



A **stylesheet** is a set of house rules intended to ensure consistency of format, spelling, capitalization, abbreviation, word usage, and other technicalities peculiar to an organization or publisher. Consistent style helps LLL publications to appear professional and credible.

Grammar and usage questions not covered by this stylesheet use a standard guide such as *The Chicago Manual of Style* (University of Chicago Press), *Gregg Reference Manual* (Macmillan/ McGraw Hill), *A Dictionary of Modern English Usage* by HW Fowler (Oxford University Press), or *The Canadian Style: A Guide to Writing and Editing* (Department of the Secretary of the State).

CAPITALIZATION, ABBREVIATION, AND USAGE

Abbreviations may confuse readers. Use them at your discretion. Job titles and names of departments vary around the world, so those abbreviations are not shown here. Spell out

all titles and departments on first reference in an article. Capitalize the following words and phrases as shown. Do not abbreviate unless indicated in parentheses.

Affiliate	Founders' Advisory Council (FAC)	Listed Leader
Area	Group	Management Advisory Council (MAC)
Board of Directors	Health Advisory Council (HAC)	Medical Associate
Center for Breastfeeding Information (CBI)	Help Form(s)	Meeting 1, 2, 3, 4
Chapter	Internet	Planning/Evaluation Meeting
Community Network (CN)	La Leche League (LLL)	Region
Couples Meeting	La Leche League International (LLLI)	Series Meeting
District	Leader, co-Leader	Toddler Meeting
Division	Leader Applicant	Treasury (e.g., Area Treasury)
Enrichment Meeting	Legal Advisory Council (LAC)	URL
Evaluation Meeting	Legal Associate	Web site
Founder	Library (e.g., Group Library)	World Wide Web

Do not capitalize **email, leadership, member, membership, mother, or newsletter.**

ADDRESS, PHONE, FAX, EMAIL

Spell out state/province in body of article or biography; no commas before and after postal code. Two-letter postal abbreviations may be used in block style and bylines; no punctuation is necessary.

Text: Lisa Leader, La Leche Road, Town,
State/Province 55555 Country. Phone/fax:
555-555-5555, email: LisaL@llli.org.

Block: Lisa Leader
La Leche Road
Town State/Province 55555
Country
phone: 555-555-5555
fax: 555-555-0000
email: LisaL@mailprovider.org

Byline: Lisa Leader
Schaumburg IL USA

PLURALS AND POSSESSIVES

LEADER'S HANDBOOK

Area Leaders' Letter

When an administrative position is abbreviated (for example, ACL, for Area Coordinator of Leaders) :

ACLs (more than one ACL)

ACL's (belonging to the ACL)

ACLs' (belonging to more than one ACL)

NUMBERS

USE: Meeting 1, 2, 3, 4

USE: Publication No. 5

One through nine: spell out in text

10 and up: use number

If a sentence begins with a number, spell it out or rewrite the sentence. Months by name, not number (Ex: 5/7 means 5th day of July to some, 7th day of May to others)

COMPOUND WORDS OR SEPARATE WORDS?

Compound words:

breastfeeding
cosleeping
fundraising
postpartum

Separate words:

breast milk (human milk or mother's milk preferred)
health care provider or health care professional

PREFERRED WORDING

USE: La Leche League or LLL

AVOID: League used as a noun or adjective

USE: an LLL Series Meeting (pronounced el-el-el)

AVOID: a LLL Meeting

USE: La Leche League

AVOID: the La Leche League ("La" means "the")

USE: Group worker, member, attendee

AVOID: LM, League or LLL Mother/Mom, Group Mother/Mom

USE: Leader Applicant, Applicant

AVOID: LA

USE: preparation for leadership, application, application period or time

AVOID: application process, applicaney

USE: La Leche League International Conference, LLLI Conference, Area Conference

AVOID: International Conference, Convention

USE: Founder, co-Founder

AVOID: Founding Mother

USE: Chairman

AVOID: Chairwoman, Chair

USE: child(ren)

AVOID: kid(s)

USE: email, email list

AVOID: chat loop, email loop, listserv, or listproc

When describing personal experiences, use personal pronouns for milk and babies wherever possible:

USE: my milk, her milk, my baby, her baby, his baby, our baby

AVOID: baby (without "a," or "the")

PUBLICATIONS

Use caps and small caps when referencing LLLI Publications. THE WOMANLY ART OF BREASTFEEDING may be referred to as THE WOMANLY ART on second reference. No other shortened forms or abbreviations of other titles should be used.

ex: BREASTFEEDING ABSTRACTS
THE BREASTFEEDING ANSWER BOOK
THE FUSSY BABY
LEADER'S HANDBOOK
LEAVEN
NEW BEGINNINGS

Italicize or underline

Items not published by LLLI
Names of Area Leaders' Letters

Enclose in quotations

Conference session titles
Titles of articles
Names of Area memos and bulletins

References

Books: Author(s) last name, Initial. Title [italicize], edition. City, State: Publisher, year; pages.

Sears, W. and Sears, M. *The Baby Book*. Boston: Little Brown, 2003; 2-17.

THE WOMANLY ART OF BREASTFEEDING. Schaumburg, IL: LLLI, 2004; 55-56.

Articles from periodicals: Author(s) last name, Initial [use "et al." if more than three]. Article title [lower case after first word unless proper noun]. Periodical title [italicize] date; volume(issue): pages.

Coutsoudis, A. Infant feeding dilemmas created by HIV: South African experiences. *J Nutr* 2005 Apr; 135(4):956-59.

Vance, M.R. Breastfeeding legislation in the United States: A general overview and implications for helping mothers. *LEAVEN* 2005 Jun-Jul; 41(3):51-54.

LLLI pamphlet: Author(s) last name [if available], Initial. Pamphlet title [italicize]. LLLI, date.

Breastfeeding after a Cesarean Birth. LLLI, April 2004.

Help for Sore Breasts. LLLI, July 2004.

Web site: Author(s) last name, Initial [or company/organization name]. Title of article [italicize], date of publication or last revision, URL in angle brackets, date of access in parentheses.

La Leche League International. *When Will My Baby Sleep through the Night?*, 22 July 2006, <www.llli.org/FAQ/sleep.html>, (1 March 2007).

Harrison, E. *Keeping the LLL Message Clear*, 14 October 2007, <www.llli.org/llleaderweb/LV/LVJulAugSep06p64.html>, (1 March 2007).

INTERNET RESOURCES:

Web sites may be shown as sources to help readers find more information. Provide both Web address and mailing address of the organization so readers without Internet access may also find information. Avoid listing Web sites that have a high potential for mixing causes.

www.llli.org

La Leche League International
957 N. Plum Grove Rd.
Schaumburg IL 60173-4808 USA

Avoid using Web sites as references for factual information, since Web sites may change frequently. Find a printed source for factual information when possible.

USAGE

A Web site is a collection of pages under one domain name (such as lalecheleague.org). "LLLI Web site" refers to all the pages on the site, or the concept of having a Web site. "LLLI Web page" refers to a single page within the Web site. Ex. "Look for our Group's Web page on the LLLI Web site."