



NATIONAL
FFA ORGANIZATION

FFA STYLE GUIDE

How and why to use this style guide

For the National FFA Organization, it is challenging and necessary to ensure that our communication – from published periodicals and brochures to the website – is consistent and professional. Our task is compounded by the fact that we use some terms that can be interpreted, especially by people without an agricultural background, several different ways. We can all point to examples in which a publication from one team capitalizes something that another publication does not. We are striving to eliminate those inconsistencies, and this style guide will be a valuable tool to help us reach that goal.

Don't be discouraged by the size of this manual. Built to be used in different ways by different people, the FFA Style Guide is divided into sections that affect everyone who compiles information for distribution by FFA. To enable quick checking, these sections are set up like dictionaries, with entries arranged alphabetically. The entries represent a combination of basic English and specific FFA terminology. Even if a document is not being “officially” published – such as a letter to a member or potential sponsor – the slightest grammatical error and misspelling can be embarrassing and suggest carelessness. This reflects negatively on the organization and is something we want to avoid. It's a good rule of thumb to play it safe and check your writing against the style guide, even when you are positive you're right.

The National FFA Organization uses the Associated Press (AP) stylebook as its source; however, the FFA Style Guide takes precedence over AP style on matters where the two guides differ. Additional standards may be determined as new words, phrases and acronyms are adopted by the organization. Remember to check this style guide first if in doubt, since dictionaries and other sources may vary on some rules or spelling. The FFA Style Guide always takes precedence over other sources. Please contact the marketing and communications division if you have any questions about style.

A few FFA/agriculture abbreviations

AAAE	American Association for Agricultural Education
AAEA	American Agricultural Editors' Association
ACTE	Association for Career & Technical Education
AERO	Agricultural Education Related Organizations
AFNR	Agriculture, Food and Natural Resources
EMC	Executive Management Team
CASE	Curriculum for Agricultural Science Education
CDE	Career Development Event
CTSO	Career and Technical Student Organizations
HBCU	Historically Black Colleges and Universities
ILSSO	International Leadership Seminar for State Officers
IMT	Integrated Management Team
LDE	Leadership Development Event
LTS	Living to Serve
MANRRS	Minorities in Agriculture, Natural Resources and Related Sciences
NAAE	National Association of Agricultural Educators
NAFB	National Association of Farm Broadcasters
NAMA	National Agri-Marketing Association
NASAE	National Association of Supervisors of Agricultural Education
NASDCTEc	National Association of State Directors of Career and Technical Education Consortium (now called Advance CTE: State Leaders Connecting Learning to Work)
NCF	New Century Farmer
NFA	New Farmers of America
NFRBMEA	National Farm & Ranch Business Management Education Association
NYFEA	National Young Farmer Educational Association, Inc.
The Council	The National Council for Agricultural Education
PAS	National Professional Agricultural Student Organization
SAE	Supervised Agricultural Experience
SOS	State Officer Summit
STEM	Science, Technology, Engineering and Math
WLC	Washington Leadership Conference

STYLE GUIDE A TO Z

A

abbreviations and acronyms (see list in front of style guide)

On first reference, always spell out the exact full name, using proper capitalization. Avoid awkward constructions: Follow an organization's full name with an abbreviation or acronym in parentheses.

academic degrees

Avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology....* Use an apostrophe in bachelor's degree, a master's, etc., but there is no possessive in Bachelor of Arts or Master of Science. Do not capitalize the type of degree.

She earned a master's in agricultural education and agribusiness.

accept/except

Accept means to receive willingly. Except means to take out or leave out from a number or a whole.

acronyms

Similar to abbreviations, acronyms are a collection of capital letters standing for a full, proper name or title. When writing FFA acronyms for publication, remember that the letters may mean something different outside the context of FFA.

To avoid confusion, always use the full phrase or title on first reference. On second reference and every use thereafter, only the acronyms are needed. The exception to this is "FFA," since we do not use "Future Farmers of America." Do not use periods within acronyms or abbreviations: *FFA*, not *F.F.A.* When using acronyms after the first reference, be consistent. If you've already defined your term once, use the acronym on every occasion thereafter within a single document. If you are using acronyms throughout a large document, always spell out the acronym again at the beginning of each chapter.

advisor

Always advisor, not adviser. The proper term for the agriculture instructor when he or she is performing FFA-related responsibilities.

affect/effect

Affect is a verb; effect is (usually) a noun. When you affect something, you have an effect on it. The exception to the rule is when you use effect as a verb meaning to bring about or accomplish, as in "to effect a change."

The virus affects only Microsoft-based programs. The movie had an effect on me.

afterward

Not afterwards.

ag

Use the word “ag” only in informal (social media) writing – and with “Team Ag Ed.” In formal writing, use “agriculture” or “agricultural” (see below). If someone is quoted using “ag ed” instead of agricultural education, then use “ag ed.” Lowercase unless the term is part of a title or formal name.

ages

Always use figures for people and animals. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

A 15-year-old boy competed in the event.

The boy is 15 years old.

AgExplorer

The name of the organization’s microsite that will help students explore careers within agriculture. Always use the phrase “300+ unique careers” when describing AgExplorer. When referring to the website, it’s ok to use AgExplorer.FFA.org.

agribusiness

agricultural/agriculture

When used as an adjective (describing something), the term “agricultural” is appropriate (it’s always agricultural education). When used as a noun, the term “agriculture” is correct. Note: always use agriculture teacher/instructor/educator/student (remember that the teacher isn’t agricultural, she’s human. She teaches agriculture.) The phrase “agricultural industry” is incorrect. Use either “agriculture” or the “industry of agriculture.”

The industry of agriculture encompasses 235 unique careers.

There are 235 unique careers in agriculture.

agricultural literacy

agricultural content

agricultural education

Term used in reference to the instructional program that includes FFA. Replaces the term “vocational agriculture” in most instances. Do not use “agriculture education.” Lowercase unless the term is part of a title or formal name. If a high school teacher teaches agriculture, then she teaches agriculture, not agricultural education. Never use “agricultural science education.” We

will, however, make reference to the science connection in other verbiage, particularly the “science, business and technology of agriculture” phrase that works so well.

Agricultural Proficiency Awards

Agricultural Technology Systems

Agriculture, Food and Natural Resources

Spell out full name on first reference. Use “AFNR” on second reference and thereafter. Uppercase Agriculture, Food and Natural Resources National Content Standards as well.

