



AP Style State Abbreviations for Press Release Dateline

Follow these Associated Press guidelines for the U.S. states:

STANDING ALONE: Spell out the names of the 50 states when they stand alone in textual material.

DON'T ABBREVIATE EIGHT: The names of eight states are never abbreviated in text:

Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

ABBREVIATIONS REQUIRED: Use the state abbreviations listed at the end of this section in conjunction with the name of a city, county, town or village in text. Place one comma between the city and the state name, and another comma after the state name.

Examples: He travelled from Nashville, Tenn., to Austin, Texas.

Cook County, Ill., is where Jacob's family lives.

STATE ABBREVIATIONS: Following are the state abbreviations. ZIP code abbreviations are in parentheses. Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code.

Ala. (AL)	Neb. (NE)
Ariz. (AZ)	Nev. (NV)
Ark. (AR)	N.H. (NH)
Calif. (CA)	N.J. (NJ)
Colo. (CO)	N.M. (NM)
Conn. (CT)	N.Y. (NY)
Del. (DE)	N.C. (NC)
Fla. (FL)	N.D. (ND)
Ga. (GA)	Okla. (OK)
Ill. (IL)	Ore. (OR)
Ind. (IN)	Pa. (PA)
Kan. (KS)	R.I. (RI)
Ky. (KY)	S.C. (SC)
La. (LA)	S.D. (SD)
Md. (MD)	Tenn. (TN)
Mass. (MA)	Vt. (VT)
Mich. (MI)	Va. (VA)
Minn. (MN)	Wash. (WA)
Miss. (MS)	W.Va. (WV)
Mo. (MO)	Wis. (WI)
Mont. (MT)	Wyo. (WY)

Examples: LOS ANGELES, Calif. / ST. LOUIS, Mo. / ATLANTA, Ga. / PHOENIX, Ariz. / DALLAS, Texas

These are the ZIP code abbreviations for the eight states that are not abbreviated in text: AK (Alaska), HI (Hawaii), ID (Idaho), IA (Iowa), OH (Ohio), TX (Texas) and UT (Utah).

WASHINGTON, D.C.: Use state of Washington or Washington state when necessary to distinguish the state from the District of Columbia (Washington, D.C.).

• **Months in dateline, and abbreviations for dates:**

Spell out months when used alone or with either a date or year but abbreviate them to the following when used with a date and year. All months with five letters or less are never abbreviated. Never abbreviate days of the week.

- January -- Jan.
- February -- Feb.
- March -- March
- April -- April
- May -- May
- June -- June
- July -- July
- August -- Aug.
- September -- Sept.
- October -- Oct.
- November -- Nov.
- December -- Dec.

Examples of dates:

Brooks went missing on Tuesday, Jan. 31, 2001.

The game will be held in mid-October.

The results were posted Saturday, December 5

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