



Livestock
Publications
Council

Advancing livestock media professionals

Style Guide

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A special thanks is extended to those who allowed us to use their style guides to complete this project. An abbreviation for the source of the information follows each entry in the LPC Style Guide, and represents the following: *Drovers Journal* (DJ), *Kansas Livestock Association* (KLA), *The Quarter Horse Journal & The Quarter Racing Journal* (QH), *American Sheep Industry Association* (ASI), *Paint Horse Journal* (PHJ), *National Hog Farmer* (NHF), *the World* (W), *Hereford World* (HW), *National Swine Registry* (NSR), *Pork Leader* (PL), *Texas A & M University* (TAM), and *the Wyoming Business Council* (WBC). Please contact the LPC office for clarifications or to add your style guide information.

A

adjusted weaning weight – In beef cattle, a calf’s weight at weaning adjusted to a standard 205 days. (TAM)

adjusted yearling weight – In beef cattle, a calf’s weight at 1 year of age, adjusted to a standard 365 days. (TAM)

affiliates – state organizations promoting the American Quarter Horse Association. Each state can have a racing affiliate and a show affiliate. Not all states have both. (QH)

afterbirth – One word. The placenta and associated membranes expelled with the fetus during parturition or birth. (TAM)

age – follow AP style – use figures for all ages: (horses and people) *Example:* The 3-year-old colt is by Dash For Cash. Treacherously was a champion at 2. Now 27, Lucky’s O’Boy is enjoying his retirement in Oregon. A horse (other than a gelding) is a colt or filly through age 3. At 4, he or she is a stallion or mare. Casey is 14 years old. Casey, 14, is an AQHYA member. (QH)

aged – horses 4-year-olds and older. (QH)

agribusiness – One word. Production on the farm and ranch. Storage, processing and distribution of agricultural commodities. The manufacture and distribution of farm supplies. (KLA)

All American Futurity — no hyphen. (QH)

All American Quarter Horse Congress – no hyphen; use Congress on second reference. (QH)

all-around – Capitalize only when part of the name of an award. *Example:* The 1994 World Show High-Point All-Around Horse was Yellow Mount. (PHJ, QH)

alley – not alleyway. (QH)

allowance – type of race with conditions based on the horse’s age, sex, past performance, etc. (QH)

also known as – aka on all uses. (QH)

Amarillo – don’t include Texas. (QH)

American Farm Bureau Federation (AFBF) – Organized in 1919, it is the largest farmer organization in the U.S. (TAM)

American Horse Council – use AHC on second reference. Web address: www.horsecouncil.org (QH)

American National CattleWomen.Inc. (ANCW) – *Note:* CattleWomen is one word, with a capital “W” Organized in 1952 as the American National CowBelles to give women a voice in the beef cattle industry. The name was changed in 1984. (WBC)

American Paint Horse – The official name of the breed. Use of Paint Horse or Paint is acceptable. (PHJ)

American Quarter Horse – The official name of the breed. Usually shortened to Quarter Horse. (QH)

American Quarter Horse Association (AQHA) – AQHA is acceptable to use on first reference. (QH)

American Quarter Horse Foundation – use the Foundation on second reference. The American Quarter Horse Foundation is the philanthropic arm of AQHA. The Foundation encompasses three projects: the American Quarter Horse Hall of Fame & Museum, American Quarter Horse Scholarship fund, and equine research. (QH)

American Quarter Horse Hall of Fame – not AQHA Hall of Fame. Use Hall of Fame on second reference. (QH)

American Quarter Horse Hall of Fame & Museum – use Hall of Fame on second reference. (QH)

The American Quarter Horse Journal – (formerly *The Quarter Horse Journal*) Name change effective with June 2001 issue; On second reference, use the *Journal*. When referring to another article in a previous issue, use (April 1990 the *Journal*, page 25). Online as www.aqhajournal.com. (QH)

The American Quarter Horse Journal Subscriber Services Area or Subscribers Area

<http://www.aqhajournal.com> (QH)

American Quarter Horse Racetrack Association – use AQHRTA on second reference. (QH)

The American Quarter Horse Racing Journal – (formerly *The Quarter Racing Journal*) Name change began with June 2001 issue; On second reference, use the *Racing Journal*. When referring to another article in a previous issue, use (April 1990 the *Racing Journal*, page 25). (QH)

The American Quarter Horse Racing Journal Online – official name of the racing magazine’s pages on the AQHA Web site. Use *AQHRJ Online* on second reference. Web address: www.aqharacing.com (QH)

American Quarter Horse Youth Association – AQHYA is acceptable on every reference. (QH)

America’s Horse – AQHA’s member publication that comes out 12 times a year and is mailed free to all life members and all member households. Use *America’s Horse* on second reference. (QH)

America’s Horse Weekly – a weekly e-mail AQHA newsletter that goes to all members who want to receive e-mail from AQHA. (QH)

“America’s Horse” television program – AQHA’s weekly program on the TVG Network. (QH)

Ampersand – Use only if in a proper name. Otherwise, spell out “and” (HW)

Animal Names/Prefixes –

- All herd prefixes are capitalized. For example AA Lady Online 4101.
- No spaces between the prefix unless it represents two operations. For example, C -S Pure Gold 98170.
- Cap STAR when referencing Star Lake Cattle Ranch genetics. Use Star when referring to Lone Star (horned) genetics.
- Cap LAKE and LAKES.
- Cap all ET when referencing embryo transfer calves.
- Titles are not all caps. For example, HH Ms Advance 4011 or CL 1 Mr Domino 0456. (HW)

Animal Unit Month (AUM) – The amount of forage needed by one animal unit for one month. (KLA)

AQHA – acceptable on every reference to the American Quarter Horse Association. *Note:* “the” should not be used before AQHA: Ray Reed stopped at AQHA on his way home.

Uppercase Association when referring to AQHA.

EX: Since AQHA was founded, the Association has grown into the world’s largest equine breed registry.

Capitalize only complete proper names of departments, titles, events and committees (generally will be preceded by AQHA).

EX: Dan Fick is the AQHA Executive Director of Racing. He has been with the racing department since 1980. Among Fick’s responsibilities are setting the agenda for the AQHA Racing Council, Racing Committee and various subcommittees.

EX: The animal welfare subcommittee made two recommendations at the convention. (QH)

AQHA Alliance Partners

American Farrier’s Association (AFA)

American Horse Council (AHC)

The Dude Ranchers’ Association (DRA)

International Buckskin Horse Association (IBHA)

National Cutting Horse Association (NCHA)

National Reined Cow Horse Association (NRHRA)

National Reining Horse Association (NRHA)

National Snaffle Bit Association (NSBA)

National Thoroughbred Racing Association (NTRA)

Palomino Horse Breeders of America (PHBA)

Ranch Horse Association of America (RHAA)

United States Equestrian Team (USET)

United States Team Penning Association (USTPA) (QH)

AQHA Annual Convention (QH)

AQHA Breeder Referral Program – use Breeder Referral on second reference. (QH)

AQHA Broodmare of the Year – determined by a vote of the AQHA Champions Selection Committee which includes selected members of the media. (QH)

AQHA Champion Breeder – determined by a vote of the AQHA Champions Selection Committee which includes selected members of the media. (QH)

AQHA Champion Jockey – determined by a vote of the AQHA Champions Selection Committee which includes selected members of the media. (QH)

AQHA Champion Owner – determined by a vote of the AQHA Champions Selection Committee which includes selected members of the media. (QH)

AQHA Champion Trainer – determined by a vote of the AQHA Champions Selection Committee which includes selected members of the media. (QH)

AQHA Dash to the Challenge Online Handicapping Contest (QH)

AQHA Dash to the Challenge On-track Handicapping Contest (QH)

