



## GUIDELINES WHEN WRITING ABOUT TACF

**Default style guide:** TACF follows the APA 7th edition style guide unless otherwise specified with an asterisk (<https://apastyle.apa.org/style-grammar-guidelines>).

**Mission and Vision:**

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

**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.”

**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 event each year.
- Many chapters get involved in outreach opportunities.

**Incorporating TACF into chapter name:** When using TACF alongside a chapter name, the state always comes before TACF (ME-TACF Chapter, GA-TACF Chapter, etc.).

**Job titles:** Capitalize staff job titles where the title precedes the name (Director of Science Implementation Cassie Stark). Title is lowercase when it follows the name (Cassie Stark, director of science implementation).

**RGS:** Lowercase spelled out, followed by the acronym if used again in the copy: recurrent genomic selection (RGS), then simply RGS for every instance afterwards.

**Italicize scientific names:** Genus and species are italicized; genus is initial caps, and species is lowercase (*Castanea dentata*, *Castanea mollissima*, *Cryphonectria parasitica*, etc.).

**Quotations and punctuations:** Always put punctuations inside quotation marks. (“Doing this work keeps me young,” she said.)

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

**Backcross:** Single word.

**Bareroot:** Single word, no hyphen.

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



## GUIDELINES WHEN WRITING ABOUT TACF

**Blight-resistant and blight resistance:** The first is hyphenated and the latter is not.

**High light and high-light:** Write as two separate words when using as a noun (grown under high light). Hyphenate when using as an adjective (high-light breeding).

**Meadowview Research Farms:** “Farms” is plural, not singular.

**Oxford comma:** Use an Oxford comma between elements in a series of three or more items. (TACF’s restoration progress is due in large part to its committed chapter members, volunteers, and donors.)

**Nonprofit:** One word, no hyphen.

**Online:** One word, no hyphen.

**Email:** Lowercase, one word (email).

**President & CEO:** Use an ampersand, not “and.”

**Common abbreviations that do not include periods:** US not U.S., PhD not Ph.D., etc.

**Decades and centuries:** Use the full four-digit year combined with an “s” and no apostrophe (1980s, 1800s).

**Time:** \*Capitalize AM & PM and no space following the number (9:15AM, 5:30PM, etc.). Exclude “:00” from top of the hour times (3PM, 7AM, etc.).

**Numbers:** When writing numbers for measurements use numerals (5, 20, 150). For numbers that don’t indicate a precise measurement, nine and under should be spelled out (four, five, six) and 10 and above are written numerically unless they begin a sentence.

**Sentences:** Only add one space between sentences, not two.

Please contact TACF’s communications department with questions, to request assistance when developing materials for outreach, and when approached by the media: **Director of Communications** [Jules Smith](mailto:jules.smith@tacf.org) or [communications@tacf.org](mailto:communications@tacf.org).