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 Donald Trump; Bill Clinton, 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 (former Vice President Biden or the former 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. Other than in Missourian obituaries and Life Stories, don’t use Dr. 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 names or country in upper and lowercase (GRAND RAPIDS, Mich.).
- 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...
This is a change from previous AP style rules.

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.)

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 Missouri 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.

Do not use yesterday or tomorrow except in direct quotes. Use only days of the week (not today, yesterday or tomorrow). This is a change from previous AP style rules.

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, 2018.)

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.

Common nouns are lowercase (dog, apple).

Proper nouns are uppercase (Fido, Schnucks).

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.).

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, but sparingly.)

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.

TABLE OF CONTENTS

8  Changes in the New Edition
9  Preferred Terms
10  Resources
11  Missourian Policies
16  City Desk Procedures
17  Copy/Design Desk Procedures
18  Obituaries
24  Alphabetized entries
50  Sports Style
55  Guide to Mid-Missouri
59  City Government Hierarchy
60  Lower and Higher Education
70  Design Style guide

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New entries

- Columbia Police Officers Association
- Sunshine Law
- Q&A

Deleted entries

- Spokesman, spokesperson, spokeswoman. The exception to AP style no longer applies. Spokesperson is acceptable in all references.
- One Mizzou

Revised and updated entries

- Columbia City Council — Updates to add capitalization on second reference.
- Columbia School Board — Updates to add capitalization on second reference.
- Datelines — Clarifies that the state name abbreviations are acceptable in photo captions but should be spelled out in the body of a story.
- eSports — Clarifies entry to state that the exception to AP applies in all instances of usage for the term.
- MU Police Department — updates to allow for usage of MUPD in tight headline space.
- Percent — Updates entry to note AP change that allows for use of % sign without space when paired with a numeral.

Other changes

- An additional question was added to the list of what to ask when considering whether to use anonymous sources under the newsroom policies section.
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.
- 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 living in the country illegally 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.
RESOURCES

HOW TO USE THIS STYLEBOOK

FIRST REFERENCE AND SECOND REFERENCE
Many entries tell you how to spell something on first reference and second reference. First reference is the first time you mention a term. Second reference refers to every subsequent mention of that term.

BOLDED TERMS
If a word is bolded, that means there’s an individual entry for it elsewhere in the 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.

ITALICIZED TERMS
Words that are italicized are examples.

ASTERISKS
Asterisks (*) mark exceptions to AP style. The example entry is not an exception.

UPDATES TO THE ONLINE AP STYLEBOOK

The Associated Press updates its online stylebook frequently. Unless told otherwise, follow the updates. Missourian style supersedes AP style (see hierarchy below), so don’t follow updates that contradict existing Missourian style entries. To see the updates, go to apstylebook.com/missouri, hover over the AP Stylebook tab and go to the What’s New section.

HIERARCHY OF RESOURCES

This list tells you which resources take precedence over others. For example, if the Missourian Stylebook tells you to capitalize a word and the AP Stylebook tells you to lowercase it, you’d follow the Missourian Stylebook because it’s higher on the list.

1. Columbia Missourian Stylebook
2. The Associated Press Stylebook
3. Webster’s New World College Dictionary, Fifth Edition
4. Webster’s Third New International Dictionary
5. Working With Words, Ninth Edition
6. Specialty stylebooks, such as the NLGJA and the Religion Newswriters Association stylebooks

NEWSROOM CONTACTS

Assistant city editors and city editors: 882-7884
Community outreach team: 882-5728
Executive editor Ruby L. Bailey: 882-6995
Interactive copy editing desk: 882-5744 or 882-5743
Newsroom front desk: 882-5720
Production (print) desk: 882-5743 or 882-5744
Photo desk: 882-5732
Sports desk: 882-5726
Vox Magazine: 884-6432
Missourian IT: JournalismIT@missouri.edu

HELPFUL WEBSITES

- Online version of AP Stylebook, Missourian Stylebook and Webster’s New World College Dictionary: apstylebook.com/missouri
- Blox admin: https://admin-newyork1.bloxcms.com
- Missourian archives: uom.merlinone.net/mx (user ID: merlin; password: missourian#1)
- Missourian Newspaper Library: library.missouri.edu/missourian
- City of Columbia: como.gov
- Boone County: showmeboone.com
- AP’s “Ask the Editor” Q&A: apstylebook.com/?do=view_recent_ask
- LGBT stylebook: www.nlgja.org/stylebook
- Guidelines for stories about people with disabilities: ncdj.org
- Guidelines for stories about religion: religionlink.com
  (Under the “Tools” tab, click “Religion reporting primer.”)

For editing stories about crimes, courts and the blotter:
- Missouri Case.net: www.courts.mo.gov/casenet (This website gives you access to the Missouri State Courts Automated Case Management System. From here, you can inquire about case records, including docket entries, parties, judgments and charges in public court.)
- ZabaSearch: zabasearch.com (free people and public information search engine)
- Boone County Sheriff’s Department: showmeboone.com/sheriff (Look for the 07:00 Report after 7:06 a.m. and the current inmates roster.)
- Missouri Department of Corrections: doc.mo.gov (For information about Missouri prisoners, go to Offender Web Search.)
**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 nor 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

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 journalism 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.

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.

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.

