool (ages 3 to 4) through fifth grade
- **RELIGIOUS AFFILIATION:** Islam
- **SECOND REFERENCE:** the school

Stephens College Children’s School

- **ADDRESS:** 1400 Windsor St., Stephens College
- **PHONE:** 876-7260
- **GRADES:** Preschool and pre-kindergarten through fifth grade
- **SECOND REFERENCE:** the school

MU High School

- **ADDRESS:** Center for Distance and Independent Study, 136 Clark Hall, MU
- **PHONE:** 800-609-3727 or 882-2491
- **GRADES:** Third grade through 12th grade
- **SECOND REFERENCE:** the school
- **OTHER INFORMATION:** MU High School is an alternative high school operated by the MU Center for Distance and Independent Study.
**Columbia College**

- Founded in 1851 as Christian Female College
- The school became Columbia College in 1970 and began admitting men.
- Today, Columbia College is private and nonsectarian but maintains a covenant with Christian Church (Disciples of Christ).
- Columbia College has 34 extension campuses, many located on military bases, including one at Guantanamo Bay, Cuba. Military education is one of the school’s hallmark programs.
- Scott Dalrymple is the 17th and current president.
- David Starrett is the provost.
- Columbia College Cougars participate in men’s and women’s basketball, men’s soccer, softball and volleyball in the NAIA. For more information on the Cougars, see the sports section.
- Use Columbia College on all references to avoid confusion with our city or Columbia University. The college or the school are also acceptable on subsequent references if there would be no confusion.

**Stephens College**

- Founded in 1833 as Columbia Female Academy
- In 1856, it became a full college called Columbia Female Baptist Academy.
- James Stephens, who had once been banished and was trying to redeem himself with good deeds, gave the school $20,000. The college was renamed in his honor in the late 1860s.
- Stephens is the second-oldest women’s college in the United States and the only four-year women’s college in Missouri.
- Stephens is still a women’s college, but men can be admitted in the master’s programs and the adult continuing education programs.
- The school is run by a president, Dianne Lynch, and a Board of Trust.

**Other colleges of note**

- **CENTRAL METHODIST UNIVERSITY**: Located in Fayette. It was founded in 1854. Central Methodist has several extension campuses: Park Hills, Sedalia, Union, Clinton, Grandin, Macon, Poplar Bluff, Trenton, Waynesville, Columbia, Lake of the Ozarks, Rolla and St. Louis. The Central Methodist Eagles participate in the NAIA. Use Central Methodist University on first reference, Central Methodist on subsequent references. The college, the university or the school are also acceptable on subsequent references if there would be no confusion.

- **LINCOLN UNIVERSITY**: Located in Jefferson City. Established as Lincoln Institute in 1866. In 1921, the school became a university with a board of curators. The name was changed to Lincoln University. Lincoln University Blue Tigers participate in NCAA Division 2.

- **MISSOURI SOUTHERN STATE UNIVERSITY**: Located in Joplin. Missouri Southern on subsequent references.

- **MISSOURI STATE UNIVERSITY**: Located in Springfield. MSU on subsequent references.

- **MISSOURI WESTERN STATE UNIVERSITY**: Located in St. Joseph. Missouri Western on subsequent references.

- **MOBERLY AREA COMMUNITY COLLEGE**: Located in Moberly; extension campus in Columbia. MACC on subsequent references.

- **NORTHWEST MISSOURI STATE UNIVERSITY**: Located in Maryville. NWMSU on subsequent references.

- **SAINT LOUIS UNIVERSITY**: Note the spelled-out Saint. SLU on subsequent references and in tight headlines.

- **SOUTHEAST MISSOURI STATE UNIVERSITY**: Located in Cape Girardeau. SEMO on subsequent references.

- **TRUMAN STATE UNIVERSITY**: Located in Kirksville. Truman on subsequent references.

- **UNIVERSITY OF CENTRAL MISSOURI**: Located in Warrensburg. UCM on subsequent references.

- **WASHINGTON UNIVERSITY**: Located in St. Louis. Use Washington University, the university, the college or the school on subsequent references. Do not use the colloquial Wash U.

- **WEBSTER UNIVERSITY**: Located in St. Louis. Webster on subsequent references.

- **WESTMINSTER COLLEGE**: Located in Fulton. Founded in 1851 as Fulton College, a training school for Presbyterian ministers. Winston Churchill made his famous Iron Curtain speech, “Sinews of Peace,” at Westminster in 1946. The college is run by a president and a board of trustees. Westminster Blue Jays participate in the NCAA Division 3. Use Westminster College on first reference, Westminster on subsequent references. The college or the school are also acceptable on subsequent references.

- **WILLIAM WOODS UNIVERSITY**: Located in Fulton. Founded in 1870, it became a four-year institution in 1962. In 1993, it became William Woods University, offered post-graduate degrees and admitted men. One notable program is equestrian education. William Woods Owls participate in the NAIA.
University of Missouri System

- The University of Missouri System comprises four campuses: Columbia, Rolla, St. Louis and Kansas City.
- Use University of Missouri System on first reference; capitalize System because it's part of the official name. On second reference, use UM System, the system, the university system, the four-campus system, etc. UM is acceptable in headlines.
- The system is run by a president and a Board of Curators. Each campus has a chancellor.
- Use the UM System Board of Curators on first reference. On subsequent references, use the board or the curators. The Board of Curators is the governing body of the University of Missouri System and consists of nine members who are appointed by the governor with the advice and consent of the Senate. Curators serve six-year terms with three terms expiring every two years.

Missouri University of Science and Technology:
Founded in 1870 as the Missouri School of Mines and Metallurgy, the first technological university west of the Mississippi. The school was meant as an extension of the Columbia campus. It became University of Missouri-Rolla in 1964. The school is most known for its engineering programs. Use Missouri S&T on subsequent references. MUS&T is acceptable in tight headlines.

