



GRCVB Copy Style Guide:

- Addresses – always USPS abbreviations plus periods
e.g., 101 S. Salisbury St., P.O. Box 10001. Also on states – e.g. North Carolina is N.C.
- Commas – never one at the end of a series
e.g., one, two and three.
- Days and hours in freeform text – traditional day abbreviations; commas separate days from hours; semicolons separate days from days; no unnecessary minutes on hours or unnecessary repetition of am or pm; Sunday through Saturday is daily; noon is noon
e.g., Mon.-Tues., 9-11:30am; Wed., 9am-noon; Thurs.-Fri., 1-4:30pm.
Days can be spelled out when appearing in a header or social media post.
- Numbers – spell out less than 10; use Arabic numerals 10 and higher (AP style).
- Phone numbers – use dots between sets of digits whenever possible, not hyphens, parentheses or spaces.
- Spaces at the end of a sentence – one, not two.
- Months longer than five letters must be abbreviated. Exceptions can be made if the month appears in a header or social media post.
This is how months should be abbreviated:
 - Jan.
 - Feb.
 - March
 - April
 - May
 - June
 - July
 - Aug.
 - Sept.
 - Oct.
 - Nov.
 - Dec.