AFNR Career Pathways

The following career pathways are used by The National Council for Agricultural Education:

- Agribusiness Systems Career Pathway
- Animal Systems Career Pathway
- Biotechnology Systems Career Pathway
- Environmental Service Systems Career Pathway
- Food Products and Processing Systems Career Pathway
- Natural Resource Systems Career Pathway
- Plant Systems Career Pathway
- Power, Structural and Technical Systems Career Pathway

agriculturist

Someone who works in the industry of agriculture. Do not use agriculturalist.

agri-entrepreneurship

Always hyphenate.

agriscience

Agriscience is the term for common use in reference to curriculum or career areas. Do not hyphenate.

Steve McCallion teaches bioengineering and genetics in his agriscience classes.

agriscience fair

ag-tech

alumni

See also National FFA Alumni and Supporters.

Alumnus, alumni, alumna: Alumni can be used when referring to a group of men and women. Use alumnus (singular) to refer to a man who has attended a school or belonged to an organization. For women, the singular is alumna. Can be shortened to alum but only for informal purposes.

An alumnus of Baylor University, Joe is a prominent attorney.

She's an alumna of Campfire Girls.

It's a pleasure to speak to the alumni gathered here tonight.

a.m./p.m.

Lowercase, with periods. The abbreviations EST, EDT, CDT, etc., are acceptable on first reference for zones used within the continental United States, Canada and Mexico only if the abbreviation is linked with a clock reading: 9 a.m. PST. *See also time and time zones.*

American Farm Bureau Federation

Use full name on first reference. On second reference and beyond, go with Farm Bureau.

American Star Awards

Stars are named, not awarded. Chapter Star Farmer, State Star Farmer, etc. The four highest awards the organization can bestow are the American Star Farmer, American Star in Agribusiness, American Star in Agriscience and American Star in Agricultural Placement. Always use the full, formal title in formal writing. At FFA, we generally refer to the Star awards as a proper noun, and therefore, they are almost always capitalized.

Steven Friess was named American Star Farmer.

ampersand (&)

Only use an ampersand when it is part of an official title. Spell out in all other instances, unless space is an issue; then the & is OK to use.

assure

You assure a person by making him confident. You can only assure a person, not a thing. Never use as in "assure the wording is correct." See also ensure/insure.

I assure you this will be corrected.

awards

Exact titles for some of the many FFA awards include:

Agricultural Proficiency Awards

American FFA Degree

American Star Awards

American Star Farmer

American Star in Agribusiness

American Star in Agriscience

American Star in Agricultural Placement

Career and Leadership Development Events (CDEs/LDEs)

Distinguished Service Citation (DSC)

Honorary American FFA Degree

National FFA Agriscience Fair

National Chapter Award Program

National Model of Excellence

National Middle School Model of Excellence

National Premier Chapter Awards

National FFA Agriscience Fair

VIP Citation

B

backward

Not backwards.

band, chorus and talent

Should be written as follows in first reference:

National FFA Band

National FFA Chorus

National FFA Talent

In second reference, use national band, national chorus or national talent when they stand alone.

The National FFA Band is terrific. The national band members love music.

If you must combine, use National FFA Band, Chorus and Talent on first reference. On second reference in this case, use band, chorus and talent.

bell work

birth date

board of directors and/or board of trustees

Never capitalize board of directors or board of trustees when they stand alone.

The national organization is headed by a board of directors.

Capitalize them when linked with the organization's name.

The National FFA Organization Board of Directors met in January. The board passed a motion to...

boilerplates

When possible, there are five things that should appear on printed and online documents. They are the FFA vision, the FFA mission, the agricultural education mission, the U.S. Department of Education statement and the diversity statement:

The FFA Vision: Growing the next generation of leaders who will change the world.

The FFA Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

The Agricultural Education Mission: Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources systems.

The National FFA Organization is a resource and support organization that does not select, control, or supervise state association, local chapter or individual member activities. Educational materials are developed by FFA in cooperation with the U.S. Department of Education as a service to state and local agricultural education agencies.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.

The following statement should appear as needed:

©National FFA Organization 2023 The letters "FFA," the FFA emblem, Future Farmers of America and Forever Blue are registered trademarks of the National FFA Organization and cannot be used without permission.

broadcast

Use this word (not broadcasted) to present both present and past tense.

bus/buses

Not busses.

bylaws

C

cancel, canceled, canceling, cancellation

One “l” in canceled and canceling.

capital, capitol

A capital is the city where a seat of government is located or (when referring to money) a type of expenditure, equipment or property. Do not capitalize unless part of a proper noun, such as a business name. A capitol is the specific building of state or federal government. Capitalize when used in conjunction with U.S. or a state name, or when using the word as a proper noun. Don't capitalize when referring to more than one capitol.

Indianapolis is the capital of Indiana.

He works at Capital City Ford.

Students toured the Nevada State Capitol as part of their excursion.

The officers visited 43 state capitol buildings during their year of service.

career and technical education (CTE)

The preferred term to the word “vocational.” Uppercase when part of a formal title. The abbreviation CTE can be used after first reference.

career and leadership development event (CDE and LDE)

Spell out on first reference. Use CDE/LDE on second reference and thereafter. When using “career development event(s)” or “leadership development event(s),” capitalize when the letters “FFA” are present, as the event now becomes a proper noun; do not capitalize without “FFA.” When using the plural of the acronym, simply add an s; no apostrophe allowed (CDEs or LDEs). If you have already used the full name on first reference, use the acronym thereafter.

...in the midst of the floriculture career development event.

Nancy participated in the FFA Parliamentary Procedure Leadership Development Event.

She placed in the National FFA Floriculture Career Development Event. Four members competed in this CDE.

As the floriculture CDE winner, she was interviewed by Tom Brand.

career focus areas

FFA study programs are broken out into nine distinct career focus areas to help FFA members focus on their area of interest and increase their expertise:

- Agribusiness Systems
- Agricultural Education Systems
- Agricultural Technology Systems
- Animal Systems
- Biotechnology Systems
- Environmental Service Systems
- Food Products and Processing Systems
- Natural Resources Systems

Plant Systems
Power, Structural and Technical Systems
Skilled Trades Systems
Sustainability Systems

Uppercase the word “Systems” when used with the official name of the career pathway.

career readiness/career-ready (adj.)

career show

This term is no longer used. See National FFA Convention & Expo.

Career Success Tours

Use the official title on the first reference; use “tours” thereafter.

chapter

Capitalize the word “chapter” only when used with the name of a specific FFA chapter.