University of Missouri-
KANSAS CITY: Chartered in 1929 and opened in 1933 as University of Kansas City, a private school. It became part of the system in 1963. It is known for its medicine and music programs. Use UMKC on subsequent references.

University of Missouri-
ST. LOUIS: Founded in 1964. The school is most known for its optometry program. Use UMSL on subsequent references.

MU: Style points

- **MU** is acceptable on all references to the Columbia campus. Do not use University of Missouri or UMC. The acronym MU comes from the original name in the state Constitution: Missouri University. If a story deals with both MU and the system, make sure to avoid confusion between the two. Only use the word university on subsequent references if it is clear you are only talking about the Columbia campus.
- Do not use MU campus; it's redundant. Just use MU. Columbia campus is acceptable for variety when talking about more than one of the UM universities.
- Capitalize the names of all schools and colleges at MU, as well as the Agricultural Experiment Station. See below for a list of schools and colleges.
- Capitalize the names of all academic departments: French Department, Sociology Department.
- Capitalize nonacademic departments on first reference, such as Office of Student Conduct. If talking about a chancellor or provost of a department, the designation would be capitalized before a name. However, because many of those titles are long, it is better to put them after a name and lowercase them.
- Capitalize the names of buildings, both proper and generic: Gannett Hall. Do not capitalize if the name is more descriptive: beef cattle barn. Note: Use the common name for buildings named for individuals: Neff Hall, not Jay N. Neff Hall.
- Capitalize standing special institutions, such as Engineers’ Week or Journalism Day. Do not capitalize commencement or other generic terms.
- These same rules for capitalization apply to Stephens and Columbia colleges.
- The chancellor is Dr. Alexander Cartwright. On second reference, use Cartwright.

MU: Colleges and schools

- **Note:** Be sure to use the proper designation when describing academic divisions.
- As with other proper nouns, you can invert the first reference. For example, the Journalism School.
- **College of Agriculture, Food and Natural Resources** — Includes the School of Natural Resources.
- **College of Arts and Science** (note the singular usage of Science) — Includes the School of Music and the Harry S Truman School of Public Affairs.
- **College of Education** — Includes the School of Information Science and Learning Technologies.
- **College of Engineering**
- **College of Human Environmental Sciences** — Includes the School of Social Work.
- **College of Veterinary Medicine** — There is no vet school.
- **Graduate School** — Only appropriate to capitalize if speaking about the specific department. Lowercase to say someone attends graduate school at MU.
- **School of Health Professions**
- **Missouri School of Journalism** — Do not refer to it as the J-School.
- **School of Law**
- **School of Medicine**
- **Sinclair School of Nursing**
- **Trulaske College of Business** — Includes the School of Accountancy.
THE MISSOURIAN DESIGN STYLEGUIDE

Revised and updated, January 2017

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Core Typefaces: Franklin & Minion

HEADLINE TYPEFACES

Standard news hed is Minion Display
An alternative is Minion Medium Display

Minion Display is our primary headline typeface.
- Paragraph style is Hed-Display-30 or Hed-MediumDisplay-36.
- Virtually all news headlines are in this typeface.

Standard features hed is Minion Bold Display

Minion Bold Display is used for feature headlines.
- This family can be used for the front page’s main story or for special features inside the paper, but only use it if the typeface matches the tone of the content.
- Paragraph style is Hed-BoldDisplay-60.

POPULAR MINION WEIGHTS

Minion has many weights and styles that designers can use. Although certain elements use specific weights that don’t change, a designer can use any typeface from the family for some elements with a little bit more freedom, such as an art headline. Here are a few popular weights:

MINION PRO REGULAR EXAMPLES

<table>
<thead>
<tr>
<th>Cond</th>
<th>Cond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Cond Italic</td>
</tr>
<tr>
<td>Semibold</td>
<td>Bold Cond</td>
</tr>
<tr>
<td>Semibold</td>
<td>Bold</td>
</tr>
</tbody>
</table>
BYLINE STYLES

For bylines, the Missourian reporter’s name is in all caps, but “By” is upper and lower case. Bylines include the email address for the section, e.g., news@columbiamissourian.com or sports@columbiamissourian.com.

Bdy-Byline 1: Franklin Heavy, 9/9

Bdy-Byline 2: Franklin Book, 8.5/8.5

Bdy-Tagline: Olympian/Italic, 8.9/9.7

For various purposes, including stories with more than two reporters on a byline and for briefs, we use a tagline instead of a traditional byline.

A city fundraising group has agreed to help raise money to repair the Martin Luther King Memorial. — Joe Smith

SUPERVISING EDITOR TAGLINES

Supervising editor taglines can be found in the snippets.

Example: Supervising editor is Katherine Reed: reedkath@missouri.edu, 882-1792.

The bylines for all wire stories include the word “By” and the reporter’s name in all caps in Bdy-Byline 1 and the name of the wire service in Bdy-Byline 2. For wire stories, delete the list of contributing writers from the bottom of stories. If the story is an analysis, then leave the reporter’s information and use italic type.

Bdy-Byline 1: Franklin Heavy, 8.5/8.5

Bdy-Byline 2: The Associated Press, 8.5/8.5

Bdy-Tagline: Franklin Book, 9/9

Note space between dash and name
Below are examples of a Vox tease above the masthead. If there is big breaking news for the day, the Vox tease can be redesigned in the floorboard.

**VOX TEASE EXAMPLE**

**XXX X X X X X X X X**

New coffee shop offers boozy versions of classic coffee drinks
SOMEONE'S GOT TO DO IT

BY JESSICA RENDALL

The coral reef attacked in the top of a utility pole is called a "sagging" pole. It's the result of power lines twisting over time, causing the pole to sag and finally break. But Lee's dad saw increased stress from rising temperatures and, in turn, increased utility bills. The couple moved to Columbia in 2018, where they discovered that utility poles in the area are often damaged due to wear and tear.