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.)
6. Is this the only source who has this information, or is it reasonable to assume that with sufficient effort we could get the information elsewhere?

WIRE COPY: Similar problem but less control. Cultural and physical situations across the globe could suggest more latitude. The culture of anonymity in Washington, D.C., might not. In any case, Questions 1 and 3 can and should be asked of every wire story, and the news editor in charge should be consulted before running the story.

You probably can imagine dozens of exceptions or circumstances of nuance. The point is not to create law so much as to compel conversation about when the use of unnamed sources is appropriate.
Crime stories

Crime stories and any other stories that could impugn 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.

PREVERSE 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.

Anytime 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
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.

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 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.
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 offer help to international students as they overcome problems of language and culture.
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. If you cannot contact the family, accuracy check information with the funeral home.
- 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 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 the dress code.

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.
COPY/DESIGN DESK PROCEDURES

Copy editors

- 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.

Designers

- For news designers, check in with the news editor to check about space in print.
- After budget, make a detailed list of what stories, photos and graphics you will need, and check them off as they arrive at the desk. This is good practice for all designers.
- As you design pages, put headline specifications (specs) on all copy.
- It is your job to coordinate with photo editors, graphics editors and city editors as to length, size and expected time of arrival. Do this often to avoid late-night surprises. This is true for all designers.
- 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.
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.

ICE Desk: Family obituaries should be edited with a light hand, preserving the language chosen by the family. Do follow Missourian and AP style on references to time of day, addresses, state names, months and years. Fix grammar, punctuation and spelling errors, but do not edit for syntax.

**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.
OBITUARIES CONTINUED

Style

These style rules apply to Missourian obituaries and Life Stories, but not family obituaries.

ADDRESS: 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 titles.

DATALINE: All Missourian obituaries and Life Stories should have a dateline.

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.

EUPHEMISMS: Never write euphemisms such as passed away, met her maker or is resting in the arms of Jesus. Instead, use died.

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.

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

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.

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.

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.

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 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
  Maple and Cherry streets, Boonville, MO 65233
  (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
  (Fulton City Hall)
  750 Hillcrest St., Fulton, MO 65251

- **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.

- **Arnold Funeral Home**, 573-581-5330
  425 S. Jefferson St., Mexico, MO 65265

- **Buescher Memorial Home**, 573-636-8163
  429 E. Capitol Ave., Jefferson City, MO 65101

- **Carr-Yager Funeral Home**, 660-248-2244
  204 N. Linn St., Fayette, MO 65248

- **Cater Funeral Home**, 660-263-3360
  1520 E. Rollins St., Moberly, MO 65270

- **Davis Funeral Chapel**, 660-882-3381
  1397 W. Ashley Road, Boonville, MO 65233

- **Debo Funeral Home**, 573-642-2211
  - 833 Court St. #152, PO. Box 818, Fulton, MO 65251

- **Dulle-Trimble Funeral Home**, 573-893-5251
  - 3210 N. 10 Mile Drive, Jefferson City, MO 65109

- **Fenton Funeral Chapel**
  - 104 S. Collier St., Centralia, MO 65240
    - 573-682-3703
  - **Glendale Memorial Gardens**, 101 Highway 22 E., Centralia, MO 65240 (This is the cemetery for the Centralia location. The mailing address is at 104 S. Collier St.)
  - 306 E. Proctor St., Sturgeon, MO 65284
    - 573-687-3348

- **Freeman Mortuary**, 573-636-5533
  915 Madison St., Jefferson City, MO 65101

- **Friemonth-Freese Funeral Service**
  - 174 Highway 5 and 240, Fayette, MO 65248
    - 660-248-3116
  - 112 Market St., Glasgow, MO 65254
    - 660-338-2316

- **Heartland Cremation and Burial Society**, 442-7850
  1114 Wilkes Blvd., Columbia, MO

- **Houser-Millard Funeral Directors**, 573-636-3838
  2613 W. Main St., Jefferson City, MO 65109

- **H.T. May and Son Funeral Home**
  - 405 Sycamore St., Boonville, MO 65233
    - 660-882-5404
  - 304 Tolson St., Fayette, MO 65248
    - 660-248-2711
  - 2207 Holly Ave., Columbia, MO 65202
    - 443-2273

- **Markland-Yager Funeral Home**, 660-848-2345
  P.O. Box 126, 113 E. Broadway, New Franklin, MO 65274

- **Maupin Funeral Home**, 573-642-3334
  301 Douglas Blvd., Fulton, MO 65251

- **Memorial Funeral Home**, 443-3173
  1217 Business Loop 70 W., Columbia, MO 65202
  (Memorial Park Cemetery is at the same address.)