The Salinas FFA Chapter is one of several FFA chapters participating in NLCSO.

Using only the name of the chapter without the word “chapter” is also acceptable.

The Salinas FFA is one of several FFA chapters participating in NLCSO.

Do not add the words “high school” to the chapter name unless it’s officially part of the chapter name.

It is understood that when the term “chapter” is used, it is referring to student chapters. Please specify when the term refers to alumni chapters.

chairman/chairwoman

Capitalize as a formal title before a name. Do not capitalize as a casual, temporary position. Do not use chairpersons, chair or co-chair unless it is an organization’s formal title or office.

chapter tees

Acceptable when writing merchandise copy. The official title of the chapter tee contest is FFA Chapter Tee Design Contest.

check-in (noun) or check in (verb)

Only hyphenate when using as a noun.

Bill avoided the long lines at check-in by registering online.

We need to check in to the hotel before 3 p.m.

closed-toe shoes

colors

Do not capitalize the names of the FFA colors. Colors should be written “national blue” and “corn gold.”

comma

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

RIGHT: FFA operates on local, state and national levels.

WRONG: FFA operates on local, state, and national levels.

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

Before his speech, Ryan had milk, toast, and ham and eggs for breakfast.

A series comma may be used in academic writing.

Common Core

Always uppercase, including variations of the standards

The teacher developed the lesson plan using the Common Core - English Standards.

comprise

Traditionally means comprehend or contain, not constitute. In other words, a zoo comprises animals – it’s not comprised of them (though it is composed of them). Avoid the phrase “is comprised of.”

contact

When placing contact information in a document, use the following format:

Contact: Kristy Meyer, 317-802-4205 or kmeyer@ffa.org.

Always list the phone number first, then the email address.

continual vs. continuous

Continual means “happening over and over again;” continuous means “happening constantly without stopping.” If you’re continually on the internet, it means you keep going on; if you’re continuously on the internet, it means you haven’t gone off at all.

convention and expo

Refer to the annual meeting of FFA as the “2016 National FFA Convention & Expo,” or the “89th National FFA Convention & Expo,” or the “National FFA Convention & Expo” on first reference. The following are acceptable on second reference: “convention and expo;” “national convention and expo;” or just “convention” or “expo.”

Plan now to attend the 89th National FFA Convention & Expo.

Welcome to the 2016 National FFA Convention & Expo.

At the national convention and expo, I met several FFA members.

The National FFA Convention & Expo is the largest annual student convention.

Our advisor told us to meet her at the expo.

corp or corps

Do not use a period. National FFA Convention & Expo Courtesy Corps is the official name.

corporate partner

Use this to refer to all corporate sponsors of FFA. Do not refer to corporate partners as “sponsors.”

couple of

When referring to a number, always use the word “of” with “couple.”

courtesy titles

In general, use them only for salutation in a letter. In formal writing, do not use Miss, Mr., Mrs. or Ms. in first reference. Use first and last name in first reference and only the last name in second reference.

Jane Smith, from Keokuk, Iowa, won the \$100 prize. Smith, a senior, will use the cash for a vacation.

Dear Mr. Jones:

An exception may be in feature writing for members, where we tend to refer to students by their last name. In some instances, it's OK to refer to the student by first name throughout the story.

cow-calf operation

D

dashes vs. hyphens

HYPHENS: Use hyphens as joiners, such as for compound modifiers: *small-business owner*. Also use hyphens for ranges, such as Jan. 1-4 and Oct. 24-Nov. 11. and 7 a.m.-8 p.m. Do not add spaces around hyphens.

EM DASHES: Use an em dash to mark an interruption in a sentence (*The two FFA members — one from New York and the other from Louisiana — joined the organization in 2016*). Include spaces around all dashes.

EN DASHES: FFA style does not use en dashes.

dates

Spell out months in their entirety when they stand alone. When using as a date, the abbreviation is acceptable for all months except March, April, May, June and July. Spell out days of the week; do not abbreviate unless in tabular form.

The convention and expo will begin in October.

Please respond by Monday, Jan. 15.

daylight saving time

Not “savings.” No hyphen.

definitely

Not “definitely.”

degrees

Exact titles for some of the many FFA degrees include:

- American FFA Degree
- State FFA Degree
- Chapter FFA Degree
- Discovery FFA Degree
- Greenhand FFA Degree

departments

FFA does not have departments, it has divisions and teams.

dimensions and spacing

Use figures and spell out inches, feet, yards, etc. to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

He is 5 feet 6 inches tall, the 5-foot-6-inch man. The rug is 9 feet by 12 feet, the 9-by-12 rug.

Use an apostrophe to indicate feet and quote marks to indicate inches (5’6”) only in very technical contexts. When using dimensions in phrases, such as 10 x 15, use spaces around the “x.”

directions and regions

Lowercase when referring to a compass direction; capitalize when a region is being designated.

Michigan is north of here. My family is from the Midwest. The South lost the war.

But if a region is being identified that is not part of an official designation, use lowercase.

We’re from southern Alabama. He experienced the raw emotion so common in Northern Ireland.

If in doubt, opt for lowercase. Do not capitalize FFA regions. They are not necessarily geographic regions. Ohio is in the eastern region but is generally considered a state in the Midwest.

The central region had 258 American FFA Degree recipients this year.

Capitalize only when part of a title:

Central Region Vice President Alicia Hodnik.

disability

When writing about individuals with disabilities, always focus on the individual and not the disability. Doctors don't diagnose a person; they diagnose a condition in a person.

For example, individuals with hearing impairments; individuals with visual impairments; individuals who use wheelchairs; an individual who uses a wheelchair; hearing-impaired and speech-impaired individuals; individuals with special needs.

download/upload

Copying a document or file (pictures, videos, documents, etc.) from the internet to a personal computer.

E

each/every

"Each" is a singular noun that requires a singular verb. "Every" is a bit trickier, but it also requires a singular verb and singular pronouns. The following examples make this easier to understand:

WRONG: Each of them have a place.

RIGHT: Each of them has a place.

WRONG: Every one of the papers have been graded.

RIGHT: Every one of the papers has been graded.

WRONG: Everyone must sign their name.

RIGHT: Everyone must sign his or her name.

early bird registration

email

Electronic mail. Can be a noun or verb. Do not hyphenate. Capitalize only at the beginning of a sentence or as part of a formal title.

e-newsletter

Hyphenate as shown.

e.g.,

Meaning "for example," it is always followed by a comma.

etc.