Lee is a utility worker with Columbia Utilities, where she helps maintain the infrastructure. She uses a utility pole in August to help her see how it fits into the overall picture of utility poles.

Lee said the utility pole in her neighborhood, a prime example of utility poles in the area, is a good example of how utility poles are affected by environmental factors. She said the pole was replaced in August, but it still shows signs of wear and tear.

The next pole in Lee's neighborhood is expected to be replaced in the coming months, and she hopes to see improvements in the future.

RESEARCH

Probiotic may relieve stress in humans

BY ALEXANDRA CORYUS

A recent study on probiotics found that probiotics may help relieve stress in humans. The study was conducted on a group of 50 adults and found that those who took probiotics had lower levels of stress hormones.

The researchers believe that probiotics help the gut microbiome, which affects stress levels.

INDEX

Abby 15
Sam 10
Spencer 15
Taylor 11
Wayne 14

Chemistry 'wizard' gives presentation

Alex Blake, a chemist at 3M, led two assemblies to interest children in science

BY JESSICA RENDALL

Alex Blake, a chemist at 3M, conducted a demonstration in front of the stage in the Sherwood School's auditorium, Wednesday afternoon, as part of a scientific "wizard". Blake, a chemist at 3M, led a demonstration for children in the auditorium on Wednesday afternoon.

Blake explained the process of making soap, starting with the scientific "wizard". He explained the science behind the demonstration and then demonstrated the process by making soap in front of the children.

After the demonstration, Blake encouraged the children to ask questions and had a conversation with them.

Please see SCIENCE, page 1A

HOLIDAY FOOD DRIVE

Columbia will host a holiday food drive this year.

The drive will be held on December 15, from 10 a.m. to 4 p.m. at the Columbia Farmers Market, located at 1001 Broadway.

Donations can be dropped off at the market, and volunteers will be available to assist with the drive.

For more information, please call 505-4321.

Please see FOOD, page 1A
HEADLINES — GUIDELINES & STYLES

NEWS HEADLINES

Minion Display is the main style used for hard news headlines. Here are some other headline guidelines:
- The default size of news headlines is 30-point. The designer should increase or decrease the size depending on the placement and prominence of story.
- Our headlines are written down-style — only the first word and proper nouns are capitalized.
- All news headlines should be left justified except sometimes for a page’s main story.

FEATURE HEADLINES

Minion Display and its several weights are used for feature headlines.
- Keep in mind that all other weights of Minion weren’t designed to be used at headline size, but the Display weights were designed for this.
- The bolder weights of Minion Display can be used for newsier features or for purposes of contrast.

LEADING

Missourian headlines use what is known as solid leading, meaning that the leading is set equal to the size of the headline.

For example, a 36 point headline should have 36 point leading. These numbers can be adjusted for special effects.

HYPHENATION

There is no hyphenation in display type unless the hyphen is part of an actual word.
- Even then, NEVER use hyphens at the end of a line in any headline, T-deck, C-deck or the display type of a blurb.

DESCENDERS

Certain letters, such as this “y,” dip below others. The part that does this is called a descender.
- There is at least one gridline of space between a headline’s descenders and the start of any other element, such as a photo, text box or blurb.
- Even if there isn’t a descender, space elements as if there were one.

ALIGNING LINES OF TEXT

We want the last line of text in a column to align with the end of the other columns. To do this, use Command + B. Under Vertical Justification, from the align dropdown, select justify.
**NEWS HEADLINE HIERARCHY**

To determine the size of headlines, the Missourian uses a headline hierarchy. This chart shows suggested weights, sizes and decks to use for your headlines. Talk to your news editor about options.

<table>
<thead>
<tr>
<th>One line deep (not wide)</th>
<th>Multiple lines</th>
<th>T-deck or c-deck?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead story</strong></td>
<td>51-66</td>
<td>45-54</td>
</tr>
<tr>
<td><strong>Off-lead &amp; middle page</strong></td>
<td>42-48</td>
<td>36-44</td>
</tr>
<tr>
<td><strong>Lower page option A</strong></td>
<td>30-39</td>
<td>30-36</td>
</tr>
<tr>
<td><strong>Lower page option B</strong></td>
<td>30-39</td>
<td>27-33</td>
</tr>
</tbody>
</table>

**HOW DEEP SHOULD HEADLINES BE?**

<table>
<thead>
<tr>
<th>1 column wide</th>
<th>2 columns</th>
<th>3 &amp; 4 columns</th>
<th>5 &amp; 6 columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 or 4 lines deep</td>
<td>1, 2 or 3 lines</td>
<td>1 or 2 lines deep</td>
<td>Only 1 line deep</td>
</tr>
</tbody>
</table>

**RIM HEADLINE SPECS**

Remember that someone will actually have to write something meaningful in the space you provide for a headline. It must be short enough that readers can grasp the gist of the story at a glance.

2-column, 24-point, 3-line heds are too long, look at this example

**Difficult 60-pt. hed**

**BUMPING HEADLINES**

If your design limits you to bumping headlines, make sure to make the two headlines different styles, sizes and shapes. If one headline is a single line, make the other up to three or four lines deep but not as wide.

Big news headline here

[^MedDisplay-36 45/45]

[^Display-30 30/30]
C-decks & T-decks

CONVERSATIONAL DECKS

Conversational decks, or C-decks, should be just that: conversational. C-decks should be written as complete sentences with articles (i.e., a, an, the and full names). They should appear just below the headline and just above the byline in the first leg of type.

C-DECK STYLE

- C-decks are three to four lines deep.
- C-decks should almost always be used on Page 1A lead stories unless a T-deck is used. C-decks should also be used on almost every front page story unless a T-deck is used. For inside pages, C-decks can also be used on off-lead stories and are optional for downpage articles.
- Periods are not used on C-decks, and like all display type, do not hyphenate words across lines of type.

C-DECK TIPS

- C-decks should add another layer of information for the reader. Avoid repetition of words or ideas from the headline, cutline or lede.
- Look beyond the lede. If readers see the same thing in the lede that they just read in the c-deck, we’ve wasted their time.

