

SUN CITY ORO VALLEY TIPSTER

2026 Guide to Submitting Articles



Refer to the following documents available on the *Tipster* web page when writing articles

- Capitalization Guide for SCOV Common Areas
- SCOV *Tipster* Category Order
- Common Words, Phrases, Abbreviations and Acronyms
- *Tipster* Editorial Rules and Standards

SUBMITTING YOUR ARTICLE

Where to Submit: www.suncityorovalley.com > News & Info > The Tipster > Submit Article

Key Requirements

- Submit by the 8th of the month prior to publication
- Late submissions may not be published
- Submit monthly, even if no updates
- Only one submitter per club
- One article per club per issue
- Articles exceeding word limits may be edited by the *Tipster* Editorial Committee (Refer to Category Order Jan 2026 on the *Tipster* web page for word limits)

Before You Submit

- Verify spelling of names and contact details
- Confirm event day, date, time, and place
- Use the SCOV Community Phone Directory for accuracy
- Ensure header information is complete and correct

SUBMITTING PHOTOS

- Attach photos at the bottom of the submission form
- Select one option in the Photo Release Agreement
- Minimum size: 300 KB
- Accepted formats: JPG or PNG
- Send phone images as “large” or “actual size”
- Photos may also be emailed directly to the editor

EDITORIAL GUIDELINES

- Spell out acronyms first, then include abbreviation in parentheses. Exception: Use the acronym “SCOV”. Do not spell out
- Use “The Views Restaurant” the first time in an article; thereafter, use “The Views”.
- No exclamation points; avoid ALL CAPS
- Do not mention alcohol sales or free alcohol
- Spell out one–nine; use numerals for 10 and above
- In the **header**: Abbreviate day and date: “ Sat, Feb. 11, 7 pm”. Do not include “on”, “at”
- In the **article**: Spell out day and date: “Saturday, February 11”
- Use email/website (no colon) followed by address. Example: www.hotsheet.com; email jones@aol.com
- Keep event descriptions brief and essential; events or classes open to the community may also be listed in **COMING EVENTS** or **WORKSHOPS AND CLASSES** section.
- **Place (Building/Room)**: Spell out for easy recognition except commonly abbreviated ones that are listed in the legend on page 2 of the *Tipster*. Examples: Catalina Vista/Pusch Ridge; AFC/WC1
- **TIMES**: 6-9 am; 6 am-noon; 6 am-1 pm; am or pm all lower case; no periods or spaces before/after dash
- Always use: **DAY, DATE, TIME, PLACE** : In that order

Tipster Editorial Rules and Standards

Table of Contents

Topic	Page
Purpose and Editorial Criteria	2
General Style and Grammar - Abbreviations	3
General Style and Grammar - Acronyms	3
General Style and Grammar - Alcoholic Beverages	3
SCOV Buildings and Rooms List	Addendum
General Style and Grammar - Captions	3
SCOV <i>Tipster</i> Category Order	Addendum
General Style and Grammar - Century	3
General Style and Grammar - Clubs Special Events Box	3
General Style and Grammar - Coming Events	3
Common Words, Phrases, Abbreviations and Acronyms	Addendum
General Style and Grammar - Contact Information in Text	3
General Style and Grammar - Day/Date/Time/Location Format	3
General Style and Grammar - Dimensions	4
General Style and Grammar - Directions and Regions	4
General Style and Grammar - Email Addresses	4
General Style and Grammar - Emojis and Emoticons	4
General Style and Grammar - Financial Designations	4
General Style and Grammar - Headers	4
General Style and Grammar - Holiday Designations	5
General Style and Grammar - Italics	5
General Style and Grammar - Month and Year Designations	5
General Style and Grammar - Numbers	5
General Style and Grammar - Percent	5
General Style and Grammar - Plurals	5
General Style and Grammar - Plus Symbol	5
General Style and Grammar - Punctuation Commas, Capitals, Colons, Dashes, Emphasis, Exclamation Points, Hyphens, Quotation Marks, Semicolons, Spaces	5
General Style and Grammar - Quotations	7
General Style and Grammar - Scientific and Common Names-Animals, Birds and Plants	7
General Style and Grammar - States	7
Grammar - This Week in SCOV	7
General Style and Grammar - Titles	7
General Style and Grammar - Website Addresses	7
General Style and Grammar - Workshops and Classes	7
Addendum List	8
Notes of Editorial Decisions	9

Purpose and Editorial Criteria

The purpose of the *Tipster* Editorial Committee is to develop and apply these rules and standards, as well as various applicable policies and guidelines to enhance consistency, ensure accuracy and completeness of information, and enhance the relevance and visual appeal of the publication for current and potential residents.

