



# How to...

MAKE SURE YOUR ENTRY IS ERROR-FREE. THIS HELPS US STREAMLINE THE EDITING PROCESS BY FOLLOWING THESE GUIDELINES:

- Proofread all of your information several times before sending to minimize the chance of mistakes.
- The maximum length is 100 words. We don't like to cut any details, so please pay careful attention to the word length of your write-up. Your word-processing program should have a "word count" tool to assist you. City and states will be cut first followed by music and musicians. After these, we will cut completely at our discretion.
- Please place only one space, not two, after each period.
- Do not use the state name if the town is in Tennessee.
- Spell out the names of all other states.
- If a list includes names only (or names and places that are in Tennessee), separate them with commas, but if the list includes items that must be separated by commas within the list (Elizabeth Barrett, sister of the bride), then separate each person's identification with a semi-colon. For example: "Groomsmen include Andrew Clark, Brett Johnston, and Lucus Williams," BUT, "Bridesmaids include Maria Jones, cousin of the bride, of Nashville; Amanda Peterson of Jackson; and Anne Franklin of St. Louis, Missouri." Even if only one item requires an additional comma, semi-colons must be used throughout, unless the item with the comma is placed at the end of the list.
- Separate names and titles if the title comes after the name.
- Place a comma between cities and states AND after the state: Oxford, Mississippi, was the site for the wedding.
- Also use a comma between the day and the year in a date, as well as after the year: The wedding took place on November 15, 2007, at North Oxford Baptist Church.
- Do not use a comma between name and family title like Jr. or Sr. or before numerical titles like III or IV: James Nicholas Baker Jr. and William Patrick Harris III served as ushers.
- PLEASE TRIPLE-CHECK THE SPELLING OF NAMES.
- Take care to use altar (not alter). and aisle (not isle). Also the word couple is singular: "The couple is at home in Knoxville."
- Write out number one to nine; use numerals for 10 and over.
- Honor attendants' titles are NOT capitalized: maid of honor, best man, matron of honor, bridesmaids and groomsmen.
- Abbreviate Dr. and Rev., and do not use "the" before these titles.
- Do not use Miss, Mrs., and Mr. when listing attendants.