ITALY’S FORMER ROYAL FAMILY RETURNS FROM 54-YEAR BAN

The pope, supporters and protesters greeted the Savoys upon arrival.

By The Associated Press

TRADITIONAL DECKS

T-decks are a secondary headline for a story and can work well with big news stories. They should be in Minion Pro Display or Italic. The paragraph styles are Bdy-TdeckSerif and Bdy-TdeckSerifItalic.

The default size of T-deck styles is 20/21. Like the main headline, this size can be adjusted up to 1/2 minus 1 of the main headline. For example, for a 54 point main headline, the T-deck can be as large as 26 points. The designer should increase or decrease the size depending on the placement and prominence of story.

T-decks can also be serif or san serif but should match the main headline.

T-DECK PLACEMENT

T-decks are used in display stories on section fronts or on big news stories.

It is the designer’s decision to place them wherever he or she sees fit.

T-deck goes here and herey

T-deck italics is here
JUMPS

The Missourian uses a keyword when it’s necessary to jump from the front page of the paper to another page.

Note: To jump a story, there must be a minimum of 4 inches of text. If less than 4 inches, either ask for a trim or add more design elements, such as a pull quote, to the front page story.

WRITING JUMP HEADLINES

A jump page headline should summarize what happens in the section of the story on the jump page itself. Here are some other tips:

- At the very least, the jump headline should be different from the headline on the front.
- Jump headlines should read just like normal headlines.
- The same rules of headline hierarchy and style apply to jump pages (and all other inside pages).

JUMP KEYWORDS

When jumping stories, keywords are used so the reader can find the article on a jump page.

- When you jump a story, a dialog box will pop up in TCMS InDesign asking for the keyword and headline. Both can be changed at a later time, either by the copy editor or designer. The page numbers are automated, but be sure to double check them.
- Don’t indent the first line of the story on the jump page unless it actually starts a new paragraph.
- Try to jump at a paragraph break, but never do it in the middle of a word.
- Always check keywords and page numbers on the front with the keywords and locations of the jump copy.

JUMP LINE EXAMPLES

The report was about junk vehicles, sagging roofs, boarded-up windows, falling down gutters and debris scattered about the rental properties.

The committee took no action on Senate Bill 730, which is sponsored by Sen. Kurt Schaefer, R-Columbia.

Because Boone County lacks a charter form of government, the county commission is unable to create and enact these types of ordinances without state

Franklin Gothic Std, Heavy, 9/9

The jump from line should be centered over first column of jump text.

Keep one gridline of space between jump line and bottom of text.

RENTAL from page 1A


The committee took no action on Senate Bill 730, which is sponsored

Please see RENTAL, PAGE 4A

Note: To jump a story, there must be a minimum of 4 inches of text. If less than 4 inches, either ask for a trim or add more design elements, such as a pull quote, to the front page story.

Please see RENTAL, PAGE 4A
The 1A designer will be responsible for designing the floorboard.
- The bar code and Volume and Issue information MUST stay in the bottom-right corner.
- The floorboard normally is a shallow strip across the bottom of Page 1A, but it can be deeper, boxier or run up the right side of the paper.
- Although corrections can continue inside the paper on Page 2A, try to make them all fit in the floorboard. If there is more than one correction, use a bullet at the start of each one.
- Make your tease headlines and tease lengths equal for all teases. Also watch out for widows or orphans.

There are a variety of teases the designer can select from to put in the 1A floorboard. The type is usually Infobox-Type with headlines set in Refer-Head.
- The versions on the 1A template are just starting points. Begin by deciding what content you want in this space, then design it however makes the most sense.
- Because the floorboard can vary so much, try to get a good idea of what it’ll look like early on so it doesn’t force you to rework your entire design late in the night.

Example proportionally reduced in size, originally four columns wide.

HED HERE HERYE HERY
Text goes here like this.
Text goes here like this.
Text goes here like this.
Text goes here like this.

1p6 between horizontal rule and teases

INDEX
Abby 7A Sudoku 6B
Classifieds 5B World XA
Comics 7A
Life Stories XA
Nation XA
Opinion 5A
Sports 1B

Infobox-Type is used for all the teases. Refer-Head is used for headlines in the floorboard.
WEATHER

- The weather almanac data represents the day before publication. Use the date instead of the day of the week.
- All of the weather icons are available to the side of the page.
- Today’s forecast data represent the day of publication.

TODAY’S FORECAST:

<table>
<thead>
<tr>
<th>HIGH</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>XX°</td>
</tr>
</tbody>
</table>

Weather text here

Sunrise X:XX a.m.
Sunset X:XX p.m.

XXXDAY
High XX°   Low XX°
Rain likely.

XXXDAY
High XX°   Low XX°
Rain likely.

XXXDAY
High XX°   Low XX°
Rain likely.

Data for MONTH XX, 2016

<table>
<thead>
<tr>
<th>HIGH</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>XX°</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HH</th>
<th>Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>XX°</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HH</th>
<th>Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>(XXXX)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HH</th>
<th>Year ago</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>(XXXX)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HH</th>
<th>Nation</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX°</td>
<td>Stanley, Idaho</td>
</tr>
</tbody>
</table>

Death Valley, Calif.

PRECIPITATION

None
Normal daily value: X.X"
Total month to date: XX" Normal month to date: XX"
Total year to date: XX.XX" Normal year to date: XX.XX"

LAKE LEVELS

Mark Twain . . . . . . . . . XXX.X Up X.X
Lake of Ozarks . . . . . XXX.X No change

MISSOURI RIVER

at Boonville . . . . . . . . X.X Down X.X
at Jefferson City . . . . . . X.X Down X.X
at Hermann . . . . . . . . X.X Down X.X

NATURAL EVENT: Put today’s item from “Natural Events Calendar” here.