Tipster Editorial Committee Members (members) will use the following criteria for editing *Tipster* articles:

- Changes to the General Manager's or Board of Directors' articles, other than grammar, punctuation or spelling, will be decided by Mariana Corella, *Tipster* editor.
- Do not make substantive changes to the Page 4 feature article without consulting the writer.
- Do not make any changes to the Thank You section.
- Because the *Tipster* has many different writers, each with their own style, only make changes that significantly improve the message, make the article conform to the Rules and Standards, or to conform to word limits for the type of article (see Category Order document). If you believe the article requires changes outside that scope, contact the person who submitted the article to determine if they agree with your recommended changes.
- Information presented in the *Tipster* is to be as free as possible from political bias, personal agenda, and personal opinions.
- The topics below that are not specific to SCOV are based on *The Associated Press Stylebook* (AP Stylebook). Because every Editorial Committee member is not expected to purchase the AP Stylebook, any questions outside the scope of this document should be brought to the attention of the *Tipster* editor, Mariana Corella. For spelling of words, consult the online *Merriam-Webster Dictionary*, <https://www.merriam-webster.com/>.

General Style and Grammar

NOTE: See Italics for the correct use of italics in the *Tipster*.

Abbreviations: Common abbreviations used in the *Tipster* are included in individual sections and in the Commonly Used Words and Phrases, including names of buildings and rooms in the Addendum.

Acronyms: Use the full name, followed by initials in parentheses; thereafter, use initials. If initials are used only once in the article, do not include them unless it's a commonly used SCOV acronym. Example: Institute of Learning in Retirement (ILR).

Alcoholic Beverages: Articles should not mention beer, wine, or alcoholic beverages for sale or provided free at a SCOV event. A catering license and a liquor license are required. Use BYOB, refreshments will be served, beverages served, or sodas and beverages included.

Captions: If there are four or fewer people in a photograph, include names in the caption. If not provided, the person responsible for the 2nd draft will call the submitter.

Century: Lowercase unless part of a proper name. Spell out text numbers under 10 (first century) and use numbers over 10 (21st century).

Coming Events:

- Items in this section must be open to all residents, be sponsored by the Association, or be an annual club event of interest to the entire community.
- The event can be no more than two months in the future. Exceptions may be made for events that require advance ticket purchase.
- Entries should direct readers to the club article for more detailed information other than the day, date, time, place and cost. Example: See details in Rock 'N Roll Club, under Dance.

Contact Information in text:

- In text, eliminate phrases such as “for more information” or “if you have any questions,” unless needed for clarification, such as for ticket information. Example: Call John Public 520-825-0000 for ticket information.
- When referring to an individual officer within an article, spell out the title, not capitalized, and followed by the name. Example: President John Jones. See the Headers section for formatting officer contact information in Headers.

Day/Date/Time/Location Format:

- Format in headers is day, date, time, location. Day, month and building are abbreviated. Example: Thu, Mar 16, 1 pm, CV/Pusch Ridge. Do not include on, at, or from.
- Format in articles is day, date, time, location. Example: Thursday, March 16, 1 pm, CV/Pusch Ridge.
- Format time without zeros: 1 pm (not 1:00 pm). Do not use capitals or periods for am or pm. Do not use words such as “from” and “to” or spaces between start and stop times. Include a space between the time and am/pm. Examples: 6-9 am; 6:30 am-Noon; 6 am-1 pm. Always use Noon, not 12 o'clock or 12 pm.
- Articles may include this information even if meeting times are listed in headers.

Tipster Editorial Rules and Standards (continued)

- In table listings and headers, abbreviate days and months using the first three letters; otherwise, spell out days and months in the text of articles. See Headers section.

