



GUIDELINES WHEN WRITING ABOUT TACF

Default style guide: As a scientific organization TACF communications follow the APA 7th edition style guide unless otherwise specified below. (<https://apastyle.apa.org/style-grammar-guidelines>)

The American Chestnut Foundation: The first letter of each word is capitalized and our acronym is **TACF**. When using the acronym in a sentence to show possession, it should be written as “TACF’s” not “the TACF.”

American chestnut: “A” is capitalized and “c” is lowercase.

Chapter vs. chapter: When referring to a specific state chapter, the word “Chapter” should be capitalized following the state or as a standalone. Chapter is lowercase when used as a general reference. Examples:

- The PA/NJ Chapter had a booth at the PA Farm Show.
- The Chapter participates in this even each year.
- Many chapters get involved in outreach opportunities.

Incorporating TACF into chapter name: When using TACF with your chapter name, the state always comes before TACF (ME-TACF Chapter, VT/NH-TACF Chapter, etc.)

Job titles: Capitalize staff job titles when used as a title (Sara Fitzsimmons, Chief Conservation Officer)

Annual Wild-Type Seedling Sale: capitalized as the proper name of the event.

Backcross: Single word

Bareroot: single word, no hyphen

Blight-tolerant (hyphenate when used as an adjective) and **blight tolerance** (no hyphen)

Bur vs. Burr: TACF uses bur (one “r” only).

Darling 58: Spell out Darling 58. If mentioning frequently in an article, at least spell out the first mention: e.g., Darling 58 (D58)

Email: all lowercase, one word; email

Meadowview Research Farms: Farms is plural not singular.

Nonprofit: spelled as one word; no hyphen



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Phytophthora root rot. Capitalize but don't italicize *Phytophthora* when referring to the disease and write root rot lowercase. Capitalize and italicize *Phytophthora* when referring to the genus or the organism *Phytophthora cinnamomi*.

President & CEO: Use an ampersand, not "and."

Abbreviations include periods: U.S. not US; Ph.D, not PhD, etc.

AM/PM: Capitalize with no space following the number (9:15AM)

Numbers: 10 and under should be spelled out (six, seven, eight); numbers above 10 are written numerically unless they 1) begin a sentence, 2) are followed by a decimal (example: 3.7), or 3) are followed by a unit of measure (example: 2 cm.)

Temperature: Includes degree symbol and F or C abbreviation (34°F)

Current Mission and Vision:

- Our mission is to return the iconic American chestnut to its native range.
- Our vision is a robust eastern forest restored to its splendor.

We encourage chapters to contact TACF's communications department with questions, to request assistance when developing materials for outreach, and when contacted by the media.

Director of Communications: [Jules Smith](#)

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