An abbreviation for et cetera, which means “and so forth.” It is always followed by a period.

em dash

Use an em dash to mark an interruption in a sentence (*The two FFA members — one from New York and the other from Louisiana — joined the organization in 2016*). Include spaces around all dashes.

en dash

FFA does not use en dashes.

ensure/insure

Ensure means to guarantee. Always use ensure except when you specifically mean insurance as in monetary value of property, life and limb.

We want to ensure the project is successful.

We will make every effort to ensure your satisfaction.

The pension fund was fully diversified, ensuring the relative safety of its assets.

He insured the contents of his home with riders to his original policy.

exact same

Use either “exact” or “same,” not both together. “Exact same” is redundant.

expo

As a stand-alone, always lowercase. An acceptable alternative to the name “expo” is “event.” Refer to booths as Booth 1234 in copy.

extracurricular

No hyphen.

everyday/every day

“Everyday” is an adjective. “Every day” is an adverb.

She goes to work every day.

He wears everyday shoes.

everyone/every one

Two words when it means each individual item:

Every one of the clues was worthless.

One word when used as a pronoun meaning all persons:

Everyone wants his life to be happy.

(Note that “everyone” takes singular verbs and pronouns).

F

4-H

Use a hyphen between the number 4 and capital H.

Farm Bureau

See American Farm Bureau Federation.

FFA

The official name is the National FFA Organization. Refer to the organization by the initials FFA. Do not use periods with the initials. Always treat the name of our organization with respect. On first reference, the full name, National FFA Organization, should be used and capitalized accordingly. For informal references, do not capitalize the word “national” with FFA, unless the full title is being used. It should always be referred to as FFA and not the FFA. The only time the word “the” should be used is in referring something that belongs to FFA.

WRONG: John is a member of the FFA.

RIGHT: John is a member of FFA.

RIGHT: We attended the FFA workshop during the national convention and expo.

In printed materials for media, “(formerly Future Farmers of America)” may be used in parentheses when essential to communicating an understanding of the organization for readers. The following is the official text developed to explain what FFA stands for. Use this entire approved text whenever appropriate to do so:

FFA is a dynamic youth organization within agricultural education that changes lives and prepares students for personal growth, premier leadership and career success. FFA was created in 1928 as Future Farmers of America, and in 1988, the name was changed to the National FFA Organization to represent the growing diversity of agriculture. Today, more than half a million student members are engaged in a wide range of agricultural education activities, leading to more than 300 unique career opportunities in the food, fiber and natural resources industry. Student success remains the primary mission of FFA.

The letters FFA stand for Future Farmers of America; however, the official name of the organization was changed in 1988 to the National FFA Organization. During the past 82 years, FFA and agricultural education have grown to encompass all aspects of agriculture, from production farming, agribusiness and forestry to biotechnology, marketing and food processing.

You can learn more about FFA at our website, FFA.org.

FFA'er

Refrain from using FFA'er when indicating an FFA member. "FFA member" is acceptable. Do not use "FFA student." Always use "FFA member."

FFA's

Our brand is uncluttered and more powerful when the three letters FFA stand alone. Whenever possible, do not make the acronym possessive. Try to rework your phrase so that FFA stands alone. Attempt to avoid this when speaking as well as writing.

WRONG: FFA's new programs

RIGHT: the new FFA programs

FFA Alumni Life Members and FFA Alumni Life Membership

Use full name on first reference and life members or life membership after.

FFA boilerplate

Use the following paragraphs at the end of all FFA news releases:

About National FFA Organization

The National FFA Organization is a national youth organization of 945,988 student members as part of 9,163 local FFA chapters in all 50 states, Puerto Rico and the U.S. Virgin Islands. The FFA mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. For more, visit the National FFA Organization online at FFA.org and on Facebook and Twitter.

About National FFA Foundation

The National FFA Foundation builds partnerships with industry, education, government, other foundations and individuals to secure financial resources that recognize FFA member achievements, develop student leaders and support the future of agricultural education. Governed by a 19-member board of trustees composed of educators, business leaders, individual donors and FFA Alumni, the foundation is a separately registered nonprofit organization. About 82 percent of every dollar received by the foundation supports FFA members and agricultural education opportunities. For more, visit FFA.org/Give.

FFA Chapter Tee Design Contest

FFA colors

FFA Creed

On first reference, use FFA Creed. On second reference and after, use Creed. Always uppercase the "C" in "Creed" when referring to the FFA Creed. In general terms, "creed" is lowercase.

FFA degrees

The names of FFA degrees should be capitalized and include the letters "FFA" on first reference, meaning the degrees become proper nouns. Discovery FFA Degree, Greenhand FFA Degree,

Chapter FFA Degree, State FFA Degree, American FFA Degree, Honorary American FFA Degree. On second reference, they may be referenced more casually. The exception? Always capitalize “American.”

More than 2,400 FFA members received the organization’s highest honor, the American FFA Degree.

He received his Greenhand degree last year.

She holds the American degree.

FFA emblem

When appropriate, use this statement: The FFA emblem and the letters F-F-A are registered trademarks of the National FFA Organization.

Forever Blue Network

FFA Life Member

Use the full name on first reference. On second reference and after, use life members.

FFA Lifetime Membership

Use the full name on first reference. On second reference and after, use life memberships.

FFA mission

FFA New Horizons

The name of the official member magazine of FFA is FFA New Horizons. Do not refer to the magazine as New Horizons; always include “FFA” with the name. Do not italicize the name of the magazine in copy.

FFA.org

FFA.org is the official name of the FFA website. Use FFA website on second reference. The “www.” should not be used. Uppercase FFA in all web addresses but lowercase text after the “/” in a web address.

Visit FFA.org for more information.

To read more, visit FFA.org/news.

FFA staff

The term “national FFA staff” is also acceptable.

FFA Resume Generator©

Use the © after the name on first reference only. After that, do not include the ©.

FFA Week

Use National FFA Week on first reference and FFA Week thereafter.

Thousands of FFA members will celebrate National FFA Week this February.

farmers market

farther/further

Farther refers to physical distance. Further refers to an extension of time or degree.

We walked farther into the woods.

He explained his theory further using hands-on examples.

firsthand (adjective and adverb)

flier

Not flyer.

flip book

Food for America

Refers to the program to teach young people about Food for America. Do not abbreviate.

foundation

See National FFA Foundation.

full-time/full time

Use full-time as an adjective and full time as a noun.

fundraising

Whether used as a noun, adjective, adverb or verb, do not hyphenate.