Dimensions: Use figures and spell out inches, feet, yards, or miles, and hyphenate adjectival forms before nouns. Examples: *3-inch snowfall; 5 feet, 6 inches tall, 5-foot man, 6 feet wide and 5 feet high, 9 feet by 12 feet rug, 3-foot putt.*

- For ratios, use figures and hyphens. The ratio was 2-to-1, a 2-1 ratio, 1 in 4, omitting the word *to* if numbers are used before the word ratio.
- Use the Common Words and Phrases Addendum for numbers used in golf articles.

Directions and Regions:

- Use designations such as north, south, east, west, northeast, or northern to indicate compass direction. Example: Catalina Vista is east of the Welcome Center.
- Capitalize when the words designate a region or commonly known sections. Examples: Southern California, West Texas, Southwest. There is a storm in the Midwest, but high temperatures prevail in the Western states. She has a Southern accent.

Email Addresses: Use the word email (no colon) and the email address. Example: email jones@gmail.com.

Emojis and Emoticons: Do not use.

Financial Designations:

- List money as \$2 or \$2.50 (not \$2.00) and cents for amounts less than one dollar. Example: 5 cents. Use a slash (/) for “per” cost. Examples: \$15/table; dues \$3/year membership \$25/household, \$25/cpl. For per person, use \$5 pp.

Headers: Clubs are responsible for submitting correct information in headers. The person responsible for the second draft copy should confirm information if uncertain. Format for contact and club information in headers are:

- Club headers should contain no more than six lines listing, in order, the club president, secretary, or a contact person with phone number (use area code) and email address.
- Officer Designation: Examples: Pres. Ann Jones, VP. Bill Jones, Sec. Carol Jones, Treas. MovieDan Jones.
- In headers only, follow club contacts line(s) with meeting day, date, time, and location format. Use a comma to separate and abbreviate week days and months of the year.
- The days of the week abbreviations are: Mon, Tue, Wed, Thu, Fri, Sat and Sun.
- The months of the year abbreviations are: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec.
- If using a building name only, spell it out. Example: Activity Center. If using a building name and room, abbreviate the building name only. Do not ever abbreviate room names and do not include the word room after the name. Example: AC/Hopi.

Tipster Editorial Rules and Standards (continued)

- If the club only meets during certain months of the year, include that information first.
- The last line may be a club website address. Example:
Co-Pres. Andrea Dallas 555-222-0000 adallas@ut.edu
Co-Pres. Barb Tulsa btulsa@osu.net
Monitor Training Jane Allen 555-825-4464
Mentoring Heidi Gibson 555-548-1299 hgibson@yahoo.com
Oct-May, Second Tue, 1 pm, AC/Navajo
www.scvgs.org

Holiday Designations: Clubs/groups are encouraged to consider the beliefs and feelings of every member when choosing wording for articles. The Association will use “holiday” to describe events sponsored in December unless the event is of a specific religious nature.

Italics: Use italics for book titles, magazines, newspapers, movies, plays, titles of paintings and sculptures, musical compositions (titles of operas/musicals), ships, aircraft, foreign words/phrases (if unfamiliar). The word Bible and books of the Bible are not italicized.

Months and Years: Fiscal Year: Use 2024-2025 format. Monthly/Yearly Designations: Bimonthly can mean either every other month or twice a month; clarify with the submitter. Semimonthly means twice a month. Biennial means every two years; semiannual or biannual means twice a year.

Numbers: 1-9 are spelled out, 10 and greater are numeric.

- Ordinal numbers: Spell out first, second, third, through ninth, except if used in a table or for listing competition results. For 10th and greater use numerals and letter suffixes. Example: 41st, 42nd, 43rd, 44th.
- Spell out numbers used as the first word of a sentence.
- Dates, times, and page numbers are always numeric.
- Use numbers for sports scores and golf clubs (3-wood, 7-iron).

Percent: Use % with a number and without a space. If less than 1%, use 0.6%, not fractions. Use a singular verb except when a plural follows *of*, as in *50% of members were there*. If not using a number, use a percentage, not percent. Example: *The percentage of members who agree is small*.

Plurals: Use the online Merriam-Webster dictionary's first entry for specific plural word endings. Example: *cactus, plural cacti or cactuses, also cactus. Use cacti*.

Plus Symbol: Use only if the symbol is pronounced as part of a company or event name (Disney+). Use the word plus in other uses (20-plus people). Exception: *55+ community*.