DEATH NOTICES
Infoboxes & Pull quotes

BLURB STYLE & GENERAL GUIDELINES

Our infoboxes, pull quotes and teases use many of the same style traits, including:

- An even gridline border goes around infoboxes that are set into copy. Use a text wrap of 1p6 on top, p9 on the bottom and sides to create this look. Make adjustments as needed.
- Hyphens aren’t allowed in display type, and blurbs are no exception. Use a soft return (Shift+Enter) before a word to bump it down a line.
- Copy editors and designers should look for information that can be pulled out of a story. Designers can also add information to stories if it’s appropriate and from a verifiable, trustworthy source.

INFOBOXES

Infoboxes work well for lists of information that would be difficult to present in the body of a main story.

- Infoboxes also allow the designer to highlight important information, such as the time and place of a meeting, so it’s easy to find at a glance.
- Think of the reader while writing infoboxes; don’t let them get too dense. They’re meant to be easy to read and require only a small time commitment.

INFOBOX HEAD HERE

STis maiones eaque prendiae volore dolendandel minvelestiis explab in nos
sum quibus inctio del maiorpo rehenis-
senet et facius dolupta dolectem aut quia
vel es estorepel id moditi ium rem nonse
ea dest, sendae inist quat faceatus
incidebis dellab il inum sitate poritiis peri-
oriae. Ant erspe ea vernam que estibus,
si am fugiam ape odia quost
— Tagline

ANATOMY OF A PULL QUOTE

Be careful with the placement of quotes. They should be used only when there is a meaningful quote worth setting apart.

- The pull quote is a snippet called New pull quote. The text wrap is set automatically to 2p0 all the way around it.
- When setting a pull quote in text, make the surrounding body copy columns at least 8p9.
- Never use the closing quote of a story for your pull quote; it steals the writer’s thunder.
- With a mug, leave a gridline of space to separate it from the pull quote below it.
**BRIEFS PACKAGES**

Briefs, or short stories, are often packaged together in a special format:

- The Missourian uses a variety of brief packages, such as State Briefly, World Briefly, Nation Briefly and Area Briefly — made up of local briefs only. Another option is a mix of sources, in which case the label Briefly would be used.
- Unlike all other headlines, brief headlines cannot be resized.
- If putting briefs in two columns and a brief starts at the bottom of the first leg, there must be at least three lines of body copy before the start of the next column. Switch the order of briefs if necessary.

---

**AREA BRIEFLY**

**Rock Bridge senior wins state citizenship award**

Rock Bridge High School senior Lucinda McRoberts has been selected to receive the 2007 Missouri Award for Outstanding Achievement in Citizenship. McRoberts is the president of the Rock Bridge Student Council and is a core leader for Rock Bridge Reaches Out, ...

— Stephen Kempf

---

**From Readers**

**SHARE YOUR STORY**

This story is part of a section of the Missourian called From Readers, which is dedicated to your voices and your stories. We hope you'll consider sharing. Send your stories to submissions@ColumbiaMissourian.com.

---

**James Jackson Burns**

James Jackson Burns is a Columbia resident and a student at the School of Metaphysics.

Bus ipidestm dem quiam, eatemporissi due eate nisi dis porrorre este est evelestincit repercium inquit quiderrum imint omniminit acid ut et reic-tas resequam iditi unt possum rem. Os incot dolui am il id quam auditam qui dipicta ture-pro ma dictitiae sende sinto venisque quamtiis nonsequ istiosa ndebita euctur, aut rehetem faccusto volorib usdae. Uptur, optae exerro modipie ndendella sit velit qui blatent ad minctur? On paribus quiduciuulparchi magnihiti cuptam, ut poris debit maios diapque volor aut expedisque voleniet imum simus ressi quaeped eictemp oresti-num et estorovvid mo te nam debis secum re pro qui int.

Doluptatius ius dolore etusa-ment et latem ressins pos modit que pe non cus es adic totatus con preium ipsunte molupta quiduci mincteste esescabo. Ut qui berciis mint rero cusaped que porro omnia ium autem qui audaest otatem illabo. Itatur am dolupta tiore, aut laut iduci berferi ut porempe ditatet as rerrunt omnitat empore ad qias deribus quodi quam, ad magni con pro volupta tioraec eprescimet dolupta temquide dis et lautem dollatem alit, quae nis maio tem. Ipit ut odit laces derum id quo blab ium untur am esto vendio. Ut et aut et ulparunt.
Kiona Hughes, 16, takes a phone call and sets up a later appointment with C.A.R.E. Over the past five years, Kiona has taken on a lot of responsibilities helping out with younger children at Granny’s House.

Photo-Cutline: Franklin Demi-Cd, 9/9.7

Photo-Credit: Franklin Book, 6.7/9.7, flush right.

All Missourian photos should have a .5 pt., 50 percent tint black border.

No space here, -2 baseline shift built into paragraph style

Sidesaddle cutlines aren’t ideal, but they can work well with shallower packages, allowing larger photographs and headlines.

- Watch out for bad breaks, using cutline width changes and soft returns (Shift+Enter) to avoid them.
- Change cutline and credit justification to ragged right or ragged left, depending on placement. Ragged left (in a cutline on the photo’s left side) can work but is hard to read if it’s too long.
- Unlike regular cutlines, no forward slash is used before the media outlet name.
- Adjust leading in photo credit if necessary.
- Align cutline with the top or bottom of the photo. Pick whichever option results in white space that isn’t trapped.
DESIGN STYLEGUIDE

**BASICS**

Missourian mug shots are 6p wide and 8p deep. The subject’s face should fill the frame, just about from one of their ears to the other.

- Using just a name with a mug shot is acceptable if they are a public figure, but a cutline is preferred.
- In general, mug shots should use gridline borders between content, just like other blurb styles. When a mug has a cutline underneath it, use 3 points of space to separate them.
- Where mug shots are placed shouldn't affect a reader's ability to follow a story.

