



GRAMMAR AND WRITING STYLE GUIDE



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INTRODUCTION

The City of Dublin Grammar and Writing Guide is designed to promote professional, consistent and effective communication.

Spelling, grammar, punctuation and capitalization are primary tools to all well-written communication. And remember, even auto spell-checkers are not infallible, especially if you've used a valid word, but in the wrong form. That's why it's important to self-edit or peer-edit important documents.

In general, the City of Dublin follows the Associated Press Stylebook and the Public Relations Society of America Style Guide with a few exceptions. In this guide, we've noted those exceptions along with frequently addressed style issues, such as numbers, dates and titles.

Online writing and grammar tools are valuable resources. And you can always count on your Public Information Officer.



CITY OF DUBLIN TERMINOLOGY

accreditation

Certification attained following a rigorous application, self-assessment and inspection process. Currently, three City departments have attained accreditation by professional organizations:

- Parks and Recreation (Commission for Accreditation of Park and Recreation Agencies)
- Police (Commission on Accreditation for Law Enforcement Agency)
- Public Works (American Public Works Association)

acting versus interim

The term “acting” should be used for a temporary appointee, while “interim” is the appropriate term for an employee appointed to fill a vacancy within the City.

agenda

Generally lowercase unless used as a title for a document.

boards and commissions

On first reference, use “Planning and Zoning Commission.” On second reference, “P&Z,” “the Planning Commission” or “the Commission” are acceptable. Other City boards and commissions are:

- Architectural Review Board
- Administrative Review Team
- Board of Zoning Appeals
- Community Services Advisory Commission
- Planning and Zoning Commission

(In addition, City Council appoints representatives to serve on the boards of the Central Ohio Transit Authority Advisory Panel, Records Commission, Dublin Arts Council, Tax Board of Review, Dublin Convention & Visitors Bureau and Personnel Board of Review.)

Capital Improvements Program

This five-year plan spells out how the City will spend money on capital projects such as streets, bridges, parks and infrastructure. On second reference, it is acceptable to use “CIP.” When used as the official title of the document, it should be capitalized. When used to describe capital improvements in general, lowercase.

charter

The City of Dublin operates under a charter created in 1979 and implemented Jan. 1, 1980. This charter was revised in 1996. Refer to the official revised version of the document as the Revised Charter. On second reference, use “charter” (lowercase).

City

The word should be capitalized when used as a pronoun referencing Dublin, e.g., “the City sponsors the event” or “City Administration,” but not when used in reference to another municipality or as a generic term, e.g., “a city the size of Dublin.” Also, the term should not be capitalized when referring to the city as a geographic term, such as, “The city has extensive tree cover.”

City Administration

Refers to the city manager and members of the Senior Leadership Team, which includes the assistant city manager and directors.



CITY OF DUBLIN TERMINOLOGY

City Council

On first reference, it should be Dublin City Council. On subsequent references, “City Council” or “Council” is appropriate. Capitalize when referring to a specific council; lowercase when referring to city councils in general. Do not use “The” before the title. If confusion exists, use the lowercase “the.”

Standard for listing Council members’ names:

- Mayor Greg Peterson
- Vice Mayor John Reiner
- Council Members:
 - Christina A. Alutto
 - Chris Amorose Groomes
 - Michael Keenan
 - Tim Lecklider
 - Amy Salay

When referring to someone who once held an elected or appointed position, “former” should not be capitalized, e.g., former City Council Member Joe Smith.

City Manager

Title is capitalized before the name, but not after, or when used without a name. Preferred listing is: Dana L. McDaniel – note middle initial.

citywide

The word is not hyphenated and should not be capitalized when used as a reference to Dublin, e.g., “The program will be implemented citywide.” This is AP style.

Dublin library

The correct reference is Columbus Metropolitan Library – Dublin Branch.

executive session

It is not necessary to capitalize this term.

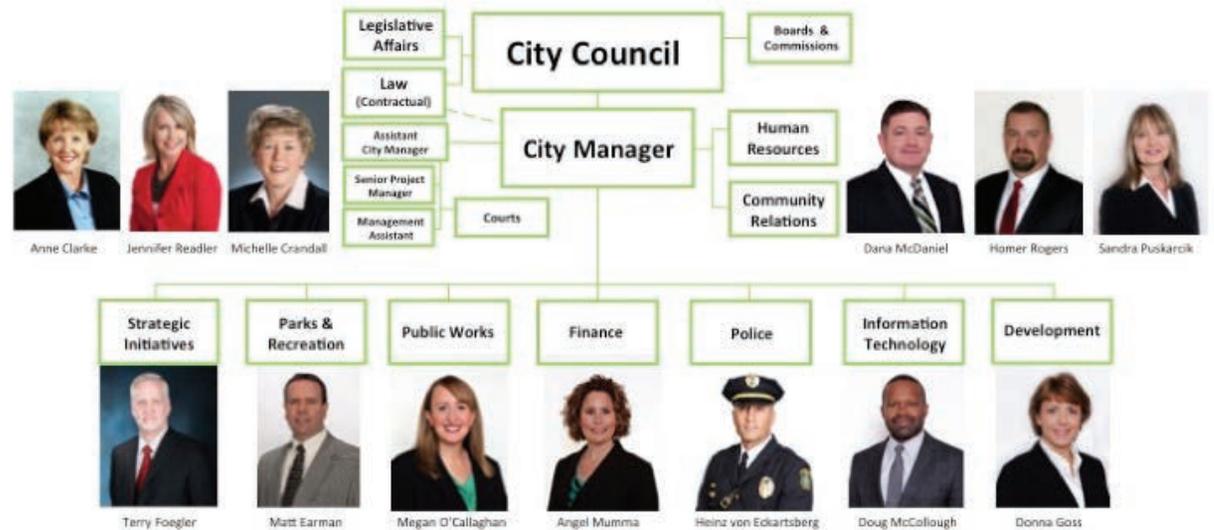
firefighter

When referring to fire personnel, use the gender-neutral “firefighter” regardless of the sex of the individual. When used as a title, it is capitalized.

