

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.