Typical Edits Made to Andover and Abbot Class Notes

On first reference, please provide your classmate’s full name, with the nickname in quotes. Always boldface a classmate’s name in the first reference (except for nicknames).

Wrong: Scooter is having fun. He loves his new hometown.
Right: John “Scooter” Classmate is having fun. Scooter loves his new hometown.
Note: Use nicknames approved by the classmate (as indicated in Class Lists).

Please be sure to identify all non-classmates mentioned.
Wrong: John Classmate and Sally plan to attend the reunion.
Right: John Classmate and wife Sally plan to attend the reunion.
Right: John Classmate and his wife, Sally, plan to attend the reunion.
Right: Sally and John Classmate plan to attend the reunion.
Right: John Classmate and partner Ted plan to attend the reunion. (Or life partner, or whichever term your classmate prefers.)

Please use quotation marks before and after a quote, and indicate who is speaking.
Wrong: Mary Classmate sent an e-mail. I am having a great time.
Right: In an e-mail, Mary Classmate said, “I am having a great time.”
[It’s fine to paraphrase: Mary Classmate says she’s having a great time.]

Please use the correct verb tense, bearing in mind when your class notes will be read.
Wrong: Tom is spending his summer traveling through Europe.
Right: Tom spent the summer traveling through Europe.

For privacy reasons, please do not mention anyone’s exact birth date.
Wrong: Mary’s family celebrated her 60th birthday on June 3, 2010.
Right: Mary’s family celebrated her birthday in June 2010.