- **Million-Taylor-Patton Funeral Home**, 660-456-7234
  320 S. Williams St., Moberly, MO 65270

- **Morton Funeral Home**, 573-897-2214
  911 Main St., Linn, MO 65051

- **Nilson Funeral Home**, 474-8443
  5611 E. St. Charles Road, Columbia, MO 65202

- **Oliver Funeral Home**
  - 102 E. Sneed St., Centralia, MO 65240
    - 573-682-1164
  - 107 S. Ogden St., Sturgeon, MO 65284
    - 573-687-3317

- **Parker-Millard Funeral Service & Crematory**, 449-4153
  - 12 E. Ash St., Columbia, MO 65203
  - 22 N. Tenth St., Columbia, MO 65201

- **Pickering Funeral Home**, 573-581-3207
  403 N. Western St., Mexico, MO 65265

- **Robinson Funeral Home**, 657-1136
  601 N. Henry Clay Blvd., Ashland, MO 65010

- **Slater-Millard Family Funeral Chapel**, 573-896-5959
  540 S. Summit Drive, Holts Summit, MO 65043

- **Thacher Funeral Home**, 660-882-2311
  629 E. Morgan St., Boonville, MO

- **William Wood Funeral Service**, 660-882-2495
  517 Fourth St., Boonville, MO 65233
**OBITUARIES CONTINUED**

**Death notices**

_a_ 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.

—or-

_Missourian staff_

**Family submitted obituary**

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.

—or-

_Submitted by family of Jennifer Smith_
By ALEX MILLER
news@columbiamissourian.com

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, from 1970 to 1989.

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 University, 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 ENTRIES
*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 alum 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.
Arrow Rock Lyceum Theatre
Located at 114 High St. in Arrow Rock, Missouri. The nonprofit theater houses professional productions. On first reference, use the alternate spelling of Theatre in the proper name and the theater on subsequent references.

Associated Press, The
In body copy, use The Associated Press on first reference, AP after that. Note the capitalization of The. In photo credits, bylines, graphics credits, etc., use The Associated Press.

Associated Students of the University of Missouri
This is a group that represents students from all four University of Missouri System campuses in state government issues. Use the full title on first reference. On second reference, use the student group or the MU student group to avoid confusion with the Missouri Students Association. Limit using ASUM to tight headlines.

athletics
In general, follow AP guidelines. The athletics department at MU is not an academic department. It is an organizational department that encompasses MU-sanctioned team sports and sporting events.

To determine whether to capitalize other schools’ athletics departments or whether there’s an s in athletics, check the school’s official website or use the generic athletics department (Syracuse athletics department). See academic departments.

auditoriums
The only auditorium that does not need a building name is MU’s Jesse Auditorium because it is the most known in Columbia. Other auditoriums should list the building name and the college or university: Fisher Auditorium, Gannett Hall, MU.

automated phone calls
This is the preferred term instead of robo calls.

avenues, numbered
See roads.

believe
Beliefs are deeply held ideas in the heart and soul. One believes in a religion but does not believe it will rain tomorrow. Use the word said, or if you feel the emotion is closer to a belief, use the construction said he/she believes. See feel, said, says and think for more.

billion and million
Do not abbreviate in text or headlines.

Black Culture Center
See Gaines/Oldham Black Culture Center.

“Blind” Boone Community Center
See J.W. “Blind” Boone Community Center.

blue book
Familiar term for the Official Manual for the State of Missouri, so called because of its color. The biennial publication from the Missouri secretary of state’s office contains historical, 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
Zoning Commission and the Boone County government section.

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 History and Culture Center
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 Boone County 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. Use task force on second reference.

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.

Bootheel, the
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
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 The District, is a DoubleTree by Hilton. The address is 1111 E. Broadway. Formerly the Regency.
**STYLEGUIDE**

**building names**
Capitalize the word building if it is part of the formal name of the structure, such as Arts and Sciences Building or Physics Building. See also room numbers.

**bulleted lists**
See lists.

**bur oak, Burr Oak**
The tree (the state’s champion is located in the Missouri River bottom near McBaine) is spelled bur oak, but the road in Columbia is spelled Burr Oak.

**Business Loop 70 East/West**
See roads.

**bylines, photo credits**
If you come across a type of byline or photo credit not included in this list, look up how we’ve done it in the past or ask a news editor. See also taglines.

**BYLINES (ONLINE)**
- A story written by a Missourian reporter: By CASEY SMITH
- A story written by two or three Missourian reporters: By CASEY SMITH, ALEX MILLER and JESSE JONES
- 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 report.) Note the long dash.
- A wire story: By CASEY SMITH/The Associated Press (Do not use typical bylines such as AP Science Writer.)
- 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 of the story with the reporters’ names: Casey Smith and The Associated Press contributed to this report.) Note the italics.
- 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.
- A story written from a news release, with little or any original reporting, use a tagline: — Casey Smith
- A story written by a Missourian reader: By Casey Smith/Missourian reader
- An opinion piece signed by a newspaper: By St. Louis Post-Dispatch, By The New York Times

**PHOTO CREDITS (ONLINE)**
- A photo by a Missourian photographer: CASEY SMITH/Missourian
- A photo by a wire photographer: CASEY SMITH/The Associated Press
- Multiple photos: Photos by CASEY SMITH/Missourian
- A wire file photo: File photo by The Associated Press
- A courtesy photo: Courtesy of CASEY SMITH

**BYLINES (PRINT)**
See Page 74 of the Design Styleguide for the type styles of print bylines.
- A story written by a Missourian reporter: By CASEY SMITH

**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.

**Camahan Quadrangle**
See Mel Carnahan Quadrangle.

*Exceptions to AP style*
- A story written by two Missourian reporters: By CASEY SMITH and ALEX MILLER
- A story written by three Missourian reporters: By CASEY SMITH, ALEX MILLER and JESSE JONES
- 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
- 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 of the story 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:
- 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.)
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 locations in the county.

