



IVRPD style guide

By Yiu-On Li

Conventions

References

- [*The Chicago Manual of Style, 17th ed.*](#)
- [*Merriam-Webster's Collegiate Dictionary*](#)

Adjectives

- Use Garner's adjective order (ordered from first to last):
 - 1. opinion
 - 2. size
 - 3. physical quality
 - 4. shape
 - 5. age
 - 6. color
 - 7. origin
 - 8. material
 - 9. type
 - 10. purpose
 - odd carbon-black metallic material (1, 6, 8)
 - short plastic child's hammer (2, 8, 10)
 - really big blue cowboy statue (1, 2, 6, 9)
 - large round Italian cheese wheel (2, 4, 7, 8)
 - big old brown canvas fishing hat (2, 5, 6, 8, 10)
 - beautiful new purple-sequined twirler uniform (1, 5, 6, 8, 9)
 - amazing gigantic vertical Chinese dinosaur sculpture (1, 2, 3, 7, 9)
- If adjectives are part of different categories, do not include a comma: free outdoor event

Alphabetization

When alphabetizing a list, place words in this order:

1. Space
2. Hyphen
3. Uppercase letter
4. Lowercase letter

Capitalization, spelling, hyphenation, and italics

- Capitalize job positions when put before a person's name:
 - EAB Co-Chair Fleurette Juda
- Lowercase job positions when put after a person's name:
 - Fleurette Juda, EAB co-chair
- Capitalize words like "state" and "city" when used as part of the full name of a governmental body:
 - City of Goleta Neighborhood Services Director
 - *but* the city of Goleta is home to many businesses
- Capitalize lines, holes, and other terms when referring to a specific instance:
 - Line 11 (bus)
 - Hole 3 (golf)
- Capitalize street suffixes only if they are part of the actual name of the road
 - Trigo Road
 - Trigo and Pasado Roads
 - *but* the El Colegio and Camino Corto roads
- In hyphenated titles, capitalize all units of the hyphenated compound: Bluff-Top
- Keep nationality unhyphenated unless the first term is a prefix:
 - Mexican American
 - Mexican American culture
 - *but* Sino–Tibetan languages (en dash)
- If no guideline or example can be found in Chicago or Merriam-Webster, hyphens should only be added to prevent a misreading or significantly aid comprehension: oceanside
- Italicize non-English terms: *Ojo de Dios*

Dates and times

- Use the month-day-year format for writing dates: April 7, 2023
- Use numerals, en dashes, and abbreviations (without periods) for time of day: 5–7pm
 - Only include time of day in the first part of the range if it is different than the time of day in the second part: 10am–2pm
 - Add minutes to the hour and a space on both sides of the en dash if the time is in a table: 10:00am – 2:00pm
- When a date and time are put together, ensure commas between and after the unit: April 7, 2023, 5–7pm, at Anisq'Oyo Park
- Referring to whole decades by writing the full year and pluralizing it (without an apostrophe): 1970s

Numbers

- Use Chicago numbers style in most cases: spell out numbers from zero through one hundred
- Include a comma for four-digit numbers: 2,500
- Proper names with numbers remain in their original form
- Use numerals for acreage: 37 acres, 20.5 acres

Punctuation and quotations

- Include serial comma in lists: lives, identities, and communities
- Use an en dash to denote conflict, connection, or direction:
 - the Second Franco–Mexican War
 - the US–Canada border
- Place “said” after the speaker’s name: “I like trees,” said Tom Cruise
 - Can put “said” before the speaker’s name if the person’s qualifier is lengthy: “It’s like an American movie,” said Albert Gonzalez, a visitor from Barcelona, Spain, on vacation for three months in Isla Vista.
- Minor edits to punctuation in quoted material—for example, replacing a hyphen with an em dash—are acceptable

Subject-verb agreement

- When two or more singular nouns are connected by *or* or *nor*, use a singular verb: A pen or a pencil is required.

