Overview

The Editing Guidelines were originally developed for the web site update in April 2011. They were generally adopted for use in August 2011 and have been expanded to generally serve as a guideline for all web site and document editing for the PMI Portland Chapter.

Guidelines

Typography:

All type is flush left rag right. No centered type, ever.

Tables. Keep tables to a minimum unless needed to line up text or when obviously needed. We do not have a table format defined; however, do not use lines unless it is necessary to do so. (web site)

Bulleted and numbered lists generally do not have a period at the end of the list item. If full sentence are used, re-consider using numbering of paragraphs.
Example:
• Four hundred expected attendance
• Buffet dinner
• Prizes

Hyphens are always en dashes. They must touch each word.
Example: We were helpful with books–our enterprise was successful.

Hyphenated words use a dash.
Example: Outward-facing marketing must be edited using APA standards.

Spaces after the end of a sentence are followed by one space only. There is only one space after a period. In Word, when you are finished editing a document, do a "search and replace" to remove
double spaces.

Capitalization:

Capitalization is applied to the nouns of a title only.
Example: Editing Guidelines of the Web Site.

All caps are not used to set off a word. Use bold type for this purpose.
Example: Note: not NOTE:

Portfolio is capitalized if used as an abbreviation of a specific portfolio, but not when talking about portfolios in general.
Examples: Operations Portfolio. The portfolios all have volunteers.

Roundtable names are always capitalized, both the word "Roundtable" and the location.
These are the names for the roundtables:
Roundtable South–Mentor Graphics
Roundtable West–Nike
Roundtable West–SolarWorld
Roundtable NE–Port of Portland
Roundtable NW–Con-way
Roundtable North–Clark
Roundtable NE–Public Health

Avoid using a real person's name, always refer to their role. Example: refer to the VP of Operations, not Jim Yan. Positions turn over frequently.

PMP, CAPM, etc: Always precede the PMP (or other certification) with a comma when used after a person's name.
Example: William Frowine, PMP (not William Frowine PMP)

Board positions are written as follows:
        VP of *Portfolio* is never spelled out as Vice President. It is then followed by the name of the portfolio. Example: VP of Operations.
        President Elect is never abbreviated, and is not hyphenated.
        VP at Large is not hyphenated.
        Director titles always have "Director" capitalized. Example: Director of Registration.

Board of Directors or Board if used as an abbreviation of "Board of Directors."
Example: The Board will vote at the next meeting.

Chapter is always capitalized when it is an abbreviation of "PMI Portland Chapter."

Chapter meeting–only capitalize Chapter as in PMI Portland Chapter meeting. Never refer to it as the "Dinner" meeting.

Educational presentation or **Educational speaker**, not "pre-dinner presentation" or "pre-dinner speaker," or "Education presentation" or "Education speaker".

Keynote presentation or **Keynote speaker**, not "Dinner presentation" or "Dinner speaker".

PMI GOC, or PMI Global is never referred to as "PMI HQ" or "PMI headquarters" or "Mothership."

PMI Portland Chapter, not "Project Management Institute Portland," "PMI Portland," "PMI-Portland," or "PMI-PDX," etc.
Note: This is important when discussing event registration and pricing.

PMI Portland Chapter members is used or "members" not "PMI members" or "PMI Portland Chapter Members" other derivatives.

Web Addresses:

Email addresses and URL links are in all lower case. Do not use any capital letters.
Examples: webmaster@pmi-portland.org and www.pmi-portland.org

URLs do not display "http://" before a URL. Do not use a period after a URL unless it is at the end of a sentence. The URL is then made into a link. This will show as an underlined, blue (unfollowed link) in the CSS.
Example: www.pmi-portland.org

Web site and web page are always two words. Never one word and never hyphenated.

Numbers:

Dates are always written out.
Example: January 4, 2011.

Numbers one through nine are written as words. Numbers with two or more digits are written as digits except when the first word of a sentence or title, and then the digit is written out, and they are hyphenated with a dash.
Example: Thirty-seven divided by two produces a fraction, but when 38 is divided by two, there is no fraction.

Phone numbers are always displayed with hyphens between numbers, and without parenthesis. Do not use periods. All hyphens must touch each number.
Example: 503-340-6734

Numbers are never followed by "th" or "nd," whether dates or numbers.

Time should be written to include hour and minutes. Always abbreviate a.m. and p.m., do not omit periods and do not use capitals.
Example: 5:00 p.m.

Other:

One or Two Words are important to identify; the following words are always two words:
Web site and web page. Never one word and never hyphenated.

Use of people's names should be avoided, always refer to the person's role, not their proper name. Volunteers turn over, but positions tend to stay the same for long periods of time.
Example: Refer tp VP of Operations, not Jim Yan.

Revision History

Date Revised	Who Revised	Portfolio Responsible	Reason for Revision
4/22/2011	Jani Hansen	Operations	Initial Procedure Creation
6/14/2012	Jani Hansen	Operations	Put in standard procedure format and expanded to cover document editing.