*Cities in Missouri
See state names.

*Citizen, resident, subject, national, native
Follow AP style. (A Missourian exception allows the use of the word citizen when talking about an American who is actively engaged in a civic or democratic action, such as voting, protesting, assembling, speaking or paying taxes. Use sparingly. If in doubt, check with a news editor for appropriateness.)

Columbia Police Officers Association
Note the lack of apostrophe in the name of this nonprofit organization. Members are law enforcement officers in the Columbia area.

Citizens Police Review Board
Note the s and lack of apostrophe. The Columbia City Council established the board in July 2009. Police officers and citizens can appeal final decisions of the police chief to the board in cases of alleged police misconduct.

city of Columbia
Do not capitalize city. Do not include city of if it's not necessary, but sometimes the nuance is needed to distinguish the city government from the physical place.

cities in Missouri
See state names.

city buildings
- Daniel Boone City Building, 701 E. Broadway, is the main city building; the mayor's office is there, and the Columbia City Council meets there. On second reference, use City Building or city hall, but be consistent throughout the article. Note the capitalization on City Building and the lower case on city hall.
- Gentry Building, 1 S. Seventh St. — departments of Parks and Recreation, Cultural Affairs and Volunteer Services
- Grissum Building, 1313 Lakeview Ave. — Public Works Operations Center; Household Hazardous Waste Collection Facility
- Howard Municipal Building, 600 E. Broadway — city prosecutor; Municipal Court; Human Resources Department
- Sanford-Kimpton Building, 1005 W. Worley St. — Public Health and Human Services Department

City Council
On first reference, always capitalize and precede with the city's name if it is a specific governmental body: Columbia City Council, Fulton City Council. On second reference, use City Council or the council. Remember, a council is an it, not a they; the word takes singular verbs, unless the council members disagree, in which case they are acting as individuals and would need a plural verb. Adding members, as in the council members, is also acceptable. See gender terms in the preferred terms section for more.

city hall
Columbia does not have an official city hall, so this is acceptable on second reference to the building where city government meetings are held. See the city buildings entry for more details.

classes
Lowercase the names of classes: freshman (note the singular usage), sophomore, junior, senior, graduate (not post-graduate), doctoral. Example: She is a graduate student. He is pursuing a doctoral degree. She is a sophomore.
Clery release
The Clery Act requires universities to disclose information about crime on and around campus. The information is disclosed in the form of a Clery 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 is acceptable 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 September 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 nonpossession). 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 Daniel Boone Regional Library. However, it has a separate board of trustees from the system.
- The library's rooms are the sites of many community activities. The names of such rooms should be capitalized (e.g., Program Room and Children's Area). Please make sure all room names are consistent.

Columbia Public School District

This is the best practice, but it can also be called Columbia Public Schools 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, it is acceptable to use School Board. Note capitalization on second reference. 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.

company names

Do not use the cutesy 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 House of Representatives.

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.
  - 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.
    - 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 Cosmo-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, Ms. 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.

Crossing, The
Located at 3615 Southland Drive. It is a member of the Evangelical Presbyterian Church. Note that The is capitalized.

curators’ professor
A type of professor. It is lowercase before a name. Note the apostrophe after the s.

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

*Dare
See Drug Abuse Resistance Education.

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.

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 and Dunkin’ Donuts.

dorms
See residence halls.
StyLeGuIde

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.

Ellis Fischel Cancer Center
See hospitals.

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 in all references to the sport. Make exceptions only in the case of a team or organization’s proper name. For example: The Columbia College eSports team competes in the Game Hut.

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

freshman
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.

funeral homes
See the obituaries section for a list.

*Exceptions to AP style

G

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.

Go COMO
The city’s bus service. Replaced CoMo Connect in 2017. Route information is online at www.gocomotransit.com.

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.
- Generic references are lowercased: Fire and police departments around Missouri sent representatives.

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.

Greektown
One word. The area is adjacent to MU but is not technically on campus.

Harry S Truman School of Public Affairs
Note the S without the period. The school’s programs inform on policymaking and governance, educate for ethical leadership and facilitate public dialogue on critical issues of public affairs. Use the Truman School or the school on first reference.

health care
Always two words, even if it is used as an adjective.

Health Department
See Public Health and Human Services Department.

HealthNet
See MO HealthNet.

Heames Center
See the Sports section.

Heidelberg, The
Located at 410 S. Ninth St. Do not use the Berg except in a feature story or a direct quote.

High School Equivalency Test
As of January 2014, the HiSET is Missouri’s new high school equivalency test. It replaced the GED. Spell out High School Equivalency Test on first reference. Do not use the redundant HiSET exam. HiSET is a proper noun and does not stand for generic references to high school equivalency tests.

highways
- If direction is important, include it as part of the story: The car was northbound on U.S. 63. Note: There is no such thing as U.S. 63 South or U.S. 63 North.
- Do not ever refer to a highway by number without a county, state, federal or interstate designation. However, always refer to a highway by number outside of Columbia city limits.
- State highways should be referred to as Missouri with the number: Missouri 163, Missouri 740, etc. Three state highways have street names inside Columbia city limits: Providence Road (Missouri 163), Stadium Boulevard (Missouri 740), Range Line Street (Missouri 763 north of Columbia city limits) and College Avenue/Rock Quarry Road (Missouri 763 south of Columbia city limits). Use street names when applicable.
- Federal highways other than interstates should be referred to as U.S. with the number: U.S. 63, U.S. 54, etc. Exits should be capitalized: Exit 25.
- For interstates, use the construction Interstate 70 (capitalized) on first reference and I-70 on subsequent references.
- See also roads.