---

**MUG SHOT PLACEMENT OPTIONS**

In its own half-column with a cutline underneath

**MU Health Care names director**

BY AMANDA J. BURKE
newsmugshots@missourian.com

A North Carolina leader of health care systems has been named executive director of MU Health Care, MU officials said Monday.

Jim Ross, president and chief operating officer of University Health Systems of Eastern Carolina, began April 1.

“He’s already learned about the Tigers and the black and gold,” he said Monday evening from his Greenville, N.C., home.

Ross will oversee the administration of hospitals and clinics owned or operated by MU Health Care. That includes University Hospital, Children’s Hospital, Columbia Regional Hospital, Ellis Fischel Cancer Center, Missouri Rehabilitation Center, and University Physicians.

Ross’s responsibilities will also include the Capital Region Medical Center, Cooper County Memorial Hospital and Rush Rehabilitation Center.

His annual salary has been set at $350,000.

---

Inset into a column

**MU Health Care names system director**

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OVERLINES

When there is no display type above the fold for a stand-alone photo or for a photo for a large story, use an overline above it.

PHOTO OVERLINE

One gridline of space between photo and overline

PHOTO OVERLINE

NAME IN ALL CAPS/Missourian

PHOTO-CREDIT
ITC Franklin Gothic STD book, 6p7/9p7

OVERLINES

One gridline of space between photo and overline

PHOTO-CREDIT
ITC Franklin Gothic STD DemiCondensed 9/9p7

SIZING PHOTOS

Photos, like text, have to be legible for the reader. A complicated photo can’t be understood if it’s run small. Simpler images can be read at smaller sizes. Some general tips:

■ Make sure all prominent faces in a picture are at least the size of a dime at 100 percent view level.

■ When resizing a photo, make sure you hold down Shift+Command. Be sure to double-check the photo’s proportions. Click with white arrow. Dimensions should be 100 percent.

BORDERS

All Missourian photos should have a .5 pt., 50 percent tint black border.

CROPPING PHOTOS

All photo crops MUST be approved by the assistant director of photography on duty. News editors can OK minor crops.

■ Make sure an accidental crop doesn’t happen when you’re placing a photo by resizing it using Shift+Command.

SIZE OF FACES IN PHOTOS

At this size, these faces are too small to be clear. Make sure each face is at least the size of a dime when designing.

PRINTING TEXT ON PHOTOS

Running type on a photograph can work, but it is tricky to pull off without damaging the integrity of a photo and is best avoided.

■ ALWAYS consult first with a photo editor and the print editor and/or the night news editor.
The Missourian always strives to have a dominant photograph on all open pages.

- Although the size will vary, all other art on the page should be small enough so it doesn't compete with the dominant visual.
- It is often said that the largest visual element should be at least twice as big as any other art on the page.
DESIGNING WITH GRAPHICS

Information graphics can be as small and simple as a locator map or as complex as a large story that brings together maps, charts and diagrams and acts as dominant art on a page.

- **DO NOT** resize graphics because they can't be scaled proportionally.
- Make sure you bring in the print version of the graphic to your page. By default, the web version will place with the story.
- Graphics boxes do not take borders.
- If size is an issue, consult the artist or graphics editor.
- Contrary to other styles outlined in this stylebook, graphics abbreviate ALL street and road designations (Dr. for Drive, Ave. for Avenue, etc.).

Think of a graphic as a sidebar to a story because, like a story, it must go through a series of proofs before it makes it onto a page or the website.

The corrections process between the graphic designer and copy editor continues until the news editor deems it ready for print.

THE GRAPHICS STYLEBOOK

In addition to the rules outlined here, the graphics department has a slew of styles, guidelines and rules for its work.

- A complete copy of the graphics style guide can be found on the server at: mofiles>departments>graphics>*TEMPLATES>styleguide.pdf.

PRELUDE TO A HEART ATTACK

MIT researchers have found that arteries need prions to function correctly. Moving around makes the blood flow in turn driving the prions that cause the removal of fat from the blood stream. Meanwhile, monocytes cause the arteries to stop working correctly. As a result, an overweight but active person could have abundant arteries than a thin and sedentary person.

CROSS SECTION OF AN ARTERY

HOW PLACED BUILDS UP INSIDE AN ARTERY

HOW PLACED CAUSES A HEART ATTACK

STRESS CAN BE GOOD
The first thing you should do is pull the E-Opinion folio master page to your page in the pages menu.

Each day has its own snippet. Look under Place Page Design Snippet>Opinion and select the correct day.

The correct columnist mugs will come in. You can adjust the page to fit the content for the day. There are snippets for other columnist mugs and filler content.

Only the center column gets a drop-cap. It will come in automatically for local columnists. Use Bdy-DropCap-Ragged for others.

Don’t change a writer’s voice, but do edit for accuracy, spelling, punctuation and basic grammar.

Letters to the editor are grouped under the “to the editor” tag in all caps.

When editing letters, use a light touch. It’s OK to correct spelling, punctuation and basic grammar.

Do not rewrite any part of a letter or you risk changing the writer’s voice. The same applies for editing commentaries and Dear Abby letters.

If a writer makes reference to a previously published headline, put the headline in quotes only if it is the exact headline as published.

To find editorial cartoons, check the “How to Survive in the Print Desk Wilderness” binder in the print production area.

A headline in this spot
hereyysfhsd fsyyyyyy

NAME OF PUBLICATION

Opinion-names,
Caslon 224 Std, Bold Italic, 12/12

Ab ipsae nate mod etur, se volor rectem que dererit eumque ven-tintio es enim dessitaspriet quatem. Nam ulparuptatem natio estio idip-ici mporia corenda ecaere nihicab iunto moloporem ut et a verchil luptametur, que autas sit omnitio. Et que recabor mos doluptate per-ferum verum et hari.
LIFE STORIES

All submitted Family Obituaries and Life Stories, whether featurized or standard, are packaged together. See obituary entries in the alphabetized section for examples.