Fundraising by the National FFA Foundation supports FFA programs and activities.

G

Gainbridge Fieldhouse

Formerly known as Banker's Life Fieldhouse.

general sessions

There are nine general sessions during the National FFA Convention & Expo. When referring to sessions in copy, lowercase.

Rick Rigsby will speak in the opening session.

gift card

grades

Use 5-12. No “th.” Spell out first – ninth when standing alone. Preferred style is to say middle school and high school students.

Greenhand

greenhouse

H

handout

hashtag

In copy, use headline case (uppercase each word) in the written hashtag (#LivingtoServe)

headlines and subheads

For all heads and subheads, capitalize all words with four or more letters. Also capitalize words with fewer than four letters except the following: *the, a, an, and, as, but, if, or, nor, at, by, for, in, of, off, on, out, to, up*. Be sure to capitalize short verb forms like *Is* and *Be*. However, do not capitalize *to* when it is part of an infinitive. Headlines and subheads are not considered first reference; first reference is for copy only. Visit <https://headlinecapitalization.com> for an easy reference.

Six Collegiate Students Travel to Africa for Lifetime Opportunity

Winners of National Chapter Awards Announced

high school

Two words. Capitalize only when part of a proper name.

high school agriculture

Use “high school agriculture” only when referring to programs specifically for high school students (middle schools may feel left out). When referring to the instructional program, use the term “agricultural education.” Use lowercase and do not abbreviate. It’s “high school agriculture,” not “high school ag.”

historically marginalized populations

More to come

homepage

A company or organization's domain on the web.

Honorary American FFA Degree

horticulturist

HTML

Hypertext markup language – the computer language behind the webpages you see.

hyphens

Use hyphens as joiners, such as for compound modifiers: small-business owner. Also use hyphens for ranges, such as Jan. 1-4. There should be no spaces surrounding a hyphen.

I

icebreaker

import/export

To import a file brings the data into your computer. To export a file sends the data from your computer to another location.

inbox

inservice

i.e.,

Abbreviation for “that is.” Always use periods after the two letters. It is always followed by a comma.

Indiana Convention Center (ICC)

Not Indianapolis Convention Center.

instructor

The individual in charge of an agricultural education program. He or she is not the “FFA teacher” (see advisor).

internet

The global computer network.

intracurricular

One word, no hyphen.

irregardless

Is not a word.

it's/its

Memorize this rule: It's with an apostrophe means "it is;" its without an apostrophe means "belonging to it." Don't go apostrophe crazy. If you can't use "it is" in place of the word in question, leave the apostrophe out.

The committee achieved its goals.

The project reached its deadline.

It's my turn. I don't think it's going to happen.

It's not my fault the product didn't live up to its potential.

iPhone, iPad

J

junior, senior

Abbreviate as Jr. and Sr. only with full names. Do not precede with a comma:

Joseph P. Kennedy Jr.

The notation "II" or "2nd" may be used if it is the individual's preference. Note, however, that "II" and "2nd" are not necessarily the equivalent of "junior"—they often are used by a grandson or nephew. If necessary to distinguish between father and son in second reference, use the "elder Smith" or "the younger Smith."

K

key chain

L

land-grant university

learn book

LifeKnowledge®

One word with uppercase “L” and “K.” Use the ® on first reference. Omit thereafter.

lifelong (adj.)

Listserv(s)

livestreaming

login/log in

One word when used as a noun; two words when used as a verb.

long term/long-term

Hyphenated when used as a compound modifier:

Her position is long term.

She has a long-term goal.

longtime (adj.)

M

main stage

members

Use FFA members, not FFA students. Use students in general terms, when “FFA” isn’t the modifier. It is understood that when the term “member” is used, it is referring to student members. Please specify when the term refers to alumni members.

Merchandise Center

On first reference, use full name, the National FFA Merchandise Center. After first reference, just use merchandise center. South Campus is acceptable when writing for an internal audience.

Me, We, Do, Serve

The four stages of personal development. When used together, use the above construction. Apart, uppercase each individual word.

midnight

Always lowercase in copy. Uppercase in schedules.

mission

In regard to the FFA mission, lowercase.

money

\$6, not \$6.00. \$1,000, not \$1000.00.

motto

Do not capitalize the word “motto” in FFA motto.

months

(see dates)

multitask

No hyphen

N

names

After first reference in all hard news stories or press releases, use only the subject’s last name. In feature stories, it is acceptable to use the subject’s first name.

The National Council for Agricultural Education

Use the full name on first reference and “The Council” after that. “The” is part of the official name.

National Chapter Award Program

national content standards

See Common Core.

National Days of Service (NDoS)

National FFA Advisor

Uppercase as a title used before a name.

National FFA Advisor Dr. Travis Park is from North Carolina.

Lowercase when used as a title after a name or on general reference.

Dr. Travis Park is the national FFA advisor.

The national FFA advisor is Dr. Travis Park.

National FFA Agriscience Fair

The official name is the National FFA Agriscience Fair. The term “agriscience fair” on second reference is acceptable. Use “national agriscience fair” to distinguish between state competition.

National FFA Alumni and Supporters

Formerly known as the National FFA Alumni Association. Always use National FFA Alumni and Supporters on first reference when referring to the official name of the group (do not use “the” before the title). Never use the ampersand (&) with the formal title. After first reference, use “national alumni and supporters” or “alumni and supporters” (if “FFA” is not paired with “alumni and supporters,” lowercase).

Use the following formal titles:

- National FFA Alumni and Supporters Advisory Committee. After first reference, “alumni and supporters advisory committee” is acceptable.
- National FFA Alumni and Supporters Regional Development Conferences (RDC). After first reference, use “RDC.”

Per our constitution, there are two types of FFA membership: student and adult. When talking about the type of membership, use the word “alumni.”

Members can activate their student membership, or they may begin as an alumni member.

Allie is an alumni member who belongs to National FFA Alumni and Supporters.