*Exceptions to AP style

Hispanic
See ethnic references in the preferred terms section.

Holts Summit, Missouri
Note the lack of an apostrophe.

homecoming
Capitalize only when referring to a specific event at a specific school: MU Homecoming, Hickman Homecoming. Uppercase on second reference if referring to a specific school’s event: They will attend the Homecoming events. For generic references, use lower case: With fall comes thoughts of football, bands and homecomings.

hospitals
- Boone Hospital Center, 1600 E. Broadway: Run by BJC HealthCare (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. Note the possessive in Veterans’. 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.

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.).

*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 quad or quad. Carnahan 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.

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.

*Exceptions to AP style

-middle names/initiais
■ 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, but OK in tight spaces and 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 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.

*Exceptions to AP style

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 divisions (use Division of before all of these): Alcohol & Tobacco Control; Fire Safety; Highway Safety; and Water Safety.

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 Higsteppers
  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.

*Exceptions to AP style

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.

M-I-Z-Z-O-U
A chant often heard at Missouri events. Use sparingly. Use in direct quotes.

Mizzou Alumni Association
Located at 123 Reynolds Alumni Center, MU. Use its full name on first reference. On second reference, use the Alumni Association.

Mizzou Arena
See the Sports section.

Mizzou North
Former home of Ellis Fischel Cancer Center at 115 Business Loop W. Now home to MU museums, some departments and some administrative offices.

Mizzou Store, The
As of June 1, 2013, this is the new name for the former University Bookstore. Note the capitalized The.

MKT Nature and Fitness Trail
Use on first reference. On second reference, use MKT. The
The trail has five main accesses:
- Flat Branch Park, Fourth and Cherry streets (trailhead)
- MKT Trail Plaza, 501 S. Providence Road
- Forum Nature Area & Trail, 2701 Forum Blvd.
- Martin Luther King Jr. Memorial at Battle Garden, 800 W. Stadium Blvd.
- Playfields at Scott Boulevard, 3662 Scott Blvd.

**mobile home**

Use this term to describe large homes on wheels. The terms trailer or manufactured home are also acceptable.

**MKT**

MKT is not the same as the Katy Trail, but the two trails do intersect.

The MKT, part of the old Missouri-Kansas-Texas railroad line that was converted to a hiking trail, is an 8.9-mile trail (4.7 miles of which is within the city) used for bicycling, hiking, jogging, walking and cross-country skiing and as a fitness course.

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**MO HealthNet**

Note the capitalization. It is a Missouri health care program. On second reference, use HealthNet.

**MOHELA**

See Missouri Higher Education Loan Authority.

**MO-X shuttle**

Note the capitalization and hyphen.

**Mr., Mrs., Miss, Ms.**

See courtesy titles.

**MU**

Always use when referring to the Columbia campus. Missouri is preferred in sports stories. See University of Missouri.

**MU buildings**

Capitalize the proper names of buildings, including the word building if it is an integral part of the proper name: the Physics Building. See also room numbers.

**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.
- University Hospital, 1 Hospital Drive

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
- all of the clinics

**MU Police Department**

This is the official title. MU police and campus police are
often acceptable on first reference. Do not use MUPD in body copy. It is acceptable in headlines when space is tight.

- 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 MU 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. 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.

*Exceptions to AP style

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, not 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.

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.

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.

*Exceptions to AP style

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 person’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 and Offensive Material
In general, profanities or offensive language or photos shouldn’t be used. Exceptions can be made but must be approved by the executive editor, managing editor or news editor. Below are some considerations for using potentially offensive language or photography:
■ Is it essential to the story in some way? Our audience tends to be older and more socially conservative, and we should avoid unnecessarily offending them. Weigh the story’s needs with potential audience reactions. The more offensive the language or imagery, the more compelling the reason to publish it must be, and in general should only be used in direct quotes from sources.
■ Who’s saying it? Some compelling reasons for using profane or offensive material could be who said it, or if the context of the offensive material is crucial to the story. A public

Old 63
See roads.

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■ Who’s saying it? Some compelling reasons for using profane or offensive material could be who said it, or if the context of the offensive material is crucial to the story. A public
official using offensive language in a speech or debate, for instance, would be far more likely to be used in a story than casual cursing from a regular person on the street.  
■ Are there better alternatives? Can a photo be cropped? Or can a quote be paraphrased instead? Can we describe the situation instead of quoting it? “At Monday’s city council meeting, several angry protesters chanted expletives regarding police funding and disrupted the agenda.” Sometimes downplaying the words used can hurt the story, but sometimes it can remove unnecessary distractions.  
■ In general, the public is more tolerant of profanities today and many expletives that were considered offensive decades ago are no longer considered offensive today. Online readership can also be considered with slightly more leeway than print readership, since audiences online tend to be younger and more progressive. Regardless, if you have any doubts that material may be offensive, play it safe and talk to your editor. Don’t surprise him or her.  
■ Stylistically, we do not use dashes or asterisks to censor a word, such as s - - - or f * * *. If an offensive word or photograph is essential enough to the story to be published, then we publish it in full.