Departments

Acceptable when referring to City work units. We do not follow AP style in that “Department” often is capitalized when referring to City of Dublin employees as a collective noun, as if we are a singular unit.

See organizational chart for department breakdown:



CITY OF DUBLIN TERMINOLOGY

financial/fiscal

“Fiscal” applies to government specifically, e.g., “of or referring to finances of a branch of government” or “of or referring to government expenditures, revenue and debt.” “Financial” is a much broader adjective describing monetary issues. You can usually use financial in place of fiscal but you can’t always replace financial with fiscal. Fiscal is also more policy-oriented, while financial generally refers to money. So, a city will have fiscal policy but a person wouldn’t have a personal fiscal plan. But, both you and the City could have a financial plan. And a private business will have financial but not fiscal goals.

hotel/motel tax

This is the tax charged to people staying overnight in a Dublin hotel room. These dollars are reinvested in the community in the form of grants and contributions to the Dublin Convention and Visitors Bureau and the Dublin Arts Council. It also partially funds events and event staff. Avoid calling it “bed tax.”

job titles

Titles of City employees should be capitalized only when used before a name, e.g., City Manager Dana L. McDaniel. When used after a name, it would be lowercase or Dana L. McDaniel, city manager. When possible on first reference, place the title before the name.

Titles should NOT be capitalized when used without a name, e.g., the crew leader or the Recreation Services director. Note that Recreation Services is capitalized because it refers to a specific City department.

Mayor’s Court

The correct use for the City’s court, housed in the Justice Center.

meeting

It is not necessary to capitalize the word “meeting” in uses like “City Council meeting”.

operating budget

This refers to the City’s annual budget for day-to-day operations, including salaries and benefits. The majority of this money comes from income taxes. When used as the official title of the document, it should be capitalized. When used to describe the budget in general, lowercase.

police officer

In the Police Department, use the gender-neutral “police officer” (lowercase when not used with a name) regardless of the sex of the officer. As a title, use “Officer” (as in Officer Smith) unless a higher rank, e.g., Chief or Sergeant, is required. These titles always precede the rest of the name on first reference and should be used as described in “job titles.”

proclamations/resolutions

Capitalize the formal name of a resolution, e.g., Resolution 134-05. Do not capitalize either word when standing alone. It is not necessary to place either “No.” or “#” before the number. Do not abbreviate “Resolution” on first reference, and spell out the entire word (as opposed to “Res. 103-5”) whenever practical.

Staff

“Staff” is a collective noun, and therefore, generally, should take a singular noun or pronoun. For example, “Staff is preparing the report.” To eliminate awkward writing, it is appropriate to say, “Staff members are preparing the report.”

Specific work units, e.g., Police, Taxation and Community Relations, also, technically, are collective nouns when referring to their staff members as opposed to the department. However, we suggest you use judgment as to what sounds correct. For example, it probably sounds more correct to say “Finance is preparing your paycheck,” but not, “Police is preparing for a riot.” To prevent confusion, it is always accurate to say “Dublin Police officers are ...” or “Dublin Taxation Staff is ...”

We do not follow AP style in that “Staff” often is capitalized when referring to City of Dublin employees as a collective noun, as if we are a singular unit.



CITY OF DUBLIN TERMINOLOGY

titles of elected officials

When used before or after a name, capitalize “Mayor,” “Council Member,” “Board Member” or “Commission Member.” When used without a name, do not capitalize, e.g., “Board Member Bob Smith” or “the board member.” Do not use “commissioner” as a title; instead, use commission member.

Village

The word should be capitalized when used as a pronoun referencing Dublin prior to 1987, e.g., “the Village sponsored the event” or “Village staff,” but not when used in reference to another municipality or as a generic term, e.g., “a village the size of Dublin.”

DUBLIN COMMUNITY TERMINOLOGY

Art in Public Places

This is the correct title when referring to a series of public artworks in Dublin.

The complete and correct titles for those works are:

- Leatherlips – located in Scioto Park
- Out of Bounds – located in Avery Park
- Field of Corn (with Osage Oranges) – located in Sam and Eulalia Frantz Park
- Rec Center Relief Sculptures – located in the Dublin Community Recreation Center
- Watch House with Sunflowers – located in Coffman Park
- Jack Nicklaus Tribute Sculpture – located on Muirfield Drive south of Brand Road
- Going, Going... Gone! – located at Darree Fields
- The Simulation of George M. Karrer’s Workshop – located in Historic Dublin
- Cell Phone Tour – located throughout the City
- Acension – located in Coffman Park
- One Step at a Time – located in Kaltenbach Park
- Narrow #5 – located in Coffman Park
- Injection – located in Coffman Park
- Exuvia – located in Coffman Park
- Modified Social Benches – located in Emerald Fields Park
- One Scene and Untitled – located on the Dublin Community Recreation Center Wall and the City Hall Entrance