AQHA Director/AQHA Directors – but lowercase director, if just a general reference to the Association’s directors. (QH)

AQHA Executive Committee – use Executive Committee on second reference. (QH)

AQHA Horseback Riding Program – use program on second reference. (QH)

AQHA Incentive Fund – use Incentive Fund on second reference. (QH)

AQHA judge – judge is lowercase, use judge on second reference. (QH)

AQHA Media and Marketing Awards – formerly known as Steel Dust Awards. (QH)

AQHA member – member is lowercase. (QH)

AQHA Novice Program – it is the novice program not the novice division. (QH)

AQHA Official Handbook – should not be italicized. Will usually have the year in front of it, for example, 2002 Official Handbook. (QH)

AQHA Professional Horsemen’s Association — use Professional Horsemen on second reference. (QH)

AQHA Racing Council – use council on second reference. (QH)

AQHA Racing Council Special Recognition Award (QH)

AQHA Stud Book and Registration Committee – use the word “and,” not an ampersand. Is lowercase (stud book and registration committee) if it doesn’t follow AQHA. (QH)

AQHA World Championship Show – also AQHA World Show. Use World Show on second reference. The first week of competition is the Bank of America Amateur. The second week of competition is the FedEx Open. (QH)

AQHF Historical Marker (QH)

AQHYA member — member is lowercase. (QH)

AQHYA Racing Experience — three-level program designed to introduce members to racing:

AQHYA Championship Experience — held during Bank of America® Challenge Championships.

AQHYA Ownership Experience — members can own a racehorse that competes in the AQHYA Challenge Claiming Stakes during the Bank of America Challenge Championships.

AQHYA Regional Racing Experience — patterned after the AQHYA Championship Experience and held on a local level.

Use Racing Experience, Championship Experience, Ownership Experience and Regional

Racing Experience on second reference. (QH)

AQHYA World Championship Show – Use **Youth World** on second reference. AQHA youth events prior to January 1996 were part of the American *Junior* Quarter Horse Association (AJQHA). Name of show changed to Ford AQHYA World Championship Show in 2006. (QH)

appendix – refers to a registered Quarter Horse that results from the mating of a numbered Quarter Horse to a Thoroughbred. Lowercase. (QH)

artificial insemination – A.I. stands alone. Never use A.I.ed. *Example:* The heifer was bred A.I. *Note:* Some publications do not use the period between the letters, AI. (PHJ, W, HW)

artificial insemination – AI stands alone. No periods. OK to use AIing, AIed. *Example:* The gilt was bred AI. (NSR)

Association of Racing Commissioners International – organization representing state, provincial and some international racing commissions. Use RCI on second reference. (QH)

assure, ensure, insure – You can *assure* someone that a task will be done, as *assure* requires an animate direct object (like a person). You can *ensure* the safety of the passengers in a vehicle by adding air bags; and you can *insure* your car by getting a policy with Allstate. *Ensure* and *insure* are often used interchangeably, but strict adherence to dictionary definitions entails using *insure* in situations that involve financial insurance. (QH)

average – Abbreviate avg, not ave. (NSR, W)

average daily gain (ADG) – ADG stands alone on first reference. The daily change in body weight gained by an animal per day. (HW, KLA, NSR)

AXCIS Information Network – Provides computer software-based handicapping products for racing and wagering. Is AQHA's exclusive electronic handicapping service provider. Product line is known as TrackMaster. Web address: www.axcis.com or www.trackmaster.com (QH)

B

backfat – One word. Layer of fat between the skin and muscle along an animal's back (measured in inches) (HW, NSR)

backfat EPD (BF) – An EPD that predicts the backfat of offspring. When listing backfat measurements, always place a zero before the decimal point. *Example:* 0.45 BF (NSR)

backgrounding – One word. The conditioning process in the growing phase before fattening on grass or in a feedlot. (HW)

bald face – Two words. White face, including eyes and nostrils. (PHJ)

baldie, black baldie, red baldie – Lowercase. A color, not an official breed. (WBC)

balling gun – A pill-administering instrument that is inserted down an animal's throat. Also call a **bolus gun**. (TAM)

Bank of America® Racing Challenge — use the ® (R) after America on first reference. The program consists of regional races held across the United States and in Canada and Mexico. The winners advance to the Bank of America® Challenge Championships, which are held at a different site each year.

In 2007, the Challenge Championships will be held November 3 at Los Alamitos Race Course. The regional races are:

Bank of America (Name of Region) Challenge

Bayer Legend (Name of Region) Derby Challenge

Ford Juvenile (Name of Region) Challenge

John Deere (Name of Region) Distaff Challenge

Red Cell (Name of Region) Distance Challenge

AQHA (Name of Region) Claiming Challenge

The races that comprise the Challenge Championships are:

Bank of America Challenge Championship (G1)

Bayer Legend Derby Challenge Championship (G1)

Ford Juvenile Challenge Championship (G2)

John Deere Distaff Challenge Championship (G1)

Red Cell Distance Challenge Championship (G1)

AQHA Claiming Challenge Championship (QH)

barbecue – Preferred spelling, but **barbeque** is acceptable. (TAM) Do not spell barbeque. (NSR)

barn sour – Two words. Describes a horse that does not want to leave or return to its barn area. (PHJ)

barrow – A castrated male pig (NHF, NSR)

Bayer Select World Championship Show – Use Bayer Select World on second reference (QH)

because, since – Use *because* to denote a specific cause-effect relationship: He went because he was told.

Since is acceptable in a casual sense when the first event in a sequence led logically to the second, but was not its direct cause: He went to the game, since he had been given the tickets. (QH)

biosecurity – No hyphen. (NSR)

birth weight, weaning weight, yearling weight – Two words. (NHF, NSR)

blind quarter – The quarter of an udder that is unable to secrete milk. (TAM)

bloodline – One word. (PHJ, QH)

blood horse – A pedigreed animal; term is usually associated with Thoroughbreds. (PHJ)

blood type – The blood group

blood typing – The process of classifying blood.

blood-type – (verb) *Examples:* Horses have a specific blood type, as do humans. The APHS is now blood typing all stallions. The veterinarian decided to blood-type the horse. (PHJ)

blue hen – term to describe influential broodmare that is noteworthy producer: Trippy Dip (TB) is a blue-hen mare. (QH)

boar – A male pig used for any breeding purpose. (NHF, NSR)

bottomline – one word when referring to a horse's conformation. Two words when referring to a financial condition. (QH)

bowlegged – No hyphen. (TAM)

bred-and-owned – Refers to the owner's relationship to the cow and calf. (KLA)

breed names – Always capitalize the bred names of sheep, beef cattle and horses. "Horse" is capitalized as dictated by breed associations: Paint Horse, Quarter Horse, Morgan Horse. Other species are not typically capitalized: Angora goats, Holstein cattle. (ASI, HW, W, QHJ, PHJ)

Breeds of cattle – Oklahoma State University has a good Web site to use for reference on cattle breeds. www.ansi.okstate.edu/breeds/cattle/> (HW)

breeding program – Use as one word for straightbred, purebred, linebred and crossbred, or linebreeding, crossbreeding. (HW)

breeds – capitalize all breeds of horses and other animals. (QH)

broncy (QH)

broodmare – One word. A mare kept mostly for breeding. (PHJ)

broodmare sire – Sire of a broodmare. Also known as maternal grandsire. (QH)

broomtail – One word. Slang for a range horse of nondescript breeding. (PHJ)

buck (n) – The mature male sheep and goat. The buck sheep is more often called a ram, and the buck goat is also known as a billy. (TAM)

bull – A sexually mature male bovine. (TAM)

bylines –

Capitalize the first letter of the first word in a byline. (QH)

EX: By Jim Jennings

Article and photos by Jim Jennings

Illustration by Randee Fox

When used at the end of a story, the byline should be all caps in normal text (not italicized).

