Typical Edits Made to Andover and Abbot Class Notes

When using “we” or “us,” say who the other people are.
  Wrong: We had a wonderful vacation. [You and who?]
  Right: My husband, John, and I had a wonderful vacation.

Use the pronouns “he,” “she,” or “they” only when it’s crystal clear who you mean.
  Wrong: John Classmate has a 2-year-old son. He is an architect.
  Right: John Classmate has a 2-year-old son. John is an architect.

On first reference, give 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 PA’s database).

On first reference, always identify a non-classmate 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.)

Always 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.]

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.

Use a comma before the final “and” in a sentence.
  Wrong: Reunion attendees included John, Mary, Bob and Sally.
  Right: Reunion attendees included John, Mary, Bob, and Sally.

Job titles are not capitalized unless they appear before the name.
  Wrong: John Palfrey is the Head of School.
  Right: John Palfrey is the head of school.
  Right: Head of School John Palfrey will speak at the meeting.

Do not mention anyone’s exact birth date, even a newborn’s.
  Wrong: Mary’s family celebrated her 60th birthday on June 3, 2010.
  Right: Mary’s family celebrated her birthday in June 2010.