- Sanguine Standing Stone and Jaunty Hornbeam – located at the Dublin Arts Center
- Playing Through – traveling public artwork
- Daily Chores – located in Historic Dublin
- Tree of Life, Future Tense – located at the Dublin Arts Center
- Dublin Tunnel Mural – located in the Brandonway Bike Tunnel

In addition, there are other installations of public art throughout the City, but not all are part of the Art in Public Places program.

business names

For first reference, the correct titles for local businesses and organizations include:

- Ashland Inc.
- Cardinal Health
- FUSE by Cardinal Health
- Hidaka USA (no periods)
- OhioHealth
- The Ohio State University (note use of “The”); on second reference, OSU or Ohio State is acceptable
- OCLC (formerly known as Online Computer Library Center)
- The Wendy’s Company
- The Ohio University College of Osteopathic Medicine
- Dublin Integrated Education Center



DUBLIN COMMUNITY TERMINOLOGY

Dublin Arts Council

Dublin Arts Council is the correct name of the local arts organization.

Dublin Chamber of Commerce

Dublin Chamber of Commerce is the correct name. On second reference, you may use “the Chamber” or “Dublin Chamber.”

Dublin City Schools

This is the official title of the district. Do not use Dublin City School District or Dublin Schools. On second reference, it is acceptable to use one of the other titles. The three Dublin high schools and four middle schools use “school” in their names. Dublin elementary schools (grades K-5) use “Elementary” for their formal names.

- Bailey Elementary
- Chapman Elementary
- Deer Run Elementary
- Glacier Ridge Elementary
- Indian Run Elementary
- Olde Sawmill Elementary
- Pinney Elementary
- Riverside Elementary
- Scottish Corners Elementary
- Thomas Elementary
- Wright Elementary
- Wyandot Elementary
- Davis Middle School
- Grizzell Middle School
- Karrer Middle School
- Sells Middle School
- Coffman High School
- Jerome High School
- Scioto High School

Dublin Convention & Visitors Bureau

Correct name; note the ampersand and no apostrophe for “Visitors.” On second reference, you may use “the DCVB” or “the Bureau.”

Dublin Methodist Hospital

The correct formal name of the OhioHealth hospital located in Dublin. It is acceptable to say “Dublin Methodist” on second reference.

Hilliard City School District

This is the official title of the district. On second reference, it is acceptable to use Hilliard City Schools or Hilliard Schools. A portion of this district is located in Dublin. Hilliard Schools attended by Dublin students are:

- Norwich Elementary School
- Hilliard Tharp Sixth Grade School
- Hilliard Weaver Middle School
- Hilliard Davidson High School

St. Brigid of Kildare

This is the correct spelling of this school.

Washington Township Fire Department

Correct title. On second reference, it is acceptable to say the fire department or WTFD.



DUBLIN GEOGRAPHIC REFERENCES

City Buildings/Facilities

5800 Building, 5800 Shier Rings Road

This is the correct name for the building housing Office of the Director of Development, Planning, Engineering, Building Standards and Economic Development.

Abbey Theater of Dublin, 5600 Post Road

This is the correct and full name for this facility. It is not “The Abbey Theater of Dublin.” On second reference, it is acceptable to use “the Abbey” or “the Abbey Theater.”

City Hall, 5200 Emerald Parkway

Refer to the building as “City Hall,” not the Municipal Building. Departments located at City Hall are Office of the City Manager, Legislative Affairs, Finance, Information Technology, Tax Administration and Community Relations.

CNG or Compressed Natural Gas Fueling Center, located at the Fleet Center, 6351 Shier Rings Road

Dublin Community Pool North, 5660 Dublinshire Drive

Dublin Community Pool South, 6363 Woerner Temple Road

On first reference, use “Dublin Community Pool North” or “Dublin Community Pool South.” On second reference, use “the pool” or, if it is important to create a distinction, “north pool” and “south pool” are acceptable.

Dublin Community Recreation Center, 5600 Post Road

On first reference, use Dublin Community Recreation Center. On second reference, use “the recreation center.” Do not use “rec center.” Recreation Services is housed at the recreation center.

Dublin Entrepreneurial Center, 565 Metro Place South

This is the correct first reference. On second reference, it is acceptable to use the acronym “DEC” without periods.

Dublin Justice Center, 6565 Commerce Parkway

Use this rather than “the Police Department.” This building houses both the Police and Court Services and Records Management.

Fleet Center, 6351 Shier Rings Road

This is the correct name for the building on Shier Rings Road west of Avery Road, adjacent to the Service Center.

Service Center, 6555 Shier Rings Road

Do not use “Service Complex”. Located at the Service Center are Parks, Operations, Streets & Utilities, Human Resources, Events Administration, Volunteer Resources, Office of the Director of Parks & Recreation and Office of the Director of Public Works.

Locations

BriHi Square

BriHi Square is located at the northwest corner of Bridge and High streets. May be called “BriHi” on second reference.

Business Neighborhoods

These are the proper names of the commercial corridors located within the City:

- Bridge Street District
- Emerald Corporate District
- Metro Office District
- Perimeter Commerce District
- Shier Rings TechFlex District
- West Innovation District

Central Ohio

Capitalize “Central”

Columbus Region

Capitalize “Region” when used together.



DUBLIN GEOGRAPHIC REFERENCES | Locations and Parks & Open Spaces

The Country Club at Muirfield Village, 8715 Muirfield Drive

This is the country club located on Muirfield Drive. This is not the championship course.