EX: BY MAGGIE MARTIN

Do not use end punctuation with bylines.

For training stories, use this convention: By Trainer Name With Writer Name.

C

calcutta – a form of wagering on a race in which buyers bid on the expected performances of horses in a race. The money is pooled and the winning buyers split the pot. (QH)

calf – The young of cattle. Plural is calves. (TAM)

calf roping — always use tie-down instead of calf roping. (QH)

Canada – when referring to Canadian towns, not necessary to use Canada following the name of the town and province.
EX: Calgary, Alberta. (QH)

cattle breeds – Capitalize all cattle breed names.

EX: Hereford, Angus, Simmental, Brangus, Longhorn, Limousin (QH)

cattle guard – A slatted structure built at ground level that allows vehicles to pass through a fence line, but discourages livestock. (TAM, KLA)

cattleman, cattlemen (pl) – One word (WBC)

Cattlemen’s Beef Promotion and Research Board – Often referred to as the Beef Board. (HW)

cavaletti – use for singular and plural form of word. (QH)

Certified Hereford Beef – Spell out on first reference. CHB after first reference. American Hereford Association’s branded beef program. (HW)

chairman, spokesman, chairwoman – use **chair** instead for either male or female. (QH)

champion titles – Do not capitalize champion, division or class titles. Do capitalize the animal’s name. (HW)

chaps – Heavy leather leggings worn to protect horseback riders in brush and cactus. *Note:* pronounced “shaps.” (PHJ, WHB)

checkoff – Money collected from the sale of specific commodity products used for promotion and related activities. (PL)

checkrein – A rein attached to the bridle, and then to the saddle or harness, to keep a horse’s head in a certain position. (PHJ)

chilled semen – use cooled semen, instead. (QH)

city, state – Follow AP style under “Datelines” for use of state with major cities. The name of the state is not necessary when naming large cities: Atlanta, Dallas, Oklahoma City, St. Louis, etc. (QH)

claiming race – Type of race in which each horse entered is eligible to be purchased for a set price. (QH)

closeout – Removal of a cohort of pigs from a production stage. (NHF)

Coggins test (QH)

cohort – A group of animals that share a common event within a defined time period. (NHF)

coldblood – One word. A grade horse with a non-descript or unknown breeding; a horse of draft horse breeding. (PHJ)

colic – A digestive disorder in horses. *Example:* A horse colics, a horse is colicking, or a horse is colicky. (PHJ, QH)

colitis X (QH)

colors – There are 14 Quarter Horse coat colors. “Dun” and “bay” are never abbreviated. Use the following abbreviations in pedigrees:

blk – black

s – sorrel

ch – chestnut

brn – brown

bkn – buckskin

pal – palomino

gru – grullo

red – red dun

gr – gray

bro – blue roan

rro – red roan

byr – bay roan (new color added to rule book March 2002) (QH)

colt – A stallion under 3 years of age (4 years in Thoroughbreds). The term is also used to indicate any young horse of either sex. (PHJ)

comma –

In a simple series, there is no comma before the last item. However, a comma should be used for clarity.

A comma should follow the name of a state when it is used with the name of a city.

EX: The Selma, Alabama, group saw the horse. (QH)

comprise – means to contain, include all or embrace. It is an active verb; therefore, comprised of is incorrect: The AQHA Board of Directors comprises 151 people. (QH)

conformation – An animal's physical characteristics – often misspelled "confirmation." (WBC)

consecutive – use instead of straight. Refrigerator won three consecutive runnings of the Champion of Champions (G1). (QH)

contemporary group – A group of pigs that are of the same sex or breed/line combination that have been raised in the same management group and given the same opportunity to perform. (NHF, NSR)

contest title – Capitalize if part of an official title. Lowercase in general reference. Examples: the NJSS Judging Contest, the NJSA Eastern Regional Skillathon, the skillathon contest at the NJSA Eastern Regional (NSR)

cooled semen – use instead of chilled semen. Also, transported cooled semen. (QH)

co-op – Abbreviation for cooperative, an organization or association of member-owners who operate a business that provides goods and services. (WBC, TAM, KLA)

co-sponsor, co-sponsors, co-sponsored (QH)

Corporate Partner – Name for AQHA sponsors and should be referred to as partners, not sponsors. Capitalize when used as part of formal phrase: AQHA Corporate Partner Ford, for example. (QH)

Cottonseed – Always one word. (TAM)

counter-canter (QH)

Country of origin –

- As presented in the 2002 Farm Bill, country of origin labeling becomes mandatory as of Sept. 30, 2004.
- USDA is responsible for enforcing it
- Because of the emotion surrounding country of origin labeling, we will not use either acronym (COL or COOL) on second reference due to the bias each carries. However, it is still of educational value to provide the acronyms. On first reference, provide in parentheses (often referred to as COL or COOL).
- Hyphenate country-of-origin when followed by regulations, laws, etc. (HW)

Courtesy titles –

- Avoid using Dr., Mr., Mrs., Miss., or Ms. in any Hereford publication. Use Dr. only in reference to a medical doctor, not in reference to a veterinarian or an academic professor.
- Editorial: Use DVM, MD, instead of Dr. Capitalize formal titles when they are used immediately before a name AHA President Jack Holden, Jack Holden, president AHA
- Do Not capitalize descriptive occupational titles such as producer Gary Salen (HW)

cow – A sexually mature female bovine. Usually called a heifer until its first calf is born. (TAM, WBC)

cow-calf – Hyphenate in all instances. (HW, KLA)

cow classes – Capitalize ALL-American and ALL-State winnings when stated as a title. *Example:* All-American 4-Year Old Cow; She was an All-American; Reserve All-American Get of Sire. (W)

cow herd – Always two words. (HW)

cow horse – Two words. (PHJ, QH)

Gordon Crone Award – presented during the AQHA Racing Conference to a male member of the racing industry for his accomplishments during the past year. (QH)

crossbred, crossbreeding – In general, the mating of different breeds in the same species. Do not capitalize. (NSR, TAM)

cross-country (QH)

cross fostering – The transfer of preweaned pigs among litters. (NHF)

crossie (noun), crosstied (adjective), cross tie (verb) (QH)

currycomb (QH)

Cutlines –

- Use acronyms and abbreviations on first reference: *NJHA members*... We'll let them go to the story for the full name.
- When referring to source in cutlines, use full name and title for the cutline of first dominant photo: *Jack Ward, director of performance programs, spoke*... Use the last name on photo cutlines thereafter: *Person informed*
- Avoid widows. The last line of a cutline should be more than half the width of the photo.
- Use the same tense as attributions in the accompanying article. If a stand-alone photo, use present tense.
- When identifying individuals within groups of people, the location should be included in parentheses in the form (left), (right), (center), (from left), (standing, from left), (seated, from left). Examples: The Iowa Angus Association recognized Dennis Massner (right), Mediapolis, Iowa, for owning the 1999 Iowa Show Heifer of the Year. Denny Domer presented the award.
- Note: No comma after “include” or “are”
- Use minimal number of locators. For example, if only two people and say Joe (left) and Bob Smith. Don't say Joe (left) and Bob (right) Smith. (HW)

cutout – Always one word. Refers to carcass value. (HWA, KLA)

CWT – Hundred weight. Stands alone. No periods when abbreviated. (HW, NSR)

D

Daily Racing Form – No “The” on first reference. Use *Form* on second reference. (QH)

Daily Racing Form/NTRA National Handicapping Championship (QH)

DHIA – Dairy Herd Improvement Association. (W)

DHIR – Dairy Herd Improvement Registry. (W)

dam – In livestock, a female parent. (NSR, TAM)

dark day – refers to a day on which a racetrack is not conducting live racing but could be open for simulcasting only. (QH)

dash – a dash (actually two hyphens) must be preceded and followed by a space.