- There should be a Kicker that covers the entire package.
- If there is only one Life Story, then use that heading instead of the plural form.
- The family submitted obituaries just get the name of the deceased, followed by the birth date and death date.
- Life stories get a full headline.

When designing packages, keep in mind that readers often clip and save obituaries. Try to keep to a modular design.
- NEVER trim a Life Story for space without consulting a news editor first. Trims should be rare.
- To insert a mug shot, center it between two columns and use a gridline text wrap. Put the person's name underneath in Photo-Cutline.

Use this format for Missourian Family Obituaries:

**FAMILY SUBMITTED OBITUARY**

Charles Hedberg, April 20, 1933 — Dec. 16, 2016

Charles (Charlie) A. Hedberg, 83, of Centralia died Friday, Dec. 16, 2016, at Truman Veterans' Hospital. He was born April 20, 1933, in Monroe City, the son of Otis Guy and Ellen Hedberg.

Charles was a graduate of Monroe City High School. He served in the U.S. Army, and after military service he married his high school sweetheart, Janann Roland of Rensselaer, on Dec. 12, 1954. He later enrolled in linotype school at the University of Missouri, Columbia, through the G.I. Bill.

This educational experience became the start of nearly a half century of his career in the printing and publishing business. Over several years, Charles was a typesetter for Western Printing in Hannibal, Hannibal Courier-Post, Monroe City News, Von Hoffman Press in Jefferson City and the St. Louis Post-Dispatch. After gaining experience in the field, Charles, along with Janann, bought the Monroe City News. After about eight years, they decided to sell the newspaper and they moved to Sedalia where he worked in sales for two years.

In 1973, the Hedbergs purchased the Guard Printing & Publishing Company (Centrulia Fireside Guard) and, eventually, bought the Sturgeon and Hallsville newspapers.
Larsen loved writing, long walks

Larsen loved writing, long walks

BY ROSE RED
news@columbiamissourian.com
Norma Larsen always kept a vase of flowers on her table. She wrote a letter in the morning, had tea every afternoon and went on walks with her husband every night.

“She truly had a beautiful life,” her daughter, Liberty Lee, said. “She lived with a sense of loveliness that not many people have.”

Norma Larsen of Columbia died Thursday, April 14, 2011, after a stroke. She was 60.

She was born March 10, 1951, in Boise, Idaho, to Fred and Alice (Anderson) Rubald. She married Larry Larsen on Nov. 8, 1972.

Mrs. Larsen met her husband in 1966, shortly after her family moved to Columbia. They met at an ice-cream social at Trinity Lutheran Church — both were devout Lutherans. She was 15 and he was 17.

He walked her home from church that day, starting a tradition that would span the rest of their friendship and continue into their marriage.

Lee said she was amazed at her mother’s dedication, not only to her writing, but to her convictions.

Mrs. Larsen rarely missed church, and she knew most of the hymns by heart.

“If ever there was a creature of habit, my mother was one,” Lee said.

“I knew that no matter what changed, Mom would always stay the same.”

Mrs. Larsen is survived by her husband, Larry Larsen; a daughter, Liberty Lee, and her husband, Stephen, of St. Louis; a son, Henry Larsen, and his wife, Lisa, of Birmingham, Ala.; a sister, Arlene Johnson, and her husband, Hank, of Warrensburg; and four grandchildren, Thomas Lee, Andrew Lee and Matthew Lee, all of St. Louis, and Katrina Larsen of Birmingham, Ala.

Visitation will be at 1 p.m. Sunday at Trinity Lutheran Church, 2201 W. Rollins Road.

Services will follow at 2 p.m. at the same location. Burial will be at 3:15 p.m. at Memorial Park Cemetery, 1217 Business Loop 70 W.

Memorial contributions can be made to Columbia Public Library, 100 W. Broadway, Columbia, MO 65203.

Condolences can be posted at memorialfuneralhomeandcemetery.com.
The Missourian's Sports section is all about telling stories. Game reports rarely just recap what happened. Instead, our sports editors think that if someone cares enough to read a story about a game, they probably already know who won. So, stories are often narrative-focused.

Just like in news, all centerpieces should be presented in feature design style.

**PACKAGING SPORTS STORIES**

When running stories on a page that are related (such as ones about the same sport or team), package them together.

- There are two ways to package sports stories: either the Package Label or Kicker.
- On jump pages and a package wider than two columns of text, use the Package Label. On smaller groups of stories, including briefs packages, use the SS Label.

**PACKAGE LABEL**

- The package label is available as a snippet. Look under Place Design Element>News>Package label.
- Stretch this label across the top of your package. Place your package near the top of your page, if possible.
- Both rules on the label are 1 point thick.
- Use the rule that already exists in the folio as the top rule for the label if you can. This cuts down on unnecessary rules on a page.

For an entire page, stretch this label across all six columns with the folio rule acting as this top rule.

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**NATIONAL FOOTBALL LEAGUE**

Package-Label:
Minion Pro-Display, 20/21, all caps

This label takes up three gridlines of space counting the width of each rule. The format is built into the paragraph style.

Two gridlines of space between the bottom rule and other elements
**USING A DOUBLE RULE**

When you have a story package with several elements, a double rule is used to firmly separate it from any unrelated stories below it.

- Select the stroke, and change it to 3 points, Thin-Thin style. (See below.)
- The double rule should go halfway between the three gridlines of space that separate stories on the front page and two gridlines on inside pages.

**HEADLINE HIERARCHY IN A LARGE PACKAGE**

There are two ways to treat headlines in a package. If the stories are all closely related, such as a single game or event, then you can use a single, overarching headline to summarize the group of stories. Use different weights or styles to distinguish these stories. For example, use a C-deck on the left-hand story and a T-deck over the right-hand story. See example on Page 106.

- This approach doesn’t use the Package Label.