Glacier Ridge Metro Park

This is the correct title for the park, which is part of the Franklin County Metro Parks District.

Greater Columbus

Capitalize “Greater”.

Grounds of Remembrance/ Veterans Park

The Grounds of Remembrance in Dublin Veterans Park is a tribute to the men and women of the armed forces who have courageously served our country in times of war and peace.



Historic Dublin

This is the correct title to Dublin’s historic district. Do NOT use “Old Dublin.” On second reference, it is acceptable to use “the historic district” or “downtown Dublin.”

Indian Run Falls

Correct title for the waterfalls and park (NOT Shawan Falls).

Muirfield Village

This is the overarching term for the entire Muirfield residential and golf course developments.

Muirfield Village Golf Club, 5750 Memorial Drive

The championship course designed by Jack Nicklaus and the site of the Memorial Tournament presented by Nationwide.

North Fork/South Fork of the Indian Run

Note: Not Indian Run Creek.



Parks & Open Spaces

Addresses and details - DublinOhioUSA.gov

Amberleigh Community Park
Amberleigh Open Space
Amberleigh Park
Avery Road Open Space
Avery Park
Balgriffin Park
Ballantrae Open Space
Ballantrae Park
Belvedere Open Space
Belvedere Park
Bishop's Crossing Open Space
Bishop's Run Open Space
Brandon Open Space
Brighton Woods Park
Bristol Commons Park
Bryson Cove Open Space
Chambers Open Space
Coffman Park
The Commons at Brighton
Coventry Woods Open Space
Coventry Woods Park
Cramer's Crossing Open Space
Cramer Run Open Space
Dalmore Park
Darree Fields
Donegal Cliffs Park
Dublin Road Open Space
Dublin Spring Open Space
Dublin Veterans Park
Dublinshire Open Space
Dublinshire Park
Earlington Park
Earlsford Open Space
Emerald Fields

Emerald Parkway Bridge Open Space
Emerald Parkway Open Space
Glendavon Park
Glenealy Open Space
Gorden Farms Open Space
Green Stone Loop Open Space
Hawk's Nest Open Space
Hawk's Nest Park
Heather Glen North Park
Heather Glen Park
Hutchins Open Space
Indian Run Falls Park
I270/Riverside Dr. Park
Indian Run Meadows Park
Joe's Triangle Open Space
Karrer Barn Open Space
Kendall Ridge Open Space
Kendall Ridge Park
Killilea Park
Kiwanis Riverway Park
Llewellyn Farms Park

Llewellyn Farms South Park
Lombard Open Space
Lowell Trace Open Space
Maroa Wilcox Open Space
Martin Commons Park
ML "Red" Trabue Nature Reserve
Meadows at Wyndham Village Open Space
Monterey Park
Park Mill Open Space
Park Place Open Space
Park Place Park
Post Preserve Park
Red Stone Loop Open Space
Rings Road Open Space
Riverside Woods Open Space
Sam & Eulalia Frantz Park
Sandy Corners Park
Scioto Park
Scioto Shores Open Space
Scottish Corners Park
Shannon Glen Park
Shier Rings Open Space
Smiley Park

Stonefield Park
Summit View Open Space
Sycamore Ridge Park
Tartan West Open Space
Ted Kaltenbach Park
Thaddeus Kosciuszko Park
Trinity Park
Vandeleur Park
Waterford Woods Open Space
Wedgewood Glen Open Space
Wedgewood Glen Park
Wedgewood Hills Open Space
Wedgewood Hills Park
Wellington Open Space
Wellington Park
Westbury Open Space
Westbury Park
Wexford Estates Open Space
Wexford Woods Open Space
Woerner Temple Open Space
Woods of Indian Run
Wyandotte Woods Open Space
Wyndham Park



Street Names

hyphenation

There is no hyphen in Shier Rings Road and Woerner Temple Road. There are hyphens in Avery- Muirfield Drive, Hyland-Croy Road and West Dublin-Granville Road.

I-270/US 33 Interchange

The I-270/US 33 interchange is a critical Franklin/Union County gateway, originally built in the 1960s. Dublin continues to partner with Union and Franklin counties, Marysville and the Ohio Department of Transportation to widen US 33 between the interchange and Post Road and US 33. Although AP Style uses periods for “US,” Dublin style does not.

multiple streets

When identifying intersections or multiple streets/roads/etc., the correct style is to lowercase as follows: “Bridge and High streets” or “Brand and Dublin roads.” However, it should be “Post Road and Smith Street.”

US 33/SR 161

Dublin deviates from AP Style by abbreviating state routes with a capital SR (For example, SR 161). US routes are abbreviated the same way. (For example, US 33).

Dublin Bridges

- Bridge Street Bridge (near BriHi Square)
- Emerald Parkway Bridge (near Cardinal Health)
- Glick Road Bridge (near Columbus Zoo)
- I-270/US 33 Bridge (over US 33)
- Post Road Bridge (over I-270)

Dublin Cemeteries

- Dublin Cemetery - This is the correct title for the former I.O.O.F. Cemetery on Bridge Street in Historic Dublin.
- Indian Run Cemetery
- Mitchell Cemetery
- Mount Zion Cemetery
- St. John Lutheran Cemetery
- Sandy Corners Cemetery



DUBLIN FESTIVALS, EVENTS & CEREMONIES

City of Dublin Christmas Tree Lighting

This is the correct name for the City-sponsored activities that include Santa's arrival, the official tree-lighting ceremony and the lighting of the holiday decorations in Historic Dublin. Do NOT use "Holly Days."