EX: The judge listed the qualities – confidence, poise and polish – that he preferred in showmanship exhibitors. (QH)

dates – use hyphens: The workshop, which will be held June 30-July 1, precedes the July 2-4 trials for the Heritage Place Futurity (G1). (QH)

dead heat – use only as a noun, not as a verb: Avison and Down With Debt finished in a dead heat for first. (QH)

deaths of horses – It is no longer necessary for a horse to have earned an ROM in performance events or racing to be included in the “Deaths of Horses” column in *The American Quarter Horse Journal*.

Horse obits follow standard journalistic style and should include the date of death and cause of death (the latter of which is based on the owner's discretion). Outside achievements can be included if the horse excelled in non-AQHA competition.

Horse deaths eligible for the “Deaths of Horses” column must have occurred within the six months preceding notification of the death. (QH)

Decks – Follow sentence style, capitalizing the first letter of the first word. Use end punctuation. (QH)

dehorn (v) – To remove the horns of animals. (TAM)

derbies, futurities, maturities – When grouping more than one type of race or performance event, the word is lowercase: In 1993, Four Forty Blast won the Grade 1 Los Alamitos and Governor's Cup derbies. (QH)

dewlap – The droopy skin fold hanging from the throat and chest areas of some animals. (TAM)

Diseases –

- bovine leukemia virus (BLS)
- bovine respiratory syncytial virus (BRSV)
- bovine spongiform encephalopathy (BSE). Do not use “mad cow disease” unless in a direct quotation
- bovine viral diarrhea (BVD)
- bovine tuberculosis (TB)
- brucellosis, also known as “Bang’s disease”
- Escherichia coli 0157:H7 (E. coli), it is acceptable to use E. coli in all references.
- foot-and-mouth disease (FMD), note the hyphens
- infectious bovine rhinotracheitis (IBR)
- Johne’s disease (Johne’s)
- parainfluenza-3 virus (PI3) Note: 3 is a subscript
- pneumonia
- poliomyelomalacia (polio)
- “shipping fever” is a disease complex that involves several pathogens (HW)

distaff – describes racing competition for fillies and mares.

EX: The distaff division is tough this year.

A female racehorse also can be referred to as a “distaffer.” (QH)

distances – Use numbers rather than spelling out the distances: He won by 1 1/4 lengths. (QH)

The Downs at Albuquerque – include “The.” Use Albuquerque on second reference. Be sure not to confuse The Downs at Albuquerque meet with the New Mexico State Fair meet. (QH)

draw reins – training device used to correct headset (QH)

dry band – A band of flock of lambless ewes. (TAM)

drylot – A small fenced area or pen where cattle are kept for a certain period of time. (TAM)

Drydales Western Store – AQHA corporate partner. (QH)

dually (QH)

Duroc – Durocs are red pigs with drooping ears. They are the second most recorded breed of swine in the United States and a major breed in many other countries, especially as a terminal sire or in hybrids. Durocs can range from a very light golden, almost yellow color, to a very dark red color that approaches mahogany. Always capitalize. (NSR)

D.V.M. – doctor of veterinary medicine. Use periods and a comma before initials. John Burch, D.V.M. (QH)

E

Ear notch, ear notching – Always two words. (NSR)

earnings, prize money – drop cents from amount, and round up – if 50 cents or higher – to next dollar. (QH)

E.coli – Capitalize the “E.” lowercase the c. When used with the strain O.157, the “O” is a letter, not a numeral. *Example:* E. coli O.157. (NSR, KLA)

ellipses – should be written “The low humidity ... is the best thing about Amarillo’s weather.” Use a space before and after the ellipses. (QH)

e-mail – Italicize all e-mail and Web site addresses and do not line-break, hyphenate or add punctuation to an address. (If an address ends a sentence, it is acceptable to add a period at the end.) (QH)

EX: You may call Amy Owens at (806) 376-4888, ext. 370, or e-mail her at *aowens@aqha.org*.

EX: The address for *The American Quarter Horse Racing Journal Online* is *www.aqharacing.com*

If a layout artist finds it necessary to line-break an e-mail or Internet address, the line-break should occur *before* any punctuation mark in the address.

DON’T: *www.itza.lemon/com.*

sellit.aol

DO: *www.itza.lemon/com*

.sellit.aol

embryo transfer – (E.T.) The process of transferring a donor embryo into recipient cow. E.T. can stand alone. *Example:* She is an E.T. calf. (HW, KLA)

English – uppercase. (QH)

Environmental Protection Agency – EPA stands alone. (NSR)

equaled, equaling, traveled, traveling, etc. – these words do not require the second “l.” (QH)

Equibase Company – official data collection agency for Thoroughbred and Quarter Horse racing. May use Equibase on first reference. Web address: *www.equibase.com* (QH)

equine protozoal myeloencephalitis – Use EPM on second reference. (QH)

equitation – can be used instead of hunt seat equitation. (QH)

ESPN (QH)

ESPN2 – changed from lower case *espn2* (9/20/01 per Stacie Higgins) (QH)

euthanized – preferred term, instead of destroyed, humanely destroyed, put down. (QH)

ewe – A mature female sheep. (TAM)

expected progeny difference (EPD) – EPD can stand alone in editorial. Plural is EPDs (no apostrophe). *Note:* positive (+) is assumed; print (-) if a negative. *Example:* BW -3.0, WW 27, YW 57, M 10, M&G 18 (HW, WBC)

exotic wagers – do not capitalize: daily double, trifecta, pick six, twin trifecta, etc. (QH)

F

F1 – The first generation of offspring or progeny from the parents. (TAM)

F2 – The second generation of offspring or progeny from the inbreeding of the F1 generation of offspring. (TAM)

FFA – Once stood for Future Farmers of America, now the group is referred to only as FFA. (WBC)

Fair Grounds – racetrack in New Orleans; not The Fair Grounds. (QH)

farrowing – Birth of a litter of one or more live, stillborn or mummified pigs on or after the 110th day of pregnancy. (NHF)

farther, further – *farther* indicate physical distance.

EX: The farther she runs, the better she gets.

Further refers to an extension of time or degree.

EX: She will look further into the mystery. (QH)

fat cattle or fed cattle – Cattle that have been fattened on grain for slaughter. (TAM)

feedlot – One word. A large fenced yard or pen where livestock are kept for feeding or fattening. (HW, KLA)

feedyard – One word. Sale as feedlot. (HW, KLA)

fewer, less – follow AP style. (QH)

filly – Refers to a female horse less than 3 years of age (4years of age in Thoroughbreds). (PHJ)

finals – capitalize when part of event’s official name: National Finals Rodeo.

