

A/B	C/D Competency-based (not competency based) Department of Public Instruction	E/F	G/H
I/J/K Knowledge Inc K20	L/M Ms. Channel	N/O New Teacher Center North Carolina School of the Arts	P/Q Ph.D. (not PhD)
R/S Search Committee STEM	T/U UNC Online UNC System Teacher Working Conditions (TELLS)	V/W Videoconferencing (not video-conference or video conference)	X/Y/Z
What style book are you following? Chicago Manual of Style, 15 th ed. What dictionary are you following?	Abbreviations Ms. Inc	Bibliography No foot notes	Capitalization A and B headers only use initial caps

Merriam-Webster's Collegiate Dictionary, 11th ed.			
Dates 1990s 2000s 2000-2006 2012	Design 1-inch margins	Lists	Punctuation Serial comma One space after sentences
Numbers Spell out numbers under ten, but considering there aren't very many large numbers, I am wondering if we can extend this to one-hundred (not including numbers used in company names, dates, etc.) 2+2 Course Development	Typography Book Antiqua, 12 pt. for body	URLs	Misc.