

MPO Style Guide

Please see the quick reference guidelines below which should be used when preparing documents and information designed for public use. Please refer to the full Broward MPO Style Guide for additional information and guidelines.

WEBSITE

CORRECT
BrowardMPO.org

INCORRECT
browardMPO.org
browardmpo.org
BROWARDMPO.org

EMAIL ADDRESSES

CORRECT
ryanc@browardmpo.org

INCORRECT
ryanc@BrowardMPO.org
RYANC@browardmpo.org
Ryanc@browardmpo.org

PHONE NUMBERS

CORRECT
(222) 222-2222

INCORRECT
954-797-1030
954.797.1030

ADDRESSES

CORRECT
100 West Cypress Creek Road,
8th Floor, Suite 850
Fort Lauderdale, FL 33309-2112

INCORRECT
100 W. Cypress Creek Rd.,
8th Floor, Suite 850
Ft. Laud., FL 33309-2112

DATES + TIMES

CORRECT
Monday, December 2, 2015

INCORRECT
Mon., Dec. 2nd. 2015

CORRECT
10:30 a.m. - 11:00 a.m.

INCORRECT
10:30am - 11:00am
10:30 A.M. - 11:00 A.M.
10:30 AM - 11:00 AM

FILE NAMING

20150314-factsheet

20150314	-factsheet
Date	File Name
(YM or YMD)	

NON-DISCRIMINATION TEXT

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact Christopher Ryan, Director of Public Involvement and Communication/Title VI Coordinator at (954) 876-0036 or ryanc@browardmpo.org.

All text should follow AP Style Guidelines. These rules can be found at: www.apstylebook.com. Please refer to the full Broward MPO Style Guide for additional information and guidelines.