When referring to racing, however, the word should be singular: Treacherously qualified to the final of the Southwestern Derby (G3). (QH)

finisher pig – A growing pig beyond the nursery production stage. (NHF)

flock – A group of sheep or goats kept on fenced ranges or pastures; a small group on a farm. (TAM)

foal – A young, unweaned horse, male or female. (TAM)

foal-share, foal-sharing (QH)

foodservice – One word. (ASI)

Ford AQHYA World Championship Show – Name of youth show changed from AQHYA World Championship Show to Ford AQHYA World Championship Show in 2006. Use Ford Youth World for second reference. (QH)

foreign – use international when referring to AQHA associations, etc., in countries outside the United States. (QH)

Fort Keogh Livestock and Range Research Station – Miles City Station (HW)

4-H – The 4 is never spelled out; never Four-H. (WBC)

freshman, freshmen, juvenile – synonyms for a 2-year-old racehorse and subjects having to do with 2-year-old racehorses.
EX: freshman ranks, leading juvenile earner, etc. (QH)

full sister, full brother – Two words. An animal with the same sire and dam. (QH, WBC)

fund-raiser, fundraising, fund-raising – follow AP style. (QH)

G

Garrett's Miss Pawhuska – On the AS/400, her name appears as Garrettsmisspawhuska. However, her name should be written with the apostrophe and as three words. She was to be registered as Miss Pawhuska, but because the registry already had a horse named as such, the Garrett's was added. (QH)

Gelding – A male horse castrated before reaching maturity. (TAM)

genotype, genotyped, genotyping – this is not the same as parentage verification. A sire and dam must be genotyped for a foal to be parentage verified. (QH)

get – preferable word is progeny or descendants, depending on appropriate usage. (QH) A stallion's or bull's offspring. (WBC)

get-of-sire – A group show division in which the animals shown are sired by the same bull. (HW)

gilt – A female pig kept for purposes other than breeding. (NHF)

graded stakes – (the *Racing Journal* only) include the grade of a stakes on first reference.

EX: the Remington Park Derby (G1)

Capitalize Grade 1 (2, 3) when used before the name of a graded stakes.

EX: During his career, he won the Grade 1 Ruidoso Futurity and Ruidoso Derby. Questions about a grade? Refer to the official list of graded stakes for the current year that appears in the January *QRJ*. (QH)

granddam – One word. (HW, QH)

granddaughter – One word. (HW)

greenbroke – One word. A horse that has been handled and trained on a limited basis. (PHJ)

Greyhound – use instead of dog when referring to the racing breed: The track is the first to offer Greyhound racing in Texas. (QH)

H

half sister, half brother – Two words. An animal that has the same mother or father, but both parents are not the same. (QH, WBC)

halter-broke – Means the animal will accept a halter and can be led. (PHJ)

hammerhead – A horse with a coarse head. (PHJ)

hands – Used to describe a horse's height, measuring from the ground to the withers. One hand equals 4 inches. *Example:* A horse measuring 14-2 hands stands 14 hands, 2 inches. (PHJ)

he, she, him, her – use when gender of an animal is known. Otherwise, use "it." (QH)

heading, heeling – suitable instead of writing out the full name of the class. However, when the class' full name is written, "heading" or "heeling," should be separated by hyphen following the name: dally team roping—heading, dally team roping—heeling. (QH)

headlines/subheads –

Follow AP Style for composition titles in all cases except when a situation is not addressed, then refer to the New York Times Stylebook.

AP Style: Capitalize the principle words in a headline, including prepositions and conjunctions;

EX: Look at All the Trailers!

Capitalize an article (a, an, the) of less than four letters if it is the first or last word in a headline.

EX: A Real Standout

New York Times Style: In general, capitalize both parts of a hyphenated compound in a headline: Good-Bye, Sit-In, Make-Believe, etc.

When a hyphen is used with a prefix of two or three letters merely to separate doubled vowels or to clarify pronunciation, lowercase after the hyphen: co-op, re-entry, pre-empt. (QH)

headset (QH)

head wind (QH)

heifer – A young bovine before she has her first calf. (TAM)

herd sire or herd bull – Always two words. (HW)

National Hereford Feedout – Formerly known as the Genetic Outreach Program

Heritage Place – sale company in Oklahoma City. Holds the Heritage Place Yearling Sale. (QH)

highest-selling horse – acceptable when describing a horse that was sold for the highest price at a sale, for example. Also, second-highest-selling horse. (QH)

high-point – appears as "hi-point" on AS/400 because of space restrictions. (QH)

horned, polled – Lower case unless in the name of a farm, ranch, sale, show or other proper usage. *Example:* Curtis Polled Herefords. The Smith family raises horned Herefords. (HW)

horsemanship – not western horsemanship. (QH)

horse race, horse racing – Two words, but racehorse is one word. (TAM)

hot-blooded – (adj) In horses, an animal of eastern or oriental blood. When writing the description as a noun, use one word. *Example:* The horse is a hotblood. (PHJ)

Hubbard Museum of the American West – in Ruidoso Downs, New Mexico. (QH)

hunter – refers to working hunter, not hunter under saddle. (QH)

Hyperkalemic Periodic Paralysis – spell out on first reference; use HYPP on subsequent references. (QH)

I

identification number – abbreviation is ID number. (QH)

Inc., Jr., LLC, Ltd., Sr. – no comma before: Brazos Ranch Inc., Joe Badilla Jr., Vessels Stallion Farm LLC. (QH)

include – AP style says to use include “to introduce a series when items that follow are only part of the total.” This year’s American Quarter Horse Hall of Fame inductees include Easy Jet and Go Man Go. (QH)

Internet – may use “the Web” on second reference. (See **e-mail**.) (QH)

interstate – between states. (QH)

intramuscular – Within a muscle, such as an intramuscular injection. (TAM)

intrastate – within a state. (QH)

in vitro – Within an artificial environment, such as a bottle or test tube; outside of or in isolation from a whole organism. (TAM, KLA)

IPRA – International Professional Rodeo Association with headquarters in Oklahoma City. Rodeos primarily located east of the Mississippi River. (QH)

J

jack – A mature, uncastrated donkey or ass. (TAM)

jennet – A female donkey or ass; also call a jenny. (TAM)

Jockey Club – Custodian of the American Stud Book, the registry of Thoroughbred horses. (PHJ)

The Jockey Club Information Systems Inc. – multimedia information and service provider. Among its program is Equine Line 2000 for American Quarter Horses, which provides detailed race records and catalog-style pedigrees for racehorses at www.equineline.com. (QH)

Jockeys’ Guild – use Guild on second reference. (QH)

judges card (QH)

K

kid – A young goat, usually less than a year of age. (TAM)

Kimura, Tim – trail course designer for World Show and Youth World. (QH)

knockdown – When a rail or the top element of a jump is displaced by the horse during a jump. (PHJ)

L

lamb (n)(v) – A sheep less than 1 year old(n); to give birth to a lamb (v). (TAM)

lamb burger – Two words. (ASI)

Landrace – Landrace are white in color. Their ears droop and slant forward with its top edges nearly parallel to the bridge of a straight nose. Landrace, which are noted for their ability to farrow and raise large litters, are the fourth most recorded breed of swine in the United States. Always capitalize. (NSR)

lay, lie – follow AP style. The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*. *Lie* indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*. When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*. See the AP guide for examples. (QH)

lead line, lead-line – two words when used to refer to a lead rope. Hyphenate when used as adjective: lead-line class. (QH)

libido – The sexual drive that causes a male to seek a female for mating. (NSR)

life cycle – Two words. (TAM)

limit feeding – The restriction of the amount of high-energy feedstuffs an animal receives every day. This is done to prevent breeding sows from becoming excessively overweight and to prevent farrowing difficulty. (NSR)

line – A specific bloodline of pigs that traces back to a single individual or family of pigs with excellent traits. (NSR)

Line One – Always two words spelled and capitalized. Line of horned Hereford cattle originating at Miles City. Use L1 only in a proper name. (HW)

Lineage – Lineage is descent from an ancestor, ancestry or family; where as linage is the number of lines on a page. (TAM)

Linebreeding – The effort to fix or accent a desired genetic trait; a form of inbreeding. (NSR, TAM)

litter – The pigs farrowed at one time by a sow. The offspring of a sow's farrowing. The average litter size is eight, though many breeds consistently produce more than the average. (NSR, TAM)

litter weight – The total weight of a sow's litter. Always two words. (NSR)