City of Dublin's Halloween Spooktacular

This is the official title of the City-sponsored Halloween event.

City of Dublin's Independence Day Celebration

This is the official title for the City's Independence Day activities, rather than "July 4" or "Fourth of July." This includes a parade ("the City of Dublin's Independence Day Parade,") evening concert and fireworks.

City of Dublin's St. Patrick's Day Parade

This is the name for the parade sponsored by the City to celebrate St. Patrick's Day. It is held on the Saturday prior to or following March 17.

Columbus Feis [pronounced fesh]

The correct title of the annual Irish step-dancing competition held in conjunction with the Dublin Irish Festival. The Festival originated as a way to provide other activities for people attending the Feis.

Dublin Irish Celebration (now known as Dublin Irish Cultural Society)

This is the organization that originated the Dublin Irish Festival.

Dublin Irish Festival

On first use, use "Dublin Irish Festival." On second reference, use "the Festival" or "Festival" or "DIF."

Grand Leprechaun

This is the title for the honorary chair of the St. Patrick's Day Parade.

Grand Marshal

This is the title for the honorary chair of the Independence Day festivities. Note one "l" in marshal.

Irish step dancing

Step dancing is two words.

Kiwanis Frog Jump

Note there is no apostrophe.

Memorial Day

The day set aside to remember the people who died while serving in the country's armed forces

the Memorial Tournament presented by Nationwide

"The" is not capitalized, but is part of the official name, as is "presented by Nationwide." "Tournament" is capitalized when used as a pronoun on second reference. It is not necessary to repeat "presented by Nationwide" after the first reference. The word "Golf" is never to be used in the name, e.g., Memorial Golf Tournament. The Tournament was founded by Jack Nicklaus.

PGA TOUR

TOUR is capitalized when used as part of the title but not if used alone. PGA stands for Professional Golfers' Association of America (note apostrophe); PGA is an acceptable first reference unless the context of the written information suggests spelling out the full title to be beneficial to the reader.

Veterans Day

The day set aside to honor all veterans. Note there is no apostrophe



TECHNOLOGY TERMINOLOGY

City websites

- DublinIrishFestival.org
- DublinOhioUSA.gov
- 27033interchange.org
- OpenforBusiness.DublinOhioUSA.gov
- GlobalInstitute.DublinOhioUSA.gov
- EconDev.DublinOhioUSA.gov
- BridgeStreet.DublinOhioUSA.gov

Dublink

Dublink is 125 miles of fiber optics that run underground throughout Dublin and many surrounding Central Ohio communities

Dublink Transport

Dublink Transport network provides up to 100 gigabits per second of bandwidth to the City's legacy office buildings through a transport edge device – subsidized by the City.

100 Gigabits Fiber Optic Network or 100 Gig or 100 GB

Super high speed broadband

DubNet

This is the correct use of the City's intranet site. Not the DubNets.

Monday Morning Update

The City's weekly email; MMU is acceptable on second reference.

eNews

Timely emails sent by Community Relations to subscribers who register for news alerts by category via the City's website.

Internet terms

The following are correct spelling, punctuation and style:

- internet (lowercase)
- online (no hyphen)
- intranet (lowercase)
- website (lowercase, one word)
- email (lowercase, no hyphen)
- e-newsletter (lowercase with hyphen)
- link
- login
- logon
- logoff
- database
- home page

Web address

In print pieces, it is acceptable to use a period at the end of a web address at the end of a sentence.

If the web address ends with “index.html” or “index.php,” it is not necessary to include that extension. It also is not necessary to include “http://” before a web address. For example:

Incorrect: <http://www.DublinOhioUSA.gov/police/index.html>

Correct: [DublinOhioUSA.gov](http://www.DublinOhioUSA.gov/police)

Correct: [DublinOhioUSA.gov/police](http://www.DublinOhioUSA.gov/police)

Incorrect: <http://www.DublinOhioUSA.gov/dcrc/index.php>

Correct: [DublinOhioUSA.gov/dcrc](http://www.DublinOhioUSA.gov/dcrc)

Web addresses (general)

It is not necessary to use “http://” or www at the beginning of a website address. It also is not necessary to include the “html” or “ptp” at the end of a web address.

Wi-Fi

Acceptable on first reference.



DUBLIN VOLUNTEER TERMINOLOGY

Volunteers

The term “volunteer” should only be used for someone who is giving their time to a City of Dublin, including students, for-credit interns, parks, recreation, special events, office and program volunteers. These individuals are not paid for this service and do not receive anything of significant value as compensation.

City of Dublin employee volunteers

When a City of Dublin employee donates time without compensation (including comp time) to a City event or activity they may be referred to as “volunteers” as long as the nature of the service is unrelated to his/her regular job duties and approved by Volunteer Resources.

If an employee is being paid (including comp time) while working at City-sponsored activities, e.g., Employee Olympics, Dublin Irish Festival, etc., avoid using the word “volunteer” as a noun, verb or adjective. This will prevent confusion with employees and citizens who do “volunteer” their time for the City of Dublin. In requests for their help, use phrases such as “work extra hours” rather than “volunteer to work.”

Corporate Volunteer

Often, a local company will donate a team of employees for their expertise or for labor to a City of Dublin event or project needed. When they are not compensated by, or receive anything of significant value as compensation from the City, these individuals are “corporate volunteers.”

