

yellow and blue are primary colors. His brothers are Tom, Joe, Frank and Pete.

Commas and periods go within quotation marks. Example: "I did nothing wrong," he said. She said, "Let's go to the Purdue game."

states and cities

When the name of a state stands alone in a sentence, spell it out. When the name of a city and state are used together, the name of the state should be abbreviated (except for *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas* and *Utah*). States should also be abbreviated when used as part of a short-form political affiliation. Examples: *He came from Lafayette, Ind. The peace accord was signed in Dayton, Ohio. The wildfire began in California and moved east toward Carson City, Nev.*

State abbreviations in AP style differ from the two-letter ZIP code abbreviations. Here is how each state is abbreviated in AP style:

State Abbreviations	
Ala.	Neb.
Ariz.	Nev.
Ark.	N.H.
Calif.	N.J.
Colo.	N.M.
Conn.	N.Y.
Del.	N.C.
Fla.	N.D.
Ga.	Okla.
Ill.	Ore.
Ind.	Pa.
Kan.	R.I.
Ky.	S.C.
La.	S.D.
Md.	Tenn.
Mass.	Vt.
Mich.	Va.
Minn.	Wash.
Miss.	W.Va.
Mo.	Wis.
Mont.	Wyo.

AP style does not require the name of a state to accompany the names of the following 30 cities:

Cities Not Requiring State Names

Atlanta	Phoenix
Baltimore	Pittsburgh
Boston	St. Louis
Chicago	Salt Lake City
Cincinnati	San Antonio
Cleveland	San Diego
Dallas	San Francisco
Denver	Seattle
Detroit	Washington
Honolulu	
Houston	
Indianapolis	
Las Vegas	
Los Angeles	
Miami	
Milwaukee	
Minneapolis	
New Orleans	
New York	
Oklahoma City	
Philadelphia	

times

The exact time when an event has occurred or will occur is unnecessary for most stories. Of course, there are occasions when the time of day is important. In such cases, use figures, but spell out *noon* and *midnight*. Use a colon to separate hours from minutes, but do not use :00. Examples: *1 p.m.*, *3:30 a.m.*

titles

Generally, capitalize formal titles when they appear before a person's name, but lowercase titles if they are informal, appear without a person's name, follow a person's name or are set off before a name by commas. Also, lowercase adjectives that designate the status of a title. If a title is long, place it after the person's name, or set it off with commas before the person's name. Examples: *President Bush*; *President-elect Obama*; *Sen. Harry Reid*; *Evan Bayh, a senator from Indiana*; *the senior senator from Indiana, Dick Lugar*; *former President George H.W. Bush*; *Paul Schneider, deputy secretary of homeland security*.

technological terms