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A

- Aaron Howard, IVRPD Grounds Lead
- Abrego Road
- Acacia
 - [@acaciaiv](#) (Instagram)
- Adopt-A-Block program
- APIDA Heritage Month Celebration, the
- Americans with Disabilities Act of 1990, the
 - ADA
- Anisq'Oyo Amphitheater
- Anisq'Oyo Park
- Art in the Park (IVRPD event)
- arts and crafts
- Arts Fund of Santa Barbara, the
 - Arts Fund SB
- Asian American (noun and adjective)
- Asian Pacific Islander Desi American
 - APIDA
- at-risk youth
- audiobook
- Avasol

B

- BAAD Sunday
- Bad Neighbors, The
 - [@badneighborssb](#) (Instagram)

- barbecue
- Battle of Puebla, the
- beach access
- Blue Lemonade
- bluff-top (adjective)
- bocce
- bocce ball court
- Brad Collison, IVRPD Grounds Lead
- bull riding

C

- Cajé
- Camino Corto
- Camino Corto Creek
- Camino Corto Open Space
- Camino del Sur
- Camino Pescadero Park
- Canada goose
- Carlos Velasco, IVRPD Grounds Lead
- Channel Islands, the
- Children's Park
- Children's Park Recreation Program, the
- Chumash people
 - Chumash
- Cinco de Mayo
- Cinco de Mayo Celebration, the (IVRPD event)
- coastline
- Community Gardens project
- Concert for the Coast
- CorePower Yoga
- cornhole
- Crushcakes & Café

D

- Dawn Patrol

- [@dawnpatrolband](#) (TikTok)
- Deckers Brands
- Del Playa Drive
 - DP
- Del Playa Open Space
- Del Sol Vernal Pool Reserve
- disc golfDoing It Sober
- Duende
 - [@duendelive](#) (Instagram)
 - [@DUENDE](#) (Spotify)

E

- e-book
- Earth (technical or planetary context)
- earth, the (nontechnical context; not part of an idiom)
- Earth Day
- El Colegio Road
- El Embarcadero Road
- Element Skateboards (company)
- Element skateboards (skateboards from Element Skateboards)
- Embarcadero del Mar
- Embarcadero del Norte
- Embarcadero Hall
- Embarcadero Loop, the
- Estero Oaks, the
- Estero Park
- Estero Road

F

- fentanyl
- flowerpot
- Fortuna Lane
- Fortuna Road
- French Cinema
 - [@frenchcinemaofficial](#) (Instagram)

- fresh water (noun)
- freshwater (adjective)

G

- Gaffney Park
- Gaviota Coast
- Gaviota Coast Conservancy
- Generation Recovery
- getaway
- Giant Jenga
- Glenn Annie
 - [@glennannie_band](#) (Instagram)
- Goleta, the City of
- Goleta Valley Library Bookvan, the
- governmental (adjective)
- Greek Park

H

- Hermanas Recycled Clothing

I

- Iaorana Te Otea
 - [@ucsbito](#) (Instagram)
- imKENNETHY
 - [@imkennethy](#) (Instagram)
 - [@imKENNETHY](#) (Spotify)
- Inspiring Sobriety
- Internet
- Isla Vista
 - IV
- Isla Vista Earth Day
 - IV Earth Day
- Isla Vista Elementary School

- Isla Vista Food Co-op, the
 - IV Food Co-op, the
- Isla Vista Peace Course
- Isla Vista Recreation & Park District (no definite article “the”)
 - Isla Vista Recreation and Park District (used in grant applications)
 - IVRPD (no definite article “the”)
 - District, the (when referring to IVRPD specifically; formal context)
- Isla Vista Surfrider Foundation, the
 - Isla Vista chapter of the Surfrider Foundation, the
 - IVSF
- Isla Vista Trading Post
- Isla Vista Tree, the
- Isla Vistan

J

- jewelry making
- Jenga
- Jomch
 - [@jomch](#) (Instagram)
 - [@jomch](#) (Spotify)
- Joseph Lemus, IVRPD Grounds Lead
- Junk Drawer

K

-
- Katherine Feuerstine, IVRPD Chief Financial Officer
- Katie Skene Band, the
 - [@katie_skene](#) (Instagram)
- Kids’ Trail
- Kimberly Kiefer, IVRPD General Manager
- Kin Bakeshop

L

- Las Muertos (clothing vendor)
- Latinx
- Laura Capps, Santa Barbara County Second District Supervisor
- Lemon Generation
 - [@lemongeneration](#) (Instagram)
 - [@Lemon Generation](#) (Spotify)
- Levitation Room
 - [@levitation_room](#) (Instagram)
- LGBTQIA+
- Little Acorn Park
- Lloyd Hamrol, landscape artist for Sea Lookout Park
- Loopy Clothing
- Los Anclas
 - [@losanclas](#) (Instagram)
- Los Lagers
 - [@los_lagers_official](#) (Instagram)
- Luis Valerio, IVRPD Assistant General Manager

