

Style Sheet

The following is an outline of the grammatical and stylistic changes made to the *Clark Memorandum* article titled “BYU Founder’s Day Speech.” The sixteenth edition of the *Chicago Manual of Style* and the online edition of the Merriam-Webster dictionary were used as resources while editing this article.

Layout and Design Decisions

- Spacing between Sentences
 - Use only one space between sentences rather than two to keep with standard rules of digital word processing.

Grammar Decisions

- Capitalization
 - Circuit: Only capitalize it when it is combined with a specific circuit number.
 - Court: Only capitalize it when naming a court in full (Ex. The United States Court of Appeals), when referring to the Supreme Court, or when referring to the court that will be receiving a court document (Ex. This Court should deny the Motion for Summary Judgment.).
 - A job title preceding a person’s name should be capitalized (Ex. Professor Farbman, Mayor Perez), but a job title in running text (following a person’s name) should not be capitalized (Ex. Mary Smith, director of Human Resources; Juan Carlos, king of Spain).
- Punctuation
 - When introducing a quote enclosed by quotation marks, use a comma before the first quotation mark rather than a colon (Ex. Aristotle is known for saying, “Law is mind without reason.”). Only use a colon when the quote is introduced with a formal introductory phrase such as *thus* or *as follows* (Ex. Henry Fielding, at the beginning of his *History of Tom Jones*, defines it thus: “An author ought to consider himself, not as a gentleman who gives a private or eleemosynary treat, but rather as one who keeps a public ordinary.”).
 - Use a comma after introductory phrases that are longer than three words (Ex. After reading the note, Henrietta turned pale.).
- Spelling
 - In all instances of contractions in the narrative (Ex. didn’t, don’t), use the more formal spelled-out version of the word (Ex. did not, do not) for consistency.
 - Spell out numbers from zero through one hundred and any number that appears at the beginning of a sentence (Ex. ten, thirty-three) rather than using the numerals (Ex. 10, 33).
- Hyphens

- Use hyphens in the following words:
 - Long-standing
 - Case-related
 - Crime-ridden
 - Thought-provoking
 - Lake-side
 - Mixed-race
 - Any instances of compound numbers (Ex. thirty-three, twenty-seven, one-tenth)
- Do not use hyphens in the following words:
 - Mud hut
 - Turnaround
 - Minority ruled
 - Resegregate
 - African American
- Dashes
 - Use commas, semicolons, or transitional words instead of dashes whenever possible in order to create a more professional tone (Ex. The phrase “Among the formerly minority ruled countries in Africa, South Africa—so far as I can tell—is doing the best job of any of them” has been changed to “Among the formerly minority ruled countries in Africa, South Africa, so far as I can tell, is doing the best job of any of them”).
 - Use two dashes next to each other to represent all or part of a missing word (Ex. Admiral N—— and Lady R—— were among the guests.).

Clarity Decisions

- Paragraphs
 - Condense introduction to create a more focused and lively beginning to the subject matter.
 - Combine paragraphs to improve the flow of the essay and to unify ideas.
- Sentences
 - Reorganize and modify sentences to fix awkward or unclear phrasing (Ex. The sentence “After all the depredations toward the black citizens, many of which properly could be described as crimes against humanity, under the leadership of Nelson Mandela, who had suffered imprisonment for 27 years, they decided to forgo the retributive and punitive models” has been changed to “After all the depredations toward the black citizens, many of which could properly be described as crimes against humanity, the South Africans decided to forgo the retributive and punitive models.”).
 - Make changes in word choice to create a more professional tone (Ex. The phrase “specific case-related stuff” has been changed to “specific case-related material.”).