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.

Q&A  
Q&A format has no hyphens or spaces between the letters and ampersand.

Race Matters, Friends  
A group for public organizing and activism to work for racial equality in Columbia. Use the full name on all references.

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. If it is important to identify a station by its nickname, such as Y107 or Clear 99, also use the call letters and frequency elsewhere in the story. See AP entry.

*Exceptions to AP style

■ KCOU/88.1 FM Columbia (MU)  
■ KJAB/88.3 FM Mexico, Missouri  
■ KJJU/88.9 FM Jefferson City (Lincoln University)  
■ KOPN/89.5 FM Columbia  
■ KBKC/90.1 FM Moberly  
■ KWWC/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  
■ KATI/94.3 FM Jefferson City  
■ KWWU/94.9 FM Fulton  
■ KWWR/95.7 FM Mexico, Missouri  
■ KCMQ/96.7 FM Columbia  
■ KJMO/97.5 FM Jefferson City  
■ KFMC/98.3 FM Jefferson City  
■ KCLR/99.3 FM Boonville  
■ KBBM/100.1 FM Jefferson City  
■ KKCA/100.5 FM Fulton  
■ KPLA/101.5 FM Columbia  
■ KBXR/102.3 FM Columbia  
■ KMFC/103.1 FM Columbia (92.1 in Centralia)  
■ KRES/104.7 FM Moberly  
■ KZST/105.5 FM Moberly  
■ KQQL/106.1 FM Columbia  
■ KTXY/106.9 FM Jefferson City  
■ KFAL/900 AM Fulton  
■ KWOS/950 AM Jefferson City  
■ KLIK/1240 AM Jefferson City  
■ KXEQ/1340 AM Mexico, Missouri  
■ KFRU/1400 AM Columbia  
■ KTGR/1580 AM Columbia

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.

Residence Halls Association
The governing body for students in MU’s residence halls. On second reference, use the association.

residence halls
Most colleges, including MU, Stephens College and Columbia College, now refer to student housing buildings as residence halls instead of dormitories or dorms. Only use dormitories or dorms in quotes and Opinion articles. Dorms would be acceptable, not preferable, in tight headlines.

All of the following take the word Hall after the name, except Tiger Digs and TRUE Scholars House.

MU RESIDENCE HALLS
- Bluford
- Brooks
- Center
- College Avenue
- Defoe-Graham
- Discovery
- Dogwood
- Excellence
- Galena
- Gateway
- Gillett
- Hatch
- Hawthorn
- Hudson
- Johnston
- Mark Twain
- North
- Respect
- Responsibility
- Schurz
- South
- Wolpers

STEPHENS COLLEGE RESIDENCE HALLS
- Columbia
- Pillsbury
- Prunty
- Roblee
- Wood
- Searcy
- Tower

COLUMBIA COLLEGE RESIDENCE HALLS
- Banks
- Hughes
- Cougar Village
- Miller

Residence on the Quad
Built in 1867, the building on Francis Quadrangle is the oldest one on campus and has served as home to many MU presidents and chancellors.

Reynolds Alumni Center
Use on first reference, even though its full name is Donald W. Reynolds Alumni and Visitor Center. On second reference, use the Alumni Center or the center.

Reynolds Journalism Institute
Use on first reference, even though its full name is Donald W. Reynolds Journalism Institute. On second reference, use Journalism Institute or the institute.

*Exceptions to AP style

Rhynsburger Theatre
An MU theater. On first reference, use the alternate spelling of Theatre in the proper name and the theater on subsequent references.

roads
- avenues, numbered: Columbia has numbered streets as well as Third and Fourth avenues. The numbered streets run north/south and are located just north of MU; the numbered avenues run east/west and are located west of Providence Road and south of Interstate 70.
- county-maintained roads: These usually take a letter designation and are called routes: Route K, Route VV, etc. Again, some roads have street names inside Columbia city limits: Nifong Boulevard (Route AC), Paris Road (Route B), Stadium Boulevard (changes to Route E north of Interstate 70), Clark Lane (Route PP), West Broadway (Route TT) and 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 abbre-
viated 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. Robocall 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 Sundays at Walter Johnson Auditorium in Middlebush Hall. The Rock was started in 2001 and is part of the Collegiate Church Network.

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).

room numbers
Always capitalize room when it is followed by a figure or a figure and letter. For example, Room 341, Room 201-E and Room E.121. Note the hyphen between the letter and numeral. See MU buildings.

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.

said/says
- Said is the preferred word for attribution, as opposed to admitted, conceded, thinks, believes, told reporters, etc.
- The word said is appropriate in stories that take a more feature-oriented tone. Consult your faculty editor, and alert the copy desk if a story should use the word says.
- The Missourian uses the person said construction because subject-verb is standard English: “The Missourian is great,” Casey Smith said. However, if there is a clause or more information after the attribution, it is sometimes better to invert the attribution: “The Missourian is great,” said Casey Smith, executive editor of the Missourian. See titles.
- See believe, feel and think.

same-sex marriage or same-sex couples
Same-sex marriage or same-sex couple is preferred as they are more specific terms to both genders. See the preferred

*Exceptions to AP style

terms section.