Community Service Officers

Volunteer team of skilled citizens who serve the mission of the Dublin Division of Police with volunteer service to the community’s safety efforts, including house checks, lock outs, general observation and reporting, traffic assistance, and special event support. The name of these volunteers should be capitalized as Community Service Officers, or CSOs.

Park Ambassadors

Volunteer team of skilled citizens who serve in assigned parks or as leaders of park-related volunteerism for service such as nature education, horticultural projects and healthy waterways. The name for these volunteers should be capitalized as Park Ambassadors; each individual is referred to as a Park Ambassador.

Camp Project L.E.E.D.

A middle-school learn-and-serve camp that meets during the summer months co-produced by Dublin Recreation Services and Volunteer Resources. L.E.E.D. is an acronym for Leadership, Ethics, Esteem and Duty and should be referred to as such in its title. Those who are enrolled in the program are referred to as L.E.E.D. volunteers. Former enrollees are referred to as L.E.E.D. alumni/ alumnus/alumnae.

Dublin Teen Corps

A high-school learn-and-serve program that meets throughout the year to learn about local government, local government careers, specific topics such as Development, Safety and local elections. The group also volunteers regularly throughout the year. The group is often referred using the acronym D.T.C. These volunteers are referred to as Dublin Teen Corps members or D.T.C. members and its former members are referred to as DTC alumni/alumnus/alumnae.



GENERAL TERMINOLOGY

affect/effect

“Affect” is a verb, meaning “to influence,” as in “Inflation will affect the price of food.” “Effect” can be used as a verb, meaning “to cause,” as in “He will effect change.” “Effect” is more generally used as a noun: “The effect of inflation can be seen in increases in the price of food.”

bike trail

two words

recreation path

avoid using “bike path” or “shared-use path”

bikeway

one word

canceled

preferred spelling

century

Century is lowercase as follows: 20th century.

dates, times and locations

Commas should be placed between days and years, and after years if a sentence continues, e.g., “Bob was born on April 1, 1996, in Lexington, Ky.” There is no comma if only a month and year are used, e.g., “Bob was born in April 1996 in Kentucky.”

In general, the order should be time, date and place, e.g., “Let’s meet at 10 a.m. Jan. 1 at the recreation center.” However, for invitations, it is preferable to list the date first and then time.

It is not necessary to list the day of the week with a date, unless it is deemed necessary to reinforce when an event will take place, such as for an invitation.

Use a comma after the name of a state when following a city name: “Bob was born in Lexington, Ky., in 1990.”

There is no apostrophe in “1900s” or “1970s”; however, there is an apostrophe when using the abbreviated version: ‘70s.

ensure/insure

Use “insure” only when referring to insurance: “I insure my car, home and life.” For all other cases, use “ensure.” (“Can you ensure the rain will not ruin my sandwich?”)

greenspace

Use as one word

include/including

When preceding a list, the list should be incomplete, as in “We visited dozens of Ohio cities, including Dublin, Cleveland and Zanesville.” Do NOT say, “The colors in the American flag include red, white and blue.” Obviously, the colors in the American flag ARE red, white and blue.

parkland

one word

photo captions

In general, the style should be: Front row (l-r): Bob Smith, Jane Jones and Tom Jones.

PUDs

Plural of planned unit developments. Note: no apostrophe.

rights of way

This is the appropriate plural of “right of way;” NOT “right of ways.”

stormwater

one word



GENERAL TERMINOLOGY

T-shirt

This is the correct use of the word. Note the hyphen and capital letter.

theater/theatre

Use “theater” in all cases, EXCEPT where “theatre” is part of the formal name of a facility or theater group, e.g., Columbus Children’s Theatre or Theatre IV. The City’s black box theater located in the recreation center is the Abbey Theater of Dublin. (Note that “the” is NOT part of the official name of the theater.)

water line

Two words

youth/youths

“Youth” refers to a single young person or young people in general (“the youth of America”). “Youths” is the proper plural form when referring to a specific group of young people, as in “The recreation center offers a wide variety of programming for children, youths and adults.”

ASSOCIATED PRESS QUICK REFERENCE

The following quick reference is taken from *The Associated Press Stylebook and Libel Manual*, Sixth Trade Edition.

Abbreviations

United States

- As a noun, United States: The prime minister left for the United States yesterday.
- As an adjective, U.S. (no spaces): A U.S. soldier was killed in Baghdad yesterday.

States

- Spell out the names of the states in text when they appear alone: Wildfires continued to rage through southern California yesterday.
- Abbreviate them when they appear in conjunction with the name of a city, town, village or military base: Needham, Mass., Oxnard Air Force Base, Calif.
- Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas or Utah (the two states that are not part of the contiguous United States and the states that are five letters or fewer)

When abbreviating U.S. states, do so as follows:

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

- Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico. She said Cook County, Illinois, was Mayor Daley’s stronghold.
- When writing an address on letters and envelopes, use postal abbreviations [which are the two-letter capitalized abbreviations, e.g., “OH” or “KY”].



Academic Degrees

- Avoid abbreviations: Billy Bob, who has a doctorate in philosophy.
- Use an apostrophe in bachelor's degree, a master's, etc. (Note: Do not capitalize.)
- There is no apostrophe in Bachelor of Arts or Master of Science.
- Use abbreviations such as B.A., M.A. and Ph.D. only when the need to identify many people by degree on first reference would make the preferred method cumbersome; use the abbreviations only after a full name and set the abbreviations off with commas: Samuel Cotton, Ph.D., lectured yesterday on bioethics.

