

STYLE GUIDE

"A style guide is a "set of standards for the writing and design of documents, either for general use or for a specific publication, organization, or field." This style guide will be for a specific organization (The American Iris Society) and for specific use on its wiki site. The guide will be cognizant of rules associated with the field of horticulture, but not bound by them. The Style Guide's function is to standardize written material for the purpose of clarification for the broadest expected audience.

Abbreviations: As a general rule, don't use abbreviations. The AIS wiki site is accessed by multiple languages and cultures which may or may not recognize an abbreviation.

Exceptions:

Use **R** for **registered** in the context of an official description, but not in narrative.

Also use the standard Iris class abbreviations (**TB, JI, SIB etc.**) in the context of an official description, but not in narrative.

> **Spell out bloom times as follows:**

VE = Very early bloom.

E = Early bloom.

EM = Early midseason bloom

M = Midseason bloom.

ML = Late midseason bloom.

L = Late bloom.

VL = Very late bloom.

> **Spell out bloom time combinations as follows:**

EML = Early, midseason and late bloom

E-M = Early to midseason bloom: etc.

NOTE: Use the suffix "season" only with "mid," and do not add the word "season" after the word "bloom."

> **Spell out all identifying abbreviations.**

RE = **rebloom**, **rev.** following some Color Class numbers = **reverse**.

Sdlg = **seedling**. **Sib** = **sibling**. Colors abbreviated **R. B.** and **Y.**

(as in some older registrations) = **red, blue**, and **yellow**.

NOTE: All seedling numbers should be preceded by the word **seedling**.

NOTE: There are others used and identified in the AIS Check Lists.

Acronyms: Use only if it would be instantly recognized by most.

AIS would almost certainly be recognized as **American Iris Society** by those accessing its web site.

Acronyms such as **JC (Judges Choice)**, **HM (Honorable Mention)**, **AM (Award of Merit)** etc. would not be recognized by most and should be spelled out.

Ampersands (the symbol & in place of the word and): Do not use in links.

Capitalization:

- > Capitalize all proper names. Capitalize the beginning word of sentences, but do not repeat capitalization of words such as standards, falls, seedlings, etc. within a sentence.

Dates:

- > Use numbers, without st, nd, rd or th. = **Oct. 8** not **Oct. 8th**.
- > Abbreviating months is okay as they are instantly recognizable.
- > Do not use Arabic figures for months; write **Jan. 15, 2008** not **1/15/08**.

Linking:

- > Link all Iris names in a parenting list even if that means duplication. Example: If **'Immortality'** appears twice or more, create a link for each time it appears.
- > Link all awards if possible.
- > All Irises should appear on the hybridizer's page.
- > If an Iris was registered by someone other than the hybridizer (*i.e.* **'Ann Jones by Smith'**) it should only appear on Jones' page. It is appropriate to link the Iris to Smith's page, but do not add the Iris name to Smith's page.

Names:

- > Do not use the courtesy titles **Mr., Mrs, Miss or Ms** except as necessary to differentiate between persons with the same last name, or if first name is not known.
Exceptions: The professional title of **Dr.** for **Doctor** as it is instantly recognized as a professional designation. Do not, however, use **Rev.** for **Reverend** or abbreviate **military titles**.
- > First names should be used if known.
- > Use a woman's first name if known, even if registration is shown as **"Mrs.(husbands name)."** Do use the courtesy title "Mrs." if her given first name is not known.

Punctuation:

 Should follow normal English language rules.

- > **hyphen** should be used to clarify connections. Color Classification numbers used in Iris registrations should appear as **Color Class-Y4M** not as **Color Class Y4M** or simply as **Y4M**.
- > **single quotation marks** should enclose all proper Iris names.
- > **standard quotation marks** should enclose Iris names not found in the Iris Register. See example below:
'**Rubaiyat**' (Ruth Johnson, R. 1949) TB. Midseason bloom. Color Class-R3D. "Crimson Tan" X 'Ta Ming'.

Species: The names of **Species Iris** always appear in italics preceded by **I** or **Iris** with the species name itself not capitalized. **Example: *I. pumila* or *Iris pumila*.**