Use these titles when referring to the following:

- National FFA Alumni leader or “alumni leader” after first reference.
- National FFA Alumni state staff or “alumni state staff” after first reference.
- FFA Life Member. After first reference, use “life member.”
- FFA Life Memberships. After first reference, use “life memberships.”
- FFA Associate Membership (free five-year membership for high school graduates). After first reference, use associate membership/member

National FFA Alumni and Supporters have chapters, not affiliates. When referring to an alumni and supporters chapter, use the chapter's "Doing Business As" name. If a chapter still uses "FFA Alumni" as part of their official title, use that title; do not add "Alumni and Supporters" to the chapter name. In general, use National FFA Alumni and Supporters chapter(s). You can also use FFA Alumni and Supporters chapter(s). After first reference, use "alumni and supporters chapter(s)." Uppercase the formal name of a chapter (i.e., Indianapolis FFA Alumni and Supporters Chapter or Indianapolis FFA Alumni Chapter). When referring to a state association, go with State FFA Alumni and Supporters Association. After first reference, refer to it as "xxx alumni and supporters association."

National FFA Alumni Bylaws

Use the official title on the first reference; use "bylaws" thereafter.

National FFA Board of Directors

Always use National FFA Board of Directors on first reference. After first reference, "board of directors" is appropriate.

National FFA Center

Always capitalize when used as National FFA Center. Do not capitalize "center" when used alone.

They will meet at the center.

National FFA Federal Charter

Always capitalize on first reference. Use "charter" after that.

National FFA Constitution and Bylaws

When combined, use the full name on first reference. On second reference and thereafter, use "constitution and bylaws." When separated, use "National FFA Constitution" on first reference and "constitution" thereafter and "National FFA Bylaws" on first reference and "bylaws" thereafter.

National FFA Convention & Expo

Refer to the annual meeting of FFA as the "2016 National FFA Convention & Expo," or the "89th National FFA Convention & Expo," or the "National FFA Convention & Expo" on first reference. The following are acceptable on second reference: "convention and expo;" "national convention and expo;" or just "convention" or "expo." National FFA Expo is acceptable. When referring to specific convention-only events, it is OK to use "convention" on its own. In informal writing, such as in our blog, it is OK to use "convention."

Plan now to attend the 89th National FFA Convention & Expo.

Welcome to the 2016 National FFA Convention & Expo.

Several FFA members attended the convention workshops.

The National FFA Convention & Expo is the largest annual student convention.

Our advisor told us to meet her at the expo.

National FFA Convention & Expo Courtesy Corps

Use the official title on the first reference; use “courtesy corps” thereafter.

National FFA Delegates

After first reference, “delegates” or “national delegates” is appropriate.

National FFA Delegate Process

Capitalize on first reference. Use delegate process thereafter.

National FFA Executive Secretary

This position is an employee of the U. S. Department of Education and this distinction should be mentioned in formal communications. On first reference, use full name. Thereafter, use “executive secretary.”

National FFA Foundation

On first reference, use the following terms and capitalize accordingly: *National FFA Foundation*; *National FFA Foundation Sponsors’ Board*; *National FFA Foundation Executive Council*; *National FFA Foundation Individual Giving Council*.

On second reference, use these terms and do not capitalize unless using “FFA”: *FFA Foundation* or *foundation*; *foundation sponsors’ board*; *foundation executive council* or *executive council*, *individual giving council*.

We no longer use the phrase “sponsored as a special project of the National FFA Foundation” with sponsor names.

Refer to sponsors as “corporate partners” and donors as “individual donors.”

The following boilerplate should be used on all foundation press releases:

About National FFA Foundation

The National FFA Foundation builds partnerships with industry, education, government, other foundations and individuals to secure financial resources that recognize FFA member achievements, develop student leaders and support the future of agricultural education. Governed by a 19-member board of trustees composed of educators, business leaders, individual donors and FFA Alumni, the foundation is a separately registered nonprofit organization. About 82 percent of every dollar received by the foundation supports FFA members and agricultural education opportunities. For more, visit FFA.org/Give.

National FFA Foundation Board of Trustees

Always use full title on first reference. After first reference, board of trustees is appropriate.

National FFA Foundation President's Advisory Council

Capitalize on first reference. Use President's Advisory Council thereafter.

National FFA Foundation Sponsors' Board

Always use National FFA Foundation Sponsors' Board on first reference. After first reference, sponsors' board is appropriate.

National FFA Merchandise Center

On first reference, use full name. After first reference, use merchandise center. Internally, OK to refer to the merchandise center as South Campus.

National FFA Organization

The National FFA Organization changed to its present name in 1988, in recognition of the growth and diversity of agriculture and agricultural education. Refer to the organization by the acronym FFA.

The National FFA Organization is located in Indianapolis.

Express as "FFA" or "the organization" on second reference. Do not use the abbreviation NFFA. Ok to use the phrase "National FFA" when referring to both the organization and the foundation.

National FFA Officers

The correct name for the organization's national officers is the National FFA Officers. Capitalize whenever referring to this official group as a proper noun, but lowercase if referring casually to the group.

We present the 2023-24 National FFA Officers!

The national officers have been busy in their travels.

In text, biographies and introductions, capitalize only when the national officer title immediately precedes the student's name. Lowercase officer titles when they stand-alone. Do not hyphenate vice president. The year may be used if the story is about a former officer (e.g., 2008-2009 National FFA President Paul Moya). Refer to the National FFA Officers as follows:

Andrew Seibel, national president, met with FFA members from Wyoming.

National FFA President Andrew Seibel visited 10 chapters in Indiana.

The national president spoke at the banquet.

National FFA Officer Team or National FFA Officer Family are also acceptable.

national FFA staff

Or just use "national staff."

National Teacher Ambassadors for FFA

Use official title on first reference and “teacher ambassadors” on second reference and beyond.

nationalities and races

Capitalize the proper names of nationalities, peoples, races, tribes, etc.: African American, Chinese (both singular and plural), Eskimo (plural Eskimos), Japanese (singular and plural), Native American. While the terms Latino and/or Hispanic can be used to identify individuals whose ancestry comes from a variety of countries where Spanish is primarily spoken, make every effort to use specific nationalities (Mexican, Puerto Rican, Brazilian, Argentine, etc.). Using the term “Black” in place of African American is fine but stay consistent.

When working in the FFA profile/roster system, use “Black, Non-Hispanic” and “White, Non-Hispanic.”

New Farmers of America (NFA)

Former organization for African-American males. The correct terminology for its relationship with FFA is that it was incorporated into FFA in 1965.