School Board
See Columbia School Board.

school district
When possible, use schools. See Columbia Public School District.

schools
There are about 30 schools that are part of Columbia Public Schools and about a dozen independent schools in the city. Use the word School on first reference in the full proper 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 (Missouri)
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 Cos.

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
- Gamma Phi Beta, Alpha Delta chapter
- Kappa Alpha Theta, Alpha Mu chapter
- Kappa Delta, Epsilon Iota chapter
- Kappa Kappa Gamma, Theta chapter
- Phi Mu, Chi chapter
- Pi Beta Phi, Missouri Alpha chapter
- Sigma Alpha Epsilon Pi, Lambda chapter
- Sigma Alpha Iota, Iota Lambda chapter
- Sigma Kappa, Epsilon Mu chapter
- Sigma Lambda Gamma, Beta Beta chapter
- Sigma Phi Lambda, Chi chapter
- Sigma Sigma Sigma, Eta Chi chapter
- Zeta Phi Beta, Chi Kappa chapter
- Zeta Tau Alpha, Alpha 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.

spokeswoman
Use spokesman or spokeswoman 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.

*Exceptions to AP style

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 1890.

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. Do spell out the state names within the body of the story.
Don’t include a state name for:
- the cities listed in the AP Stylebook’s datelines entry.
- towns and cities in Missouri.
- Do spell out Missouri in datelines and in text if there would be confusion with some other location (i.e., Paris, Missouri; Cuba, Missouri; and others).

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.

STRIJES
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, Gate- 
way II. Lowercase when used in a generic sense, e.g. The 
road winds through the subdivision.

Supreme Court
See Missouri Supreme Court.

Sunshine Law
Acceptable on all uses in reference to Missouri’s open 
records and open meetings law.

SWAT
Use the SWAT Team or the team on all references to the 
Columbia team. For others, make sure the acronym stands 
e.g. 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.

Taglines
These are used at the end of stories and infoboxes to indi-
cate either additional sources of information or contribu-
tion 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 electron-
ic 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 
taxes on property upgrades or growth in sales, to a special 
fund 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.

telephone numbers
See area codes.

*Exceptions to AP style

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
KMIZ/ABC  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 subse-
quent 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 pos-
sible. 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. designa-
tion 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.

True/False Film Fest
Use on first reference. On second reference, use the film 
festival or festival. Started in 2004, the festival is held annu-
ally 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.

*Exceptions to AP style

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 Inc.
Use Walmart on all references in accordance with AP Style. Include the legal name, Walmart Inc., to reference the Bentonville, Arkansas, corporation that owns the stores. 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
Zou Crew
The official student cheering section of Missouri basketball.
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 only be used 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, wrestling 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. vucommodores.com

**Baseball/softball**

- **ballclub**
- **ballpark**
- **ballplayer**
- **base runner**
- **bullpen**
- **center field(er)**
- **doubleheader**
- **first base**
- **ground-rule double**
- **home run (not homer)**

- **left-hander**
- **outfielder**
- **pinch hit (v.), pinch-hit (n., adj.)**
- **pinch hitter**
- **play off (v.), playoff (n., adj.)**
- **RBI (don’t use RBIs)**
- **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.
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 recapping 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 (use in)
- 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 use of a 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.

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.
Guide to MID-MISSOURI
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, MU Health Care, Columbia Public School 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.

To see a map of the city’s wards, go to gocolumbiamo.com/Maps/wards.php (case-sensitive).

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
Interim City Manager John Glascock

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: Dan Atwill
- 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 O0, 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 2010 census data. It is the largest city in Randolph County.

MID-MISSOURI CONTINUED

PRAZHERSVILLE
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.
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

Helen Wade, president
Jonathan Sessions, vice president
Susan Blackburn
Paul Cushing
Teresa Maley
Dr. Della Streaty-Wilhoit
Blake Willoughby

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: 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
- OPENED: 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: 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: 5801 S. Highway KK
- PHONE: 214-3840
- GRADES: Kindergarten through fifth grade
- MASCOT: Timberwolves
- SCHOOL COLORS: Blue and green
- OPENED: Fall 2016
- WEBSITE: cpsk12.org/domain/7046
Cedar Ridge Elementary
- **Address:** 2345 Howell Mountain Drive
- **Phone:** 214-3880
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Cardinals
- **School Colors:** Green and white
- **Opened in December 1978 as New Haven North or North School, name changed to Cedar Ridge in 1987.
- **Website:** cpsk12.org/Domain/11

Derby Ridge Elementary
- **Address:** 4000 Derby Ridge Drive
- **Phone:** 214-3270
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Dragons
- **School Colors:** Purple and green
- **Opened in 1991
- **Website:** cpsk12.org/Domain/14

Fairview Elementary
- **Address:** 909 S. Fairview Road
- **Phone:** 214-3590
- **Grades:** Preschool through fifth grade
- **Mascot:** Falcons
- **School Colors:** Blue, yellow and white
- **Opened in 1965
- **Website:** cpsk12.org/Domain/16

Grant Elementary
- **Address:** 10 E. Broadway
- **Phone:** 214-3520
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Generals
- **School Colors:** Royal blue and gold
- **Full Name:** Ulysses S. Grant Elementary School
- **Opened in January 1911
- **Website:** cpsk12.org/Domain/18