Little Joe The Wrangler – name should appear as four words. (QH)

livestock is or livestock are – If the word is used as a single, concise unit, use is. If used in a general sense, use are. *Examples;* Livestock is a shaky investment. Livestock are doing well after the rains. (TAM)

Livestock judging team – A group of four to five high school or college students that typically evaluate groups of hogs, cattle and sheep at livestock judging contests, and defend their class placings with oral reasons. Never hyphenate. (NSR)

Livestock Publications Council (LPC) – LPC stands alone after the first reference. A membership organization founded in 1974 to promote the understanding and cooperation among publications serving the livestock industry. (NSR)

Log in, log on, log off, login, logon, logoff – Two words when used as a verb; one word when used as a noun. (QH)

loineye area or loin eye area – Varies among publications. In pork, applies to the ribeye at the 12th rib. Also known as the pork chop, this is the most important cut of meat from a pig. (HW, NSR, TAM)

longe line – When a horse is worked in a circle at the end of a longe line, he is being "longed," or he is "longeing." *Example:* Longe the horse in the arena. (QH)

Los Alamitos Cash Bonanza – \$1-million bonus awarded to 2-year-old that wins the Grade 1 Ed Burke Million, Golden State Million and Los Alamitos Two Million futurities. (QH)

Los Alamitos Quarter Horse Racing Association – operates an all-breeds meet at Los Alamitos. (QH)

M

maiden – horse that has never won a race. (QH)

mamas (QH)

mare – A female horse 4 years of age or older (in Thoroughbreds, 5 years or older). (PHJ)

Anne W. Marion – or Anne Windfohr Marion (QH)

market hog – This is another name for a butcher hog – an animal that weighs between 200 and 260 pounds and is usually five to seven months old. (NSR)

Maternal Line Index (MLI) – This index weights EPDs for both terminal and maternal traits relative to their economic values, placing approximately twice as much emphasis on reproductive traits relative to post-weaning traits. (NSR)

may, might – *may* indicates permission: Contributions may be made to the AQHYA Scholarship Fund. *Might* indicates possibility: The horse might contract laminitis. (QH)

MBNA America® Racing Challenge – see Bank of America® Racing Challenge (QH)

MD Barns Silver Spur Award – The MD Barns Silver Spur Award honors American Quarter Horses who have significantly impacted the lives of others or have created a favorable perception of the breed. (QH)

Meat Animal Research Center (MARC) – MARC after the first reference. (NSR)

Meatcase – One word. Retail display case for meat. (KLA)

meet, season – use when referring to a track’s live racing season. (QH)

month, year – April 1990, not April of 1990. (QH)

Months – Always spell out in headlines. Abbreviate if used as a complete date, otherwise spell out. March, April, May, June, July are not abbreviated. (HW)

more than/over – *More than* generally should be used when indicating an amount. *Over* refers to spatial relations. (QH)

mouthng (v) – Estimating the age of a horse by looking at its teeth. (TAM)

mule – The offspring of a mare and a male donkey or jack. (TAM)

mummy – A partially absorbed embryo that is sometimes seen with the placenta. These embryos died late in the gestation period, otherwise the sow’s body would have completely reabsorbed them. (NSR)

muscling – Refers to the visual indications of the quality of a pig’s muscles. It is seen in the shape and condition of the ham, shoulder and legs, and in the range of motion demonstrated through the shoulders. (NSR)

Mustang – uppercase. (QH)

Mutton – Sheep meat. Angora goat ranchers often use the word for a castrated male goat. (TAM)

Mycotoxins – The poisonous substances produced by mold growth on spoiled feedstuffs. Spoiled feed should never be fed to pigs. Baby pigs will likely die if they ingest these substances and sows may abort their litters. (NSR)

N

names – on second reference about a person, use his last name. Exception: Use first names in *America’s Horse* and in youth stories. (QH)

Nanny – A female goat or doe. (TAM)

National Barrel Horse Association – NBHA (QH)

National Cattlemen’s Beef Association (NCBA) – The organization formed out of the consolidation of the National Live Stock & Meat Board/Beef Industry Council and the National Cattlemen’s Association. (HW)

National Cowboy & Western Heritage Museum – located in Oklahoma City. Formerly, National Cowboy Hall of Fame & Museum. (QH)

National Cowgirl Hall of Fame – located in Fort Worth. (QH)

National Farmers Union (NFU) – A farm organization founded in 1900 in Texas. (TAM)

National Finals Rodeo – now the **Wrangler** National Finals Rodeo; NFR on second reference. (QH)

National Grange – Established in 1867, the Grange is the oldest national farm organization in the U.S. (TAM)

National Organization of Poll-ettes – Polled Hereford auxiliary. Poll-ettes stands alone. (HW)

National Pork Board – A 15-member board appointed by the U.S. Secretary of Agriculture to oversee and administer the pork checkoff program. (PL)

National Pork Producers Council (NPPC) – A producer-run trade organizations representing the U.S. pork industry. Use NPPC after first reference. (PL)

National Thoroughbred Racing Association – broad-based coalition of racing interests that includes racetracks, owners, breeders, off-track betting organizations, trainers, jockeys and sales companies that was formed to serve as a central league office for Thoroughbred racing. AQHA has a strategic alliance with NTRA. Use NTRA on second reference. (QH)

natural service – Allowing livestock to breed naturally. (TAM)

near side – The left-hand side of a horse and the usual side for mounting a horse. (TAM)

neck rein – use as noun or verb. (QH)

nicknames – Use quotes around nicknames of animals and people on first references. (QH)

nonpari-mutuel (QH)

non-pro – follow the style for the particular event to determine how this word should be written: non pro, non-pro. Breaks AP rules on hyphenation. (QH)

nonmember – this word is used when referring to nonmember fees. (QH)

North American Pari-Mutuel Regulators Association – organization that represents state and provincial racing commissions. Use NAPRA on second reference. (QH)

novice, novice program – do not capitalize; it is the novice program not the novice division. AQHA Novice Program is the proper name of the program. (QH)

No. 1 – use instead of “number one” when referring to a position. (QH)

Numbers – spell out all numbers (except ages, odds, percentages) below 10. (QH)

EX: He was with AQHA for five years.

EX: It took two years to get the amendment passed.

nursery pig – A pig that has been weaned and is currently in the nursery production stage. (NHF)

O

odds – use numerals and hyphens: 5-2, 3-1. (QH)

off side – The right-hand side of a horse. (TAM)

off-track (QH)

off-track betting – legalized wagering conducted away from a racetrack. Use OTB on second reference. (QH)

online (QH)

on-track (QH)

open – A term commonly used to describe a non-pregnant breeding female. (NHF)

out of – An animal breeding phrase that refers to an offspring’s mother or dam. *Example:* Calf B is out of Cow A. (TAM)

overreach – One word and no hyphen. The frequent hitting of a horse’s forefoot with a hindfoot. (TAM)

P

palomino – Capitalize when referring to the breed, but lowercase when referring to a color. (QH)

Parade of Teams – an AQHYA World Show activity. (QH)

pari-mutuel (QH)

pass out – Two words. To go through the auction ring, but not sell. (PHJ)

percent – Use numerals in all uses: The track’s average daily attendance increased 9 percent. Spell out “percent”; use % in charts (NSR, QH). Exception: HW - Always use the percent sign (%) (HW)

personal pronouns – AP style says to not use personal pronouns unless the sex of the animal has been established or the animal has a name.

calf, pig, horse its/it

heifer her/she

bull his/he

Rover his/he

phenotype – The physical appearance and traits of an animal as determined by its genetic makeup. (NSR)

pickup – one word when referring to a truck or a rodeo pickup man. (QH)

pig – A very young pig. Also commonly referred to as a baby pig or piglet. (NSR)