National Quality FFA Chapter Standards

Next Gen Conference

Use the conference’s full name, Next Gen Conference on first reference. On second reference and after, use Next Gen.

nominating committee

The name of the committee that nominates the National FFA Officers. Lowercase in all instances.

nonbinary

nondisclosed

This is not a word. Use the word “undisclosed.”

nonmember

Not hyphenated unless a proper pronoun.

nonprofit

One word. Do not use not-for-profit or non-profit.

no-till cropland

nontraditional

noon

Always lowercase in copy. Capitalize in schedules.

numbers

In general, spell out single-digit numbers in text, but use numerals for 10 and above. Never begin a sentence with a numeral; either spell out the number or rewrite the sentence to move the number from the beginning. Very large round numbers should be spelled out (one million instead of 1,000,000) except when a dollar sign is present; then use a numeral and spell out million or billion. Dates should always get numerals (Oct. 31, 1966).

Available in sets of six, eight or 12.

He made \$3 million last year.

O

officers

See National FFA Officers and State FFA Officers.

Official Casual Dress

In all instances, uppercase.

Official Dress

In all instances, uppercase.

Official FFA Manual

official jacket

onboard

online

On the internet, on an electronic network. One word.

online convention registration (OCR)

Lowercase on first reference. After first reference, use abbreviation OCR.

on-site

Never onsite. When the adjective “on-site” comes before the noun it is modifying, it takes the hyphen. When it comes after the noun, it takes no hyphen.

We have many activities on site.

We have many on-site activities.

onstage (adj. or adv.)

over, more than

Acceptable in all uses to indicate greater numerical value.

The crop was valued at over \$5 billion.

He climbed more than five flights of stairs.

P

parliamentary procedure

part-time/part time

Use part-time as an adjective and part time as a noun.

past national officer

OK to use PNO on second reference, if needed.

percentages

In copy and graphics, use %. Use figures for percent and percentages.

The study revealed that 9% of the high school's student population owns a tractor.

The guide is 20% off.

phone numbers

Use dashes between area code, prefix and suffix. No parentheses.

317-817-5348, not (317) 817-5389

plagiarism

Merriam Webster's Collegiate Dictionary defines plagiarize as "to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source." The National FFA Organization will not tolerate plagiarism in any form by any FFA staff member or vendor charged with producing materials for FFA audiences. As a national education organization, FFA takes the strictest view of plagiarism as unethical and detrimental to the brand, image and reputation of FFA.

plurals

Use an apostrophe only to indicate ownership. Otherwise, just add an "s." For example, NLCSO's identifies something at a specific conference.

Perry has been chosen as his NLCSO's conference speaker.

NLCSOs identifies more than one.

Ruth has attended two NLCSOs.

postmarked

One word. Do not hyphenate.

postsecondary/postsecondary education

premier/premiere

“Premier” means first in rank or performance. “Premiere” means debut of a performance, movie, etc.

preregistration

principal/principle

Principal is a noun and adjective meaning someone or something first in rank, authority, importance or degree. At FFA, we generally use principal to refer to a school principal, but it can also mean capital and monetary value. Principle is a noun that means a fundamental truth, doctrine or motivating force.

Joe Smith is the principal at Pike High School.

He stands firm, deeply rooted in this principle.

proficiency awards

On first reference, use the official name: National FFA Agricultural Proficiency Awards. Proficiency awards should be written as follows:

National FFA Agricultural Communications Proficiency Award.

national agricultural communications proficiency award.

Program of Activities (POA)

Activities specified by the three standing committees, which are to be accomplished by the local chapter, district, region or state association. It is not referred to as the “Program of Work.” On second reference and thereafter, use POA.

publications

Capitalize the initial letters of the name but do not place it in quotes. Do not italicize publication titles in all references. Lowercase the word “magazine” unless it is part of the publication’s formal title.

R

rarely ever

Redundant. Use rarely.

re-

Generally, only use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.

re-elect

re-enact

re-engage

re-examine

For many other words, the sense is the governing factor:

recover (regain)

re-cover (cover again)

reform (improve)

re-form (form again)

resign (quit)

re-sign (sign again)

record books

record keeping

resume

Do not use accents.

“Robert’s Rules of Order Newly Revised”

S

SAE

The abbreviation for “supervised agricultural experience,” which is defined as the individualized experience program designed in cooperation with the student, parents, agriculture instructor and,

in some cases, employers to provide each student the opportunity to practice, in as near a real-life situation as possible, that which has been learned in the classroom. Correct use on first reference is “supervised agricultural experience (SAE).” Once you have defined the abbreviation, use it consistently thereafter within the context of a single document. SAE is a program, not a project. When using the plural, simply add an “s”; no apostrophe allowed (SAEs). It’s OK to use “supervised agricultural experience.”

SAE for All

SAE Grants

scales

Use figures. On a scale of 1-5, rate your experience.

self-

Always hyphenate.

self-assured

self-defense

self-image

service-learning

Hyphenate in all instances.

ShopFFA

The official online store for the National FFA Organization. When writing the store’s URL, use ShopFFA.org.

short-term (adj.)

single sign-on

slash (/)

When using this punctuation, do not include spaces around it.

WRONG: The FFA Latino / Hispanic celebration will take place in October.

RIGHT: The FFA Latino/Hispanic celebration will take place in October.

SMART goals

smartphone

spaces

Use one space between sentences for letters, memos, internal documents, printed materials, newsletters, brochures, manuals and posting on the website. Use two spaces after a colon but do not capitalize the word following the colon unless it begins a complete sentence.

special needs

(see disability)

sponsor

Do not use this word. Use “corporate partners” instead.

sponsors’ board

This title does have an apostrophe at the end of sponsor. The full name is the National FFA Foundation Sponsors’ Board.

sponsorship

Do not use this word. Use “support” or “partnership” instead.

state FFA associations

When referring to a specific association, do not use the word “state” with “association” or position. *California FFA Association.*

state FFA officers

Do not uppercase. Use state FFA officers on first reference. After first reference, “state officers” is appropriate.

state FFA staff

State Officer Summit

Formerly known as State Presidents’ Conference. This summit is for all state FFA presidents, not just one or two per state.

STEM

The acronym for Science, Technology, Engineering and Math education. Always capitalize with no periods.

state abbreviations

Use the following state abbreviations when identifying a city and state in copy:

Alabama	Ala.
Arizona	Ariz.
Arkansas	Ark.

California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Florida	Fla.
Georgia	Ga.
Illinois	Ill.
Indiana	Ind.
Iowa	Iowa
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Oklahoma	Okla.