Locust Street Expressive Arts Elementary
- **Address:** 1208 Locust St.
- **Phone:** 214-3530
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Explorers
- **Full Name:** The original school opened in 1904, and the current building opened in 1934. It became an expressive arts school in 1990. Previously known as Robert E. Lee Elementary.
- **Second Reference:** Locust Street
- **Other Information:** Partners with Stephens College’s Art Department and MU’s Art and Music departments.
- **Website:** cpsk12.org/Domain/22

Midway Heights Elementary
- **Address:** 8130 U.S. 40
- **Phone:** 214-3540
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Eagles
- **School Colors:** Blue and white
- **Opened in 1956
- **Website:** cpsk12.org/Domain/24

Mill Creek Elementary
- **Address:** 2200 W. Nifong Blvd.
- **Phone:** 214-3280
- **Grades:** Kindergarten through fifth grade
- **Mascot:** Cougars
- **Opened in 1988
- **Website:** cpsk12.org/Domain/25
New Haven Elementary

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

Parkade Elementary

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

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:** 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:** 1923
- **WEBSITE:** cpsk12.org/Domain/30
- **OTHER INFORMATION:** Ridge-way 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:** 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 white
- **SECOND REFERENCE:** Use Russell without Boulevard.
- **OPENED:** 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
- **SECOND REFERENCE:** Use Shepard without Boulevard.
- **OPENED:** 1968
- **WEBSITE:** cpsk12.org/Domain/34

- **NOTE:** Second reference: Use Shepard without Boulevard.
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
- **WEBSITE:** cpsk12.org/Domain/37

Opened in 1950

**SECOND REFERENCE:** Use West. If there is possible confusion with West Boulevard Middle School, use West Elementary.
<table>
<thead>
<tr>
<th>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>Gentry Middle</td>
<td>4200 Bethel St.</td>
<td>214-3240</td>
<td>Sixth, seventh and eighth grade</td>
<td>Jaguars</td>
<td>Rich red and royal blue</td>
<td>cpsk12.org/Domain/17</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Opened in 1994</td>
<td></td>
</tr>
<tr>
<td>Jefferson Middle</td>
<td>713 Rogers St.</td>
<td>214-3210</td>
<td>Sixth, seventh and eighth grade</td>
<td>Cyclones</td>
<td>Red and white</td>
<td>cpsk12.org/Domain/20</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Opened in 1911</td>
<td></td>
</tr>
<tr>
<td>Lange Middle</td>
<td>2201 Smiley Lane</td>
<td>214-3250</td>
<td>Sixth, seventh and eighth grade</td>
<td>Leopards</td>
<td>Navy and silver</td>
<td>cpsk12.org/Domain/21</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Opened in 1997</td>
<td></td>
</tr>
<tr>
<td>Oakland Middle</td>
<td>3405 Oakland Place</td>
<td>214-3220</td>
<td>Sixth, seventh and eighth grade</td>
<td>Jaguars</td>
<td>Orange and navy</td>
<td>cpsk12.org/Domain/28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Opened in 1971</td>
<td></td>
</tr>
<tr>
<td>Smithton Middle</td>
<td>3600 W. Worley St.</td>
<td>214-3260</td>
<td>Sixth, seventh and eighth grade</td>
<td>Cyclones</td>
<td>Black and gold</td>
<td>cpsk12.org/Domain/35</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Opened in 1995</td>
<td></td>
</tr>
<tr>
<td>West Middle</td>
<td>401 Clinkscales Road</td>
<td>214-3230</td>
<td>Sixth, seventh and eighth grade</td>
<td>Vikings</td>
<td>Blue and white</td>
<td>cpsk12.org/Domain/38</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Opened in 1950</td>
<td>Second Reference: West</td>
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<td>If there is possible confusion with West</td>
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<td></td>
<td>Boulevard Elementary School, use West</td>
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<tr>
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<td></td>
<td></td>
<td>Middle.</td>
</tr>
</tbody>
</table>
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
- **FULL NAME:** Muriel Williams Battle High School

- **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
PRIVATE SCHOOLS CONTINUED

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:** Christian
- **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**: 3351 E. Gans Road, just off U.S. 63 south of Columbia
- **PHONE**: 445-7700
- **GRADES**: freshman through senior
- **RELIGIOUS AFFILIATION**: Catholic
- **SECOND REFERENCE**: Tolton
- **SECOND REFERENCE**: 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)
- **RELIGIOUS AFFILIATION**: Islam
- **SECOND REFERENCE**: the school

Stephens College Children’s School

- **ADDRESS**: 1400 Windsor St., Stephens College
- **PHONE**: 876-7260
- **GRADES**: Preschool and 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 Trustees.
- Stephens College Stars participate in basketball, swimming, tennis, volleyball and in the NAIA. For more information, see the sports section.
- Use Stephens College on first reference, Stephens on subsequent references. Note that there is no apostrophe. The college or the school are also acceptable on subsequent references.

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, Granidin, 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. Use Lincoln University on first reference, Lincoln on second reference if there would be no confusion with President Lincoln. The college, the university or the school are also acceptable on subsequent references.
- 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.

MU: MU was founded in 1839 as the first public institution west of the Mississippi. Its programs of note are journalism, veterinary medicine and business.

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.