

## Mini Style Guide for Recruitment Templates

- Font styles and sizes are pre-set.
- Type in your information using the two prompts located at the bottom of the flyer template.
- After entering your information, please remember to do a spell check.

### DATES

Use the full date format.

Example: Monday, January 2, 2010

Do not use ordinals (i.e. th, nd, st) when giving the date.

Example: Monday, January 2, 2010, not Monday, January 2<sup>nd</sup>, 2010

### TIMES

Use the full time format.

Example: 9:00 am–4:00 pm, not 9 am–4 pm

Note: The am/pm designation does not have periods (.).

When the start and end times are either both in the morning or both in afternoon, there is no need to repeat the am/pm designation.

Example: 9:00–11:00 am; 6:00–8:00 pm

If something starts at 12:00 pm, indicate this as 'noon', not 12:00 p.m.

Example: 10:00 am–noon

When giving the time of an event, use an 'en' dash (long dash), not a hyphen, to separate the times.

### ADDRESSES & LOCATIONS

Use the following format:

Example: St. Matthias School  
9300 W. Beloit Rd., Milwaukee

Note:

- Use the proper name of the location.
- Abbreviate street directions north, south, east, west (N., S., E., W.) and the road, street, avenue, boulevard, etc. designation (Rd., St., Ave., Blvd.)
- Use the city if it's needed for clarity; otherwise leave it off.