“The Pinnacle” – The 12-page newsletter of the National Junior Swine Association. It’s published quarterly. Always capitalize and set off with quotation marks. (NSR)

placenta – The afterbirth that is expelled when a sow is farrowing. (NSR)

point-earner (QH)

polled – An animal that is hornless through heredity. (TAM)

post position – Use post 1, etc., when discussing specific post in starting gate. (QH)

post time (QH)

potbelly pig – A dwarf pig commonly kept as a pet. It is native to Southeast Asia. They became popular pets in the United States during the 1990s. (NSR)

pounds – In editorial use abbreviation in all cases (lb.). Express as singular or plural in writing as it would be spoken. Ex. He bought 10 lb. of flour. The bull weighed 1,500 lb. It was a 1,250-lb steer. Birth weight: 97 lb. (HW)

Pounds of lean – An EPD that predicts pounds of fat-free lean adjusted to a 185-lb. carcass. (NSR)

PRCA – Professional Rodeo Cowboys Association, headquartered in Colorado Springs. Its publication is *ProRodeo Sports News*. (QH)

Preregistration (QH)

pressure treated – Wood and lumber treated with a preservative. Some producers choose not to use treated lumber for swine shelters, feeders or feed storage containers because the chemical treatment can be toxic to pigs. It is also not allowed for organic production. (NSR)

prestarter feed – A feedstuff that is high in protein and milk sugars. It is offered as the first solid feed to baby pigs. (NSR)

preweaned pig – A pig that is still nursing. (NHF, NSR)

produce – A mare’s offspring. *Note:* a mare “produces,” a sire, “sires.” (PHJ)

Professional Horseman – use Professional Horseman for women who belong to the Professional Horsemen’s Association. Otherwise, use horse-woman. (QH)

progeny – Offspring of one or both parents. (NSR, TAM)

program names – Capitalize the names of special award programs. *Example:* Show Sire of the Year; Best Uddered 3-year-old. She was named Grand Champion of the junior show and Reserve Champion of the open show. (H, NSR)

ProRodeo Hall of Fame – located adjacent to PRCA. (QH)

pull quotes – Because pull quotes are more of an art element than a piece of text:

Use end punctuation.

Do not use attribution.

Direct quotes should have quotation marks.

Do not put quotation marks around paraphrased material. (QH)

punctuation – refer to AP style.

Dash – a dash (actually two hyphens) must be preceded and followed by a space: The judge listed the qualities — confidence, poise and polish — that he preferred in showmanship exhibitors. (QH)

purebred – Describes an animal that has been bred true to its breed for many generations and has a registered, traceable pedigree. (NSR)

purse – total monetary amount of a race distributed to the owners of the finishers. (QH)

quality grades – Quality grades are based on the degree of marbling and the maturity of the carcass. Capitalize Prime, Choice, Select, Standard, Commercial, Utility, Cutter and Canner in all instances when in reference to a carcass quality grade. Do not capitalize low, middle or high when in combination with a quality grade. Lowercase if used in reference to the live animal. *Examples:* The study compared Hereford steaks with those from USDA Choice carcasses. Carcasses fell in the upper Select to low Choice range. (HW, NSR)

Q

Quarter Horse Breeders Classics – racing program based in California. Use QHBC on second reference. (QH)

The Quarter Horse Journal – use only in reference to articles printed in the magazine prior to June 2001. See *The American Quarter Horse Journal*. (QH)

The Quarter Horse Journal Show Results – available only online. (QH)

The Quarter Racing Journal – use only in reference to articles printed in the magazine prior to June 2001. See *The American Quarter Horse Racing Journal* (QH)

Quinella (QH)

quotations – follow AP style regarding placement of quotations with other punctuation:

The period and the comma always go within quotation marks.

The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to quoted matter only. They go outside when they apply to the whole sentence. (QH)

R

racehorse – One word (PHJ, QH)

racetrack – One word (PHJ, QH)

ram or buck – A mature, uncastrated sheep. The mature, male, uncastrated goat or billy is also called a buck. (TAM)

raised or reared – Livestock, poultry and crops are raised. Humans can be raised or reared. (TAM)

range – Where there is a “from,” there needs to be a “to.” Otherwise, hyphenation is fine.

Example: From 10 to 20 percent.

Example: He was president in 1981-1985. (QH)

regions – Southern California, West Texas, East Texas, South Texas. Refer to AP stylebook for many cases, remembering to exercise some restraint. Consult coworkers when in doubt. (QH)

Regional Experience – yearly gathering for AQHA’s regions, including clinics, demonstrations and horse shows. No points are awarded. The first ones were in 2005. (QH)

Register of Merit – the plural is Registers of Merit; don’t use ROM as a verb. Use in the singular form for adjectives. (QH)

registered – Do not capitalize registered, except when it is part of a farm or ranch name. *Example:* He has 48 registered Holsteins and 12 grades. Roseland Registered Holsteins is a family operation. (H)

registration number –

Generally isn’t used in editorial copy, except for foundation horses and King P-234.

P-171,000 is the last registration number with a “P” prefix. (QH)

rib eye area or ribeye area – Varies among publications. In pork, refers to the carcass area at the 12th rib. Ribeye measurements are used to determine yield and quality grades. (HW, KLA)

rolling herd average – Lower case when spelled out; abbreviate RHA. (H)

roughstock (QH)

round pen – hyphenate when used as an adjective. The colt received round-pen training. (QH)

roundup – One word, no hyphen/ Range livestock gathered into a herd. (WBC)

runner-up – the plural form of the word is runners-up. (QH)

runoff – Rainwater that drains away instead of soaking into the soil. (TAM)

S

said, says – use depends on coverage. (QH)

Generally use “said” in news story, event coverage.

Use “says” in training or how-to articles

Use “says” in all *America's Horse* articles, unless it is an article covering an event.

saddle horn – “Horsewords: The Equine Dictionary” says it’s two words. (QH)

saddlemaker, bitmaker, spurmaker (QH)

salt lick – Two words. An area that attracts animals because salt naturally occurs; or a place where salt is placed for livestock. (TAM)

seasons – lowercase unless part of proper name: 2000 Summer Olympics. (QH)

seedstock – Registered animals used to start a breeding herd. (TAM)

sheepdog – One word. (ASI)

shoat or shote – A young hog, usually less than a year old. (TAM)

show divisions – do not capitalize amateur, open or youth unless used as part of a specific title: She is the 1993 Youth High-Point Breakaway Roping Champion. (QH)

show horse (QH)

show ring – Two words. Arena where cattle are shown. (HW, PHJ, QH, KLA)

sidepass (QH)

sidesaddle (QH)

simulcast – simultaneous live transmission of a race to a track or off-track betting facility for the purpose of wagering. (QH)

Used as noun and verb:

Remington Park will simulcast the All American Futurity (G1) . . .

Sam Houston Race Park offers simulcasts from more than 40 racetracks.

sophomore – synonym for a 3-year-old racehorse and some things having to do with 3-year-old racehorses: sophomore ranks, leading sophomore earner, etc. (QH)

sow – A mature female hog that has had her first litter of pigs. (TAM)

spay – To remove a female animal’s ovaries. (TAM)

speed index – always spell out in editorial copy instead of using “SI.” (SI is acceptable in race description in stakes winners and in pedigrees in *America's Horse*. In *America's Horse* use a dash between SI and the number: SI-95) (QH)

Sprint Awards – annually presented to recognize outstanding media coverage, marketing and artistic portrayal of racing. (QH)

stake race – use instead of stake racing when referring to the youth speed event. (QH)

stakes – preferable instead of stakes races in racing. (QH)

stallion – Usually an uncastrated male horse 4 years old or older; in Thoroughbreds, 5 or more years of age. (TAM)

standing at stud – A horse term meaning that a stallion is available for breeding. (TAM)

starting gate – Refer to a particular position in the starting gate by writing: He broke from the 3 post. (QH)

starts — a horse makes a start; he cannot win or lose a start. Treacherously won eight of nine races as a 2-year-old. Treacherously won eight races from nine starts as a 2-year-old. (QH)

states – spell out the name of a state (the exception is if the state is used in an address). Also, a comma should follow the name of a state when it is used with the name of a city. (QH)

EX: The Selma, Alabama, group saw the horse.

