

Procedure for counting words in Candidate Statements

Following are some suggested guidelines for counting the number of words in candidate statements and preparing articles for publication:

1. The (name of dictionary, year of publication) will be used for word verification.
2. Acronyms are counted as one word (e.g. APWU, COPA, USPS).
3. Hyphenated words are verified in a dictionary. If a word is hyphenated in the dictionary it is counted as one word. If not hyphenated in the dictionary, counted as two words.
4. If a word in the candidate's statement is not hyphenated and listed in the dictionary both ways (two words) it is counted as two words. (e.g. lay-off, lay off).
5. If a word in the dictionary is listed as two words, it's counted as two, even though it was written as one word in the candidate's statement, (e.g. work room, work life, etc.)
6. If a word is hyphenated in the candidate's statement but is listed as one word (no hyphen) in the dictionary, it is counted as one word.
7. Words that cannot stand alone, such as with a prefix are counted as one word (e.g. pre-arbitration).
8. A person's name is counted as one word.
9. Abbreviations & (and), + (plus), % (per cent) are counted as one word even when the signs are used instead of the actual word.
10. All statements will be equally presented when published, so as not to draw more attention to one article over another. This means that such things as boldface print, bullets, underlining of words, extra punctuation (!!!!!), EXTRA CAPITALIZATION OF WORDS, are not permitted and will be removed.
11. It is important for the candidate to double-check his/her article for grammar, spelling and punctuation errors prior to submitting the article. Such errors will not be corrected.

Note: All candidates must receive equal treatment. Therefore, each candidate needs to be equally notified about the opportunity to submit a statement, including the maximum number of words permitted in the campaign statement, dictionary that will be used for word verification and the procedure for counting words.