Dates

- Always use Arabic figures, without st, nd, rd or th.
- Capitalize months.
- When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec., e.g., Oct. 4 was the day of her birthday.
- When a phrase lists only a month and year, do not separate the month and the year with commas, e.g., February 1980 was his best month.
- When a phrase refers to a month, day and year, set off the year with commas, e.g., Aug. 20, 1964, was the day they had all been waiting for.

Time

- Use figures except for noon and midnight
- Use a colon to separate hours from minutes, e.g., 2:30 a.m.
- 4 o'clock is acceptable, but time listings with a.m. or p.m. are preferred
- When listing a span of time, use 3-4 p.m. (not 3 p.m. to 4 p.m.) When the range of time is from morning to night (or vice versa), use this structure: 11 a.m. to 1 p.m.

Capitalization

Ethnic groups

- The preferred usage for African Americans is "black." The term is not capitalized.
- Preferred usage for Caucasians is "white," also not capitalized.
- Preferred usage for Asian people is "Asian," capitalized.
- "American Indian," capitalized with no hyphen, is preferred over "Native American."

Of seasons

- Lowercase "spring," "summer," "fall" and "winter" and derivatives such as "wintertime" unless part of a formal name: *I love Paris in the springtime; the Winter Olympics.*

Numbers

- Spell out the numbers one through nine; for 10 and up, use Arabic numerals.
- For ages and percentages, always use Arabic numerals, even for numbers less than 10.
- Spell out numerals that start a sentence; if the result is awkward, rewrite the sentence: *Twenty-seven detainees were released yesterday. Yesterday, 993 freshmen entered the college.*
- The one exception to this rule is in a sentence that begins with a calendar year: *1938 was a turbulent year for Leon.*
- Use Roman numerals for wars, monarchs and Popes: *World War II, King George VI, Pope John XXII*
- Spell out casual expressions: *A thousand times no!*
- Proper names: use words or numerals according to an organization's practice: *3M, Twentieth Century Fund, Big Ten*



Punctuation

Apostrophe

- For plural nouns ending in *s*, add only an apostrophe: *the girls' toys*, *states' rights*.
- For singular common nouns ending in *s*, add 's: *the hostess's invitation*, *the witness's answer*
- For singular proper names ending in *s*, use only an apostrophe: *Descartes' theories*, *Kansas' schools*.
- For singular proper names ending in *s* sounds such as *x*, *ce*, and *z*, use 's: *Marx's theories*, *the prince's life*.
- For plurals of a single letter, add 's: *Mind your p's and q's*, *the Red Sox defeated the Oakland A's*.
- Do not use 's for plurals of numbers, or multiple letter combinations: *the 1980s*, *RBIs*

Colon

- Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: He promised this: The company will make good all the losses. But: There were three considerations: expense, time and feasibility.
- Colons go outside quotations marks unless they are part of the quoted material.

Comma

- Do not put a comma before the conjunction in a simple series: *John, Paul, George and Ringo; red, white and blue*.
- Use a comma to set off a person's hometown and age: *Jane Doe, Framingham, was absent. Joe Blow, 34, was arrested yesterday*.

Dash

- Make a dash by striking the hyphen key twice. Put a space on either side of the dash: *Smith offered a plan – it was unprecedented – to raise revenues*.

Hyphen

- Use a hyphen for compound adjectives before the noun: *well-known actor*, *full-time job*, *20-year sentence*.
- Do NOT use a hyphen for compound adjectives in which the first word ends with *-ly*: *Rapidly growing tree*.
- Do not use a hyphen when the compound modifier occurs after the verb: *The actor was well known. Her job became full time. He was sentenced to 20 years*.
- Do not use a hyphen to denote an abrupt change in a sentence – use a dash.
- Suspended hyphenation is used in the following construction: *“The gymnastics class is for 3- to 4-year-old girls.”*

Parentheses

- The perceived need for parentheses is an indication that your sentence is becoming contorted. Try to rewrite the sentence, putting the incidental information in commas, dashes or in another sentence. If you do use parentheses, follow these guidelines:
 - o If the material is inside a sentence, place the period outside the parentheses.
 - o If the parenthetical statement is a complete independent sentence, place the period inside the parentheses. (That's a pretty simple rule.)

Period

- Use a single space after the period at the end of a sentence. Do not double space. The double space before this sentence is unnecessary and incorrect.
- Do not put a space between initials: *C.S. Lewis; G.K. Chesterton*.



Quotation Marks

- In dialogue, each person's words are placed in a separate paragraph, with quotation marks at the beginning and end of each person's speech.
- Periods and commas always go within quotation marks.
- Dashes, semicolons, question marks and exclamation points go within the quotation marks when they apply to the quoted material. They go outside when they apply to the whole sentence.
- Use single marks for quotes within quotes: *She said, "He told me, 'I love you.'"*

Semicolon

- Use a semicolon (;) to indicate a greater separation of thought and information than a comma can convey, but less than a period implies.
- To clarify separate elements of a series when individual elements also are set off by commas, as in *I ate a pile of cheese; a bacon, lettuce and tomato sandwich; and a cupcake or I lived in Dublin, Ohio; Boston, Mass.; and Las Vegas, Nev.*
- To link independent clauses (replacing *and*, *but* or *for*) as in *The package was due last week; it arrived today.* Quite often, a period can be used instead of a semicolon and is preferable.