Steel Dust, Steeldusts – Two words when referring to the sire; one word when referring to the type.

His name was Steel Dust.

Those “Steeldusts” were great horses. (QH)

Steel Dust Awards – AQHA media awards now known as AQHA Media and Marketing Awards. (QH)

Steer – A male bovine castrated as a calf. (TAM)

stock dog – Two words. (KLA)

stud – A stallion kept for breeding. Such an animal is said to be *standing at stud*. (TAM)

subcommittee – not hyphenated. (QH)

SunRay Park – racetrack in Farmington, New Mexico. (QH)

Superior – capitalize when referring to a horse that has earned a title of Superior (50 points or more in a specific event). (QH)

supplement – Feedstuffs that are added to normal feed and contain minerals or vitamins. (NSR)

swine – A term that describes anything related to pigs. (NSR)

swine herd – Always two words. (NSR)

Swine Testing and Genetic Evaluation System (STAGES) – A genetic evaluation system provided to the members of the four breed associations of the National Swine Registry. STAGES utilizes performance records for growth, backfat, pounds of lean, litter size and litter weight to predict the genetic value of each pig and its parents. Use STAGES on every reference. (NSR)

T

tack room (QH)

tail wind (QH)

Team Wrangler - Through a joint effort of the American Quarter Horse Association with assistance from AQHA Corporate Partner, Wrangler, Team Wrangler is a year-long competition featuring members of the American Quarter Horse Association of Professional Horsemen. Concept introduced in 2002. (QH)

Terminal – A hog used to breed sows to produce offspring with maximized muscle growth. The terminal hog is a hog that has well-developed muscling and body conformation. (NSR)

terminal sire – A beef cattle/swine term meaning a bull/boar whose offspring will be marketed instead of used as herd replacements. (NSR, TAM)

Terminal Sire Index (TSI) – This index combines growth, pounds of fat-free lean and backfat. Selection on this index is appropriate to use to select

boars for use as terminal sires in a crossbreeding program. (NSR)

testosterone – A male hormone that stimulates sexual activity and libido. It can be injected into males to induce this response if needed for a breeding program. (NSR)

that/which – see the AP Stylebook for a complete explanation (QH)

The Woodlands – racetrack in Kansas City, Kansas. (QH)

Thoroughbred – include (TB) following the name of a Thoroughbred on first reference: Dash For Cash’s dam is Find A Buyer (TB). (QH)

tie-down – always use instead of calf roping. (QH)

time change –

Daylight-saving (not savings) time is in effect from 2 a.m. on the first Sunday in April through 2 a.m. on the last Sunday in October. When citing the time zone during this period, use EDT, CDT, MDT or PDT.

Standard time is in effect from 2 a.m. on the last Sunday in October through 2 a.m. on the first Sunday in April. When citing the time zone during this period, use EST, CST, MST or PST. (QH)

times –

Race times are written with a colon preceding the number. (QH)

EX: :17.04

EX: His time was 10/100ths slower than the track record.

Quarter Horse races are timed in seconds so there is no need to use “of a second” when referring to times being faster or slower than a record.

titles –

In general, confine capitalizing to formal titles used directly before an AQHA employee’s name: AQHA Executive Vice President Bill Brewer; The American Quarter Horse Racing Journal Editor Rich Chamberlain. Follow AP style.

Periods should be used in occupational and academic titles: M.D., D.V.M., Ph.D., M.A., B.A.

Periodicals should be in italics.

Books, stories, chapters, songs, poems, etc., are in quotes. (QH)

top five, top 10 – no cap on “top”; hyphenate when used as a compound modifier before a noun; otherwise no hyphen. Spell out numbers under 10. (QH)

Examples: The horse placed in the top 10.

The horse was a top-10 finisher.

topline – one word when referring to a horse’s conformation. (QH)

total digestible nutrients (TDN) – The total of digestible nutrients provided from protein, fat, fiber and other carbohydrates in a feed. (TAM)

toteboard (QH)

toward (QH)

TrackMaster – see AXCIS Information Network. (QH)

track record – Ima Reb Hot’s time was 10/100ths slower than (not off) the track record. (QH)

turnaround (QH)

tying up (QH)

TVG – 24-hour sports entertainment television network produced in conjunction with FOX. Is an official marketing partner of AQHA and televises “America’s Horse,” AQHA’s weekly television program. Web address: *www.tvgnetwork.com* (QH)

U

United States Department of Agriculture (USDA) – USDA after first reference. (WBC, HW)

University of California at Davis – use on first reference. On second reference, use UC Davis. (QH)

U.S. Meat Export Federation (USMEF) – USMEF after first reference. HW)

V

veal – A calf fed and raised only for its meat. Usually 3 month of age or less when slaughtered. (WBC)

Mildred N. Vessels Award – presented during the AQHA Racing Conference to female member of the racing industry for accomplishments during the past year. (QH)

Veterinarian titles –

Bylines:

Thomas R. Lenz, D.V.M., M.S.

In copy:

First Reference: Thomas R. Lenz, D.V.M., M.S., spoke at the conference.

Second Reference: Dr. Lenz (QH)

Vetwrap – this is the trademarked name for the popular adhesive wrap used by veterinarians. (QH)

Videotape (QH)

W

warmblood (n) – One word

warm-blooded (adj) – *Examples:* The horse is a warmblood. The animal is warm-blooded. (PHJ)

Web address (QH)

westernwear - One word. (WBC)

West Nile virus (QH)

White Paper – Not “white paper.” (ASI)

New York City WoolRoom – One word, capitalize W and R. (ASI)

Workers’ compensation – use instead of workman’s compensation. (QH)

World Champion Racing American Quarter Horse – this title is the highest honor awarded a racehorse each year.

World Champion Racing American Quarter Horses – also used as name of entire group of year-end honors.

Divisions are champion 2-year-old colt, champion 2-year-old filly, champion 2-year-old gelding, champion 3-year-old colt, champion 3-year-old filly, champion 3-year-old gelding, champion aged stallion, champion aged mare, champion aged gelding, champion distance horse. (QH)

World Wide Web (QH)

Wrangler – makers of the official jeans and shirts of AQHA. (QH)

Wrangler National Finals Rodeo – formerly the National Finals Rodeo; use NFR on second reference (QH)

Wrangler All-Star Team – an AQHYA event, not to be confused with the Wrangler All-Star High School Rodeo Team. (QH)

Wrangler STAR Program – STAR is an acronym; all caps are needed. (QH)

years – when referring to a span of consecutive years, *to* isn’t necessary: 1984-93. (QH)

Y

YES – Youth Excellence Seminar. YES on second reference. (QH)

yield grade – Lowercase. Always capitalize with the numeral (1,2,3,4 and 5). Yield grade is based on a calculation that estimates the percentage of boneless retail cuts from a carcass. (HW)

youth world champion – do not capitalize youth world, this is a reference to a world champion that happens to be a youth, not the show. (QH)

youths – the plural reference to young people: Eight youths will be attending the conference. (QH)

Z

zerk – As in grease zerk. Point where grease is inserted into bearings and other machinery parts. (DJ)