M

- Mapache (band)
 - [@mapacheband](#) (Instagram)
- Marcel Hemp
- Mariachi Las Olas
- merry-go-round
- Michael Seitz
 - [@the_mike_inside](#) (Instagram)
- mock-up (noun)

N

- naloxone
- Narcan
- natural open space
 - natural open spaces

- Never Clever
 - [@nevercleverband](#) (Instagram)
- Nicholas A. “Nick” Norman, IVRPD Board Clerk
- nicotine

O

- oceanside
- *Ojo de Dios* (God's eye)
 - *Ojos de Dios* (God's eyes)
- open area (noun)
- open space (adjective)
- open space (noun)
- open space preserve (noun)

P

- Pacifica Graduate Institute
- Pardall Gardens
- Pardall Road
- Park Stewardship program
- Pasado Road
- Paul Izquierdo, IVRPD Park Ranger
- Pelican Park
- People's Park
- Perfect Park
- Perfect Park Peace Monument, the
- performance by (*not* performance from)
- ping-pong
- Plains All American Pipeline
- Plains All American Pipeline Line 901
- playfield
- Pride Week
- Primarose (no artist information available)
- psychological & brain sciences major
- put stock in

Q

- Queer (community)
- Queerfest

R

- Ray and Paul Holmberg
 - [@rayandpaulholmberg](#) (Instagram)
- Red Barn, the (landmark)
- REDD
 - [@prblmtic](#) (Instagram)
- Refugio State Beach
- riparian
- Rottappel Park
- run-of-show

S

- Safe Neighborhood Parks, Clean Water, Clean Air and Coastal Protection Bond Act of 2000, the
 - 2000 Bond Act
 - 2000 Parks Bond Act
 - Proposition 12
- Santa Barbara Bowl, the
- Santa Barbara Channel, the
- Santa Barbara County
- Santa Barbara MTD
- Santa Barbara MTD Line 11
- Santa Barbara MTD Lines 11, 15x, 25x, and 27
- Santa Barbara Trust for Historic Preservation, the
 - SBTHP
- screen printing
- Sea Lookout Park
- Second Franco–Mexican War, the
- seesaw
- Segovia Road

- self-governance
- semicontiguous
- Shark Exhibit (no artist information available)
- Shoreline (UCSB campus engagement platform)
- shoreline (land beside a body of water)
- site map
- Sophia Lake, IVRPD Recreation Coordinator
- special district
- Spring Concert Series, the
- SS805
 - [@ss805ucsb](#) (Instagram)
- St. George Youth Center
- Sueño Orchard
- Sueño Park
- sunbathing
- Sunrise Movement, the
- symbol of

T

- T-shirt
- tabler (someone who sets up a table and advertises their organization)
- tepee
- The Lumineers (definite article required in all instances)
- tie-dye
- tie-dyeing
- Tierra De Fortuna Park
- Tipi Village
- Trigo Road
- Trigo-Pasado Park
- two-seater (adjective)

U

- UC Santa Barbara
 - UCSB
 - University of California, Santa Barbara

- UC Santa Barbara Stables
 - UCSB Stables
- UCSB AS Community Affairs Board, the
 - CAB
- UCSB AS Department of Public Worms, the
 - DPW
- UCSB AS Environmental Affairs Board, the
 - EAB
- UCSB AS Food Bank, the
 - ASFB
- UCSB AS Isla Vista Community Relations Committee, the
 - IVCRC
- UCSB AS Program Board
 - ASPB
- UCSB AS Recycling
- UCSB AS Trans & Queer Commission, the
 - TQComm
- UCSB Asian Resource Center, the
 - ARC
- UCSB Department of Asian American Studies, the
- UCSB Gauchos for Recovery
 - GFR
- UCSB Kapatirang Pilipino
 - KP UCSB
- UCSB Life of the Party
 - LOTP
- UCSB Nikkei Student Union, the
 - NSU
- UCSB Pride Week
- UCSB Resource Center for Sexual and Gender Diversity, the
 - RCSGD, the
- UCSB Taara
 - [@ucsptaara](https://www.instagram.com/ucsptaara) (Instagram)
- Untamed Youth

V

- vernal pool

W

- Walter Capps
- Walter Capps Park
- water fountain (not “drinking fountain”)
- Window to the Sea