



BROWN *Girls*  
OUT LOUD

Editorial Standards

BROWN *GIRLS* OUT LOUD



To center, uplift, and empower brown girls

# Meet the Founders



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A smart mom with a smart mouth and a thirst for storytelling

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## BrGOL uses Associated Press or AP Style

This is the standard for spelling, grammar, and punctuation usage. It has been adopted by most US papers, magazines, and online publications.

Brown Girls Out Loud (BrGOL) follows the AP editorial style. However, there are rules specific to our publication and we have outlined them here. Please read through this document carefully to align your content accordingly.

If you have any questions please feel free to email us at: [justtwobrowngirls@gmail.com](mailto:justtwobrowngirls@gmail.com)

# Some things to consider when writing for BrGOL

<b>Numbers</b>		<b>Addresses</b>
<b>Spell out:</b> Whole numbers below 10 Numerals that start a sentence Use hyphen to connect large numbers	<b>Use figures:</b> For number 10 and above For all ages and percentages	Abbreviate street, avenue and boulevard only after numbered addresses
<b>Places</b>	<b>Days and Dates</b>	
<b>Spell out:</b> Names of states unless preceded by a city, county or military base name	Always use numerals without st, nd, rd or th in dates Avoid using yesterday, today and tomorrow When writing about events use months and dates	

# Some things to consider when writing for BrGOL

## Compositions

Capitalize first and last word of title - in those instances the title is a book, magazine, or publication italicize  
Do not capitalize articles "a," "an" and "the" OR conjunctions or prepositions, unless four letters or longer  
Capitalize 'the' in a title if that is part of the publications formal name

## Ethnic Groups/LGBTQIAAP

Preferred usage for African American is "Black" or "Black American," capitalized  
Preferred usage for People of Color is "Brown," capitalized  
Preferred usage for Caucasians is "white," not capitalized.  
Preferred usage for Asian people is "Asian," capitalized  
Indigenous people or Native American capitalized with no hyphen, is preferred  
Watch your pronouns - when unsure of an individual's pronouns, default is "they/them"

# Some things to consider when writing for BrGOL

## Punctuation

### Comma (,)

We use the Oxford comma, please place before conjunction in a simple series

*Example:* John, Paul, George, and Ringo.

Use a comma to set off a person's hometown and age.

*Example:* Jane Doe, Framingham, was absent. Joe Blow, 34, was arrested yesterday.

An appositive (a word or phrase that says same thing as a word or phrase next to it)

*Example:* I saw my boss, John Smith, in the hall

# Source

*[http://www.lssc.edu/faculty/heather\\_j\\_elmatti/Shared%20Documents/MMC%202100/AP%20Style%20Guide.pdf](http://www.lssc.edu/faculty/heather_j_elmatti/Shared%20Documents/MMC%202100/AP%20Style%20Guide.pdf)*