ADDITIONAL WRITING TIPS

acronyms

In general, it is best to avoid them. When using them, it is not necessary after the first reference to immediately use the acronym, e.g., "Internal Revenue Service (IRS)."

active vs. passive voice

Avoid use of passive voice, e.g., "Elizabeth Taylor played a starring role," instead of "The starring role was played by Elizabeth Taylor."

complement vs. compliment

Colors may complement one another; wearing those colors may earn you a compliment.

its vs. it's

The possessive "its" (as in "turn the camera on its side") vs. the contraction "it's" (short for it is or it has, as in "it's my fault; it's been a hot day.")

principal vs. principle

"Principal" is the main element of something or a title, e.g., a school principal, or a principal building. "Principle" is an abstract element, e.g., the Principle of Relativity, or, "He always sticks to his principles."

standards vs. requirements

The first requires judgment, while the other is mandatory.

your vs. you're

"You're" is the contraction for you are, while "your" is possessive as in belonging to you.

there vs. their vs. they're

"There" is an adverb specifying place; it is also an expletive, e.g., "Sylvia is lying there unconscious" or "There are two plums left." "Their" is a possessive pronoun, e.g., "Fred and Jane finally washed their car." "They're" is the contraction of "they are", e.g., "They're later than usual today."

who vs. which vs. that

Do not use "which" to refer to persons. Use "who" instead, e.g., "I just saw a boy *who* was wearing a yellow banana costume" and "I have to go to math next, *which* is my hardest class." "That," though generally used to refer to things, may be used to refer to a group or class of people, e.g., "Where is the book *that* I was reading?"



ADDITIONAL WRITING TIPS

supposed to

Do not omit the d. Suppose to is incorrect.

flush out vs. flesh out

To flesh out something is to give it substance, or to make it fuller or more nearly complete.

To flush out something is to cause it to leave a hiding place, e.g., “The birds were flushed out of the tree.” It can also be used figuratively, as in “flush out the truth.”

COMMUNICATING THE DUBLIN BRAND

Words that speak to Dublin’s brand ...

PASSION

- Driven
- Energy
- Pride
- Enthusiasm

CREATIVE

- Innovative
- Bold
- Inspiring
- Visionary

DIVERSITY

- Inclusion
- Global
- Welcoming
- Openness

COLLABORATION

- Partnerships
- Teamwork
- Relationships
- Enterprising

INTEGRITY

- Honesty
- Personal responsibility
- Ethical
- Loyalty

COMMITMENT

- Dedicated
- Service
- Customer-focused
- All-in all the time

RESOURCEFUL

- Strategic
- Talented
- Inventive
- Determined

RESPONSIVENESS

- Receptive
- Compassionate
- Resilient
- Engaged

ACCOUNTABILITY

- Transparency
- Reliability
- Trust
- Confidence



DUBLIN OHIO USA BOILERPLATE v. 9.6.16

About the City of Dublin, Ohio, USA

Dublin is a city of more than 44,000 residents located just northwest of Columbus, Ohio. It offers residents and corporate citizens responsive services, attractive housing, superior public education, direct regional highway access, abundant park space, thoughtful and strategic planning, innovative ideas and technology and a dynamic community life. Dublin is consistently ranked one of

the safest cities in the nation and in 2015 was named one of America's Top 20 Creative Class Cities. It is home to more than 20 corporate headquarters, an entrepreneurial center, 3,000+ businesses, world-class events and the urban, walkable Bridge Street District. For more information, visit DublinOhioUSA.gov or call 614.410.4400.

CITY OF DUBLIN BRAND KEY MESSAGES

For Residents

LIVES GROW HERE. Professional lives. Personal lives. Young and old. This is a place where opportunities are endless, the environment is inclusive and extraordinary memories are made every day.

FAMILIES GROW HERE. With 61 parks, sports and recreation programs, a nationally acclaimed school district and world-class events, more than 44,000 people proudly call our safe, vibrant and friendly city home.

NEIGHBORHOODS GROW HERE. With attractive and high quality homes, 100 miles of recreation paths connecting neighborhoods and parks and an unparalleled focus on community engagement, Dublin has earned national recognition as one of the best places to live.

For Businesses

BUSINESSES GROW HERE. Dublin is home to 3000+ businesses, a 100 Gig fiber optic network, a highly-educated workforce and more than 7 million square feet of office space. With a national reputation for quality development and managed growth, this is where commerce thrives.

IDEAS GROW HERE. With three high schools consistently ranked among the top in the country, a dedicated entrepreneurial center and a college campus anchored by Ohio University, the City provides resources, embraces entrepreneurship and fosters partnerships to help grow big ideas.

CREATIVITY GROWS HERE. Innovation gives our city - rated as one of America's Top 20 Creative Class Cities - the competitive edge by adding value and creating a distinct sense of place through the arts, architecture, inventiveness, visionary planning and bold decisions.

For Employees

TEAMWORK GROWS HERE. Our goals as a City are accomplished when we as employees work together. We achieve successful teamwork through communication, trust, integrity, positive attitudes, respect and accountability.

DEDICATION TO SERVICE GROWS HERE. It's why we do what we do. As City employees, we are dedicated public servants who thrive on exceeding our residents' expectations.

INCLUSION GROWS HERE. We invite success and we embrace change. We welcome diversity through thoughts, actions, services and programs. We listen to our employees' voices, we support new endeavors and we value each other's ideals.