**LABELING A SMALLER PACKAGE**

If a package is smaller than two columns wide, the “Package Label” amounts to overkill. It’s too large for a group of stories that small.

- Instead, use the Kicker to the right. It can label a group of briefs, a single story or several stories that are in a package less than two columns wide.
- Like most design elements, use a gridline of space between the story’s headline and the label.
- Center the label over the package.

**SCORE BUGS**

The Kicker on a game story should include the score. The winning team is placed first.

- For teams with long names that won’t fit on one line, put the score on two lines using a soft return (Shift+Enter).
- Center it over the story.
- If you’re using a score over a package of stories about one game, then feel free to enlarge it a bit.
BRIEFS PACKAGES

Occasionally, small local stories will be summarized in Sports and run as a local briefs package. These briefs are collectively labeled as “EXTRA POINTS.”

- Each brief should be in ragged-right type.
- Headlines should be two to three lines long.
- Do not change the size of the headline. Rewrite it first.
- If putting briefs in two columns and a brief starts at the bottom of the first leg, there must be at least three lines of body copy before the start of the next column. Switch the order of briefs if necessary.

EXTRA POINTS

Hickman beats St. Charles in 9th inning

The Hickman baseball team beat St. Charles 11-3 on Tuesday in Columbia. The Kewpies capitalized on the Pirates’ erratic pitching.

St. Charles pitcher Tim Evans threw eight walks and hit three batters in the first four innings, allowing Hickman to take an early 7-2 lead.

The Kewpies (15-8) play next at 4:30 p.m. Wednesday at home against Wentzville Holt.

— Garrett Richie

New Tolton coach prepares for varsity team

Tyler Clark will become the first head coach of the Tolton Catholic varsity basketball team when the school enters its first season of varsity competition next school year.

Since the school doesn’t have a senior class, sophomores and juniors will make up the team.

— Caitlin Swieca

COMMENT BYLINES

The Sports section sometimes runs analysis or opinion pieces from The Associated Press. When possible, use one of these two styles for the pieces.

- This byline should be used if the story is featurized and two columns wide or wider. It should be centered.

COMMENT | GREG BEACHUM
The Associated Press

- This byline is for one-column stories.

COMMENT
GREG BEACHUM
The Associated Press
**SPORTS**

SECTION B • TUESDAY, DECEMBER 27, 2016 • COLUMBIAMISSOURIAN.COM

**CHIEFS SET SIGHTS ON AFC WEST TITLE**

BY DAVE BARNETT

KANSAS CITY — There was no shortage of smiles inside the Kansas City locker room after the Chiefs improved to 11-4 and clinched the AFC West championship by beating the Broncos 33-10. It was the third victory over Denver this season.

"You hear opposing coaches, opposing players, talk about what a difficult place this is to play," said Chiefs owner Clark Hunt. "You want to be able to bring that playoff game to Arrowhead. We want our fans to experience it."

The Chiefs (11-4) are a game back of Oakland (12-3), which already has clinched the AFC West and will take on the Raiders in the division finale Sunday at the Meadowlands. But their 33-10 rout of the Broncos on Sunday night was enough to give Kansas City its first AFC West title since 2010.

"You always want to play at home," said Chiefs starter Clark Hunt, whose team is 6-0 at Arrowhead this season for the first time.

"We'll see. We'll see what happens," said Chiefs coach Bob Motzko. "But our primary goal was to win the division. We're ready for the next one."

The Chiefs dominated the game from the start, going 13 of 20 on third down, and taking advantage of Denver's three turnovers.

"I'm really impressed with our kids," said Chiefs defensive tackle Chris Jones. "I think they're playing with a lot of urgency right now."

The Chiefs set the tone early, scoring on their first possession to go up 7-0. Six plays, 62 yards, 3:02. It was all on a 2-yard pass from Alex Smith to tight end Travis Kelce.

"It's a team effort," said Chiefs wide receiver Tyreek Hill. "We were running to the ball and we were making big plays on third down.

"We knew we had to win this game. We're on top of the world."
Matt McGloin to start against the Broncos

Broncos haven't missed postseason since 2010
Emails reveal extent of Russian doping cover-up

BY JAMES ELLINWOOD

The Associated Press

Golf
Revisiting the 2016 majors and their winners
From rules controversy to Spieth’s collapse, each major tournament had a signature moment

BY DOUG FERGUSON

The Associated Press

COLUMBIA MISSOURIAN
TUESDAY, December 27, 2016 — Page 3B

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The senior safety worked hard at becoming better on and off the field, and it’s paying off

BY JOHN TRAMONZA

The Associated Press

Drug testing
Emails reveal extent of Russian doping cover-up

BY JAMES ELLINWOOD

The Associated Press

British Open
Alex Noren of Sweden for one shot and he can’t help but mention six of them. The 2009 Open at Hazeltine was that good. Phil Mickelson was the man of the hour, and the winner was Ryo Ishikawa, the 2007 British Open and a major championship. This year brought a collapse at the Masters, chaos over a ruling at the U.S. Open, a duel at the British Open and a marathon match at the PGA Championship.

The Masters
Danny Willett was in the mood of a birthday break for more than obvious reasons. Coming off the 15th green, he said he didn’t have a good week and that the final round was “just a little bit of roughness, something I can do.”

PGA Championship
Jimmy Walker was walking toward his third shot on the 18th hole at Valhalla when he said that through the days he’d been looking the birds in the group ahead of him.

Oklahoma running back Samaje Perine, wide, runs through a tackle by Oklahoma State safety Jordan Sterns, middle right, during a football game, Oct. 2, in Norman.

Emails reveal extent of Russian doping cover-up

The emails show a closely guarded system, with laboratory leaders working to ensure that Russian athletes who failed tests were covered up. The emails also show evidence of widespread use of PEDs by Russian athletes in training camps and competitions in Russia. The emails further reveal the extent of Russia’s doping program, with evidence of widespread use of PEDs by Russian athletes in training camps and competitions in Russia.

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