

Madison **JEWISH NEWS**

Style Sheet

Below are guidelines for style and spelling for your Madison Jewish News submissions.

If you have any questions, please email me at mjn@jewishmadison.org

Use 12-point Times New Roman or similar serif font throughout article including headlines.

Bold headline only.

Use bold Upper and Lower Case for Headlines with Left Justification for Headlines (just like this)

Please use italics for all titles of books or newspapers or other publications like the *Madison Jewish News*. Please do not use bold or quotes.

Also, please only double space between paragraphs, not between lines.

Please do not indent the first line of a paragraph.

Please, only use one space after a period. Do not use two spaces after a period, as you may have been taught.

Left justification only; don't use full justification.

Please use 1" margins.

Use your spell check. Use your spell check. Use your spell check.

Please use the style below in your articles and ad content. This will help to elevate the professional look of the content:

phone numbers: (608) 278-1808 Please use parentheses around the area code, space, then the phone number with a hyphen after the first three digits.

Times: 3:00 am – 10:00 pm Note the full time is written out and am and pm are lowercase, without periods

Dates: Please do not add 'th' or 'rd', etc. to dates - September 27, 2018 or October 9.

Capitalize board of directors when it is part of a proper name, e.g., "the Arizona Chapter **Board of Directors**," and when it's part of a heading. Lowercase **board of directors** when used alone or before the proper title, e.g., "the **board of directors** of First National Bank."

Submission Deadlines

Please refer to the printing schedule for exact submission deadline dates. In general copy deadline is at **noon on the 12th of each month** for the following month's issue. If the 12th falls on a Saturday or Sunday, copy must be received by noon the preceding Friday or following Monday. If the 12th is on a holiday when Federation is closed, copy must be received by noon the preceding weekday. All copy must be submitted by email attachment to mjn@jewishmadison.org in Microsoft Word. Copy embedded in an email, handwritten or typed hard copy will not be accepted.

Photographs

Photographs may be submitted as an email attachment in a high definition resolution. **Jpeg** format is preferred. Photographs embedded in an email will not be accepted. Please include cutlines (a description of what is happening in the photo, to be printed beneath the photo)

The name and telephone number of the individual submitting the copy must be included on all submissions. The *Madison Jewish News* and Jewish Federation of Madison accept no responsibility for errors or omissions. All material is accepted on a space available basis, is subject to editing, and is governed by policy (see separate document).

Spelling Reference

afikomen	gonif	Maccabiah
Aleph (Gan HaYeled program)	Haftarah	Machzor
aliyah	Haggadah	Maftir
Amidah	halachah	Magen David
aron kodesh	Hallel	mashgiach
baal teshuvah (baalel teshuvah)	haimish (e)	mazel (mazel) tov
balabusta	Haman	mechitzah
Bar/Bat Mitzvah (the ceremony; people are B'nai / B'not Mitzvah. There is no such thing as and the phrase Bar/Bat Mitzvahed is not to be used)	Hanukkah	Megillah
Beit Hamidrash	hanukkiah	mensch / menschen
Beit Knesset	hasbarah	menschlichkeit
Bet (GHY Program)	Havdalah	menorah
Beth Din or Beit Din	havurah	mezuzah
bimah	hazzan	midrash
Birkat HaMazon	hechsher	mikvah
bracha, brachot	heder	Minchah
brit milah	hora	minhag
bubba (bubby)	Kabbalah	minyán
bucher	Kabalat Shabbat	Mi Sheberach
b'vakasha	Kaddish	mishpachah
chai	kallah	Mishnah
Chasid (Chasidic)	kashrut	mitzvah (mitzvot)
chevra kadisha	kehillah	mizrach
Chumash	ketubah	mohel
Chupah	kiddush	Mordechai
chutzpah	kipah (kipot)	moshav
Dalet (GHY Program)	Klal Yisrael	Musaf
daven	klezmer	nachas
dreidel	Kohen	ner tamid
D'var Torah	Kotel	Ne'ilah
Eretz Yisrael	koved / kovad	neshama
etrog	kvell	nigun (nigunim)
eytz chayim	Lag B'Omer	olah / oleh / olim
gabbai	landsmanshaften	Oneg Shabbat
Gamarah	Lechayim (the JSS program)	oy vey
get	Levi	parshah
Gimel (GHY program)	L'chaim	Pesach
gimilut chasadim	l'shanah tovah tikatevu	peyos
	l'shanah haba'ah b'Yerushalayim	Pirke Avot
	lulav	Purim
	Maccabee	pushka

Rosh Hashanah
seder / sedarim
Shabbat
Shabbaton
Shacharit
shalach manot / shalach manos
shaliach / shlichah / shlichim
shalom
shamash
shanah tova
shanda
Shavuot
Shehecheyanu
Shema
Shemini Atzeret
shmooz
shochet /shechitah
shofar
shomer Shabbat
shtetl
shul
Shushan Purim
Siddur (Siddurim)
sidra
Sifrei Torah
simcha
siman tov
sukkah
Sukkot
s'vivon
tallit / talliot or taliesim
Talmud (Talmudic)
Tashlich
teshuvah
tefillin
Tisha B' Av
Torah
Tu B'Shevat
tzizit
tzuris
tzadik
tzedakah
uplan
yahrzeit
yarmulka
yeshiva / yeshivot
Yiddishkeit
Yizkor
Yom Ha' Atzmaut
Yom Hashoah

Yom Hazikaron
Yom Kippur
Yontif
zayda

Months

Tishri
Cheshvan
Kislev
Tevet
Shevat
Adar
Nisan
Iyar
Sivan
Tammuz
Av
Elul

1st 10 Numbers (as nouns)

echat
shteyim
shalosh
arba
chamesh
sheish
shevah
shemoneh
tisha
eser

1st Ten Letters

alef
bet
gimel
dalet
hey
vov
zion
chet
tet
yud

Food Terms

Blintzes

borsht
challah
charoset
felishig(e) / fleishedig
gefilte fish
hamantasch / hamanstaschen
kishka
mandelbrot
maror
matzah / matzot
Motzi
milchig(e) / milchidig
pareve
shmaltz
sufganyot
trefe