Oregon	Ore.
Pennsylvania	Pa.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S.D.
Tennessee	Tenn.
Vermont	Vt.
Virginia	Va.
Washington	Wash.
West Virginia	W.Va.
Wisconsin	Wis.
Wyoming	Wyo.

Do not abbreviate the following states: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah and District of Columbia. Use the two-letter Postal Service abbreviations only with full addresses, including zip code.

He lives in Indianapolis, Ind.

His address is 6060 FFA Drive, Indianapolis, IN 46278

When using a city and a state in copy, place one comma between the city and the state name, and another comma after the state name, unless ending a sentence.

Beginning in 2016, the national convention and expo will be held in Indianapolis, Ind.

sustainable

T

tallywacker

In FFA speak, this is the zipper pull that sometimes sticks out when the official jacket is zipped to the top. Avoid using the word outside of FFA; it is also a derogatory term.

task force

Team Ag Ed

Team Ag Ed is a united effort in promoting local program success and includes the following organizations and groups: The National Council for Agricultural Education; AgrowKnowledge; Agricultural Education Division of the Association for Career and Technical Education; American Association for Agricultural Education; National Association of Agricultural Education; National Association of Supervisors of Agricultural Education; National FFA Alumni Association; National FFA Foundation, Inc.; National FFA Organization; National Farm and Ranch Business Management Education Association; National Postsecondary Agricultural Student Organization; and National Young Farmer Educational Association.

Team Ag Ed Inservice

team building

Two words. Hyphenate as an adjective.

teammate(s)

teenager/teenage

One word, no hyphen. Do not use teenaged.

telephone numbers

see phone numbers.

that/which

In general, you don't need a comma when using "that" in a sentence, but you do need a comma when you use "which." Both are relative pronouns. When at all possible, use "that" and avoid "lapsing into a comma."

She used a new brand of coffee that didn't keep her awake.

She read the memo, which mentioned the appointment.

three-component model

The full name is Three-Component Model for School-Based Agricultural Education. Do not spell out 3. The three-component model is NOT the three-circle model.

through

Not thru.

throughout

one word, no hyphen

time

6 p.m., not 6:00 p.m. Use "noon" to represent 12 p.m. and "midnight" to represent 12 a.m. The abbreviations EST, EDT, CDT, etc., are acceptable on first reference for zones used within the

continental United States, Canada and Mexico only if the abbreviation is linked with a clock reading: 9 a.m. PST.

time zones

Capitalize the full name of the time in force within a particular zone: Eastern Standard Time, Eastern Daylight Time, Central Standard Time, etc. The abbreviations EST, EDT, CDT, etc., are acceptable on first reference for zones used within the continental United States, Canada and Mexico only if the abbreviation is linked with a clock reading: 9 a.m. PST. Do not set off the abbreviations with commas. Lowercase all but the region in short forms: the Eastern time zone, Eastern time, Mountain time, etc.

titles

In general, confine capitalization to formal titles used directly before an individual's name.

National FFA President Andrew Seibel spoke at the Indiana state convention.

Lowercase and spell out titles when they are not used with an individual's name.

The national FFA president spoke at the Indiana state convention.

Lowercase and spell out titles in constructions that set them off from a name by commas.

The national FFA president, Andrew Seibel, spoke at the Indiana state convention.

toward

Not towards

T-shirt

hyphenate, lowercase "s." "Tee" is also acceptable.

turf grass

Two words.

turn-key (adj. and noun)

U

undisclosed

Never use nondisclosed.

upload

To transfer (data) from a computer or device to a usually larger computer or computer network. The word "upload" does not mean the same as "download."

U.S. Department of Agriculture

Use full name in first reference. Use USDA after that.

U.S. Department of Education

Both the national FFA advisor and national FFA executive secretary are employees of the U.S. Department of Education. Do not use “USDE” as this abbreviation could be confused with the U.S. Department of Energy. On second reference, use “the Department” or the “Department of Education.”

U.S. Virgin Islands

Always use U.S. with Virgin Islands to distinguish from the British Virgin Islands. There are no FFA chapters in the British Virgin Islands; only the U.S. Virgin Islands offer FFA.

United States

Use periods in the abbreviation, U.S.

URL

Abbreviation for Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. The unique address for a file that is accessible on the internet. The word “website” is preferred over URL. If you must list an URL in print/promotional copy, use a short URL rather than a long one. Most FFA programs/webpages have a short URL option. For example:

Avoid long URLs: <https://www.FFA.org/programs/collegiate/pages/default.aspx#>.

Instead, go with the short URL: [FFA.org/news](https://www.FFA.org/news) (remove “www.” from all FFA URLs).

If you need to request a short URL, send a request to FFA Web Submit, FFAWebSubmit@FFA.org.

In links that go to a PDF, add “(PDF)” to the end of the link name. *CDE Planning Guide (PDF)*

username

V

vision

In regards to the FFA vision, lowercase in copy.

vocational

The more modern and acceptable term is career and technical education (spell out “and”; do not use “&”). The word “vocational” should only be used in the name Office of Vocational Education (OVAE) and in reference to legislation that contains the word “vocational” in the title.

W

wastewater

WebEx

webpage

Use as one word. Refers to a specific page within a website.

website

Use as one word. Refers to the entire site, usually directed to the homepage. Do not italicize web addresses in copy.

weeklong

One word.

who/whom

Use “whom” only when the pronoun is the object of a verb or preposition. The FFA member to whom the tractor was rented left the window open. Use “who” when the pronoun is the subject of a sentence, clause or phrase. The FFA member who rented the tractor left the window open. To tell the difference, if it isn’t clear, substitute a different pronoun—such as she/her (she = who; her = whom)—to better see which form is correct.

Y

years

Always present year spans as 2023-24, not 2023-2024. The only exception is in merchandise copy.

yearlong

One word, no hyphens.

your/you’re

The word “your” is a pronoun that denotes ownership, and is used whenever referring to an object or trait that belongs to a person. The contraction you’re combines the words you are, and should only be used where you are could be substituted.

You dropped your wallet.

I was reviewing your strengths and weaknesses.

You're a real asset to this team.

Please let me know what you're doing.

Z

ZIP codes

Use two spaces between state and ZIP code. Use zip + four whenever possible.

Indianapolis, IN 46268-0960

Numbers

24/7

300+ unique careers

When referring to AgExplorer, always use 300+ or more than 300 unique careers in copy. Even in general ag career references, always use 300+ unique careers.

501(c)(3)

A nonprofit designation for tax purposes.