Punctuation: If there is uncertainty about items not included below, bring them to the Editorial Committee meeting for discussion/guidance.

- **Commas:**
 - Use a comma to separate two independent clauses that can be complete sentences when they are joined by the seven coordinating conjunctions for,

Tipster Editorial Rules and Standards (continued)

and, nor, but, or, yet, so. The comma is placed before the conjunction.

Example: Our bodies need to keep moving, and this is a safe, fun way to stay fit.

- Do not use a comma if the sentence has one subject and two verbs. If the subject is repeated in both clauses, however, use a comma before the conjunction. Examples: Deb enjoys the experimentation that glass presents and rarely creates the same item twice. We enjoy working in the wood shop, and we never miss an opportunity to do so.
- In a series, use a comma to separate each element but not before the conjunction. If the final element contains a conjunction, use a comma before the series conjunction. If the series contains complex phrases, add a comma before the conjunction for clarity.
- Use commas between equal adjectives.
- Use commas around nonrestrictive (nonessential) clauses.
- Use commas after introductory clauses.
- **Capitals**: Do not use all capital letters for emphasis.
- **Colons**: Capitalize the first word after a colon if it is a proper noun or the start of a complete sentence.
- **Dashes**: (both en and em): Do not use.
- **Emphasis**: Do not use all bold, underline, quotation marks, or all capital letters for emphasis.
- **Exclamation Points**: Do not use them in the *Tipster*.
- **Hyphens**: Do not use a space before or after a hyphen.
 - Use for compound modifiers (two or more words for a single concept) preceding a noun.
 - If the meaning of the modifiers is clear without the hyphen, the hyphen is not needed.
 - Use hyphens in multiple-word modifiers. Example: black-and-white photography.
 - Use well- before a noun but not after. Examples: Well-known author but the author is well known.
 - If the modifier contains two elements joined by *to* or *by* to form a single element, use hyphens. Example: A 5-by-7-inch cutting board.
 - If elements are joined by *and* or *or* and express more than one element, use hyphens. Example: Games are played at 10-, 15-, or 20-minute intervals.
 - Prefixes do not generally use hyphens for words starting with a consonant. Refer to the online Merriam-Webster dictionary. Use a hyphen when a prefix ends and a word begins with a vowel, and when the prefix precedes a capitalized word. Example: They took a trans-Pacific flight.
 - If a suffix is not listed in the dictionary, use two words for verbs and hyphenate nouns and adjectives.

Tipster Editorial Rules and Standards (continued)

- **Quotations:** Check the accuracy and origin of quotations used. Avoid fragmentary quotes.
- **Quotation Marks:**
 - Use for pamphlets, radio/TV programs, poems, titles of programs/presentations, song titles (i.e., a song from a musical), stories, articles in newspapers/magazines, club themes (i.e., photo club contests), and direct quotes.
 - Place punctuation inside quotation marks.
- **Semicolons:**
 - In a series, use a semicolon to separate elements that are long or contain other punctuation such as commas. Include a semicolon before the final element for this type of series. A semicolon is placed outside any quotation mark in a series.
 - In sentences, use to link independent clauses without a coordinating conjunction. Use with a coordinating conjunction if punctuation is used in one or more independent clauses.
- **Spaces:** Use only one space after colons, semi-colons, and periods.

Scientific and Common Names of Animals, Birds and Plants:

- **Scientific names:** Capitalize the genus/biological name and lowercase the species that follows and italicize both. Examples: *Tyrannosaurus rex*, *Passer domesticus* (house sparrow), *Bellis perennis* (daisy). In the second reference, use the abbreviated form (*T. rex*).
- **Common names:** Do not italicize. Capitalize the first name if it is a proper noun and lowercase the second word. Examples: dog, house sparrow, pine or French poodle, English sparrow, Oregon pine.

States: Do not capitalize the word state in all constructions, such as the state of Arizona.

This Week in SCOV: Do not abbreviate to TWISCOV. Do not italicize or use quotation marks.

Titles: Capitalize titles in headers (abbreviated) and for the slate of newly elected officers in article text; otherwise, lowercase titles within text. Example: President John Jones.

Website Addresses: Do not use the word website. Example: www.hotsheet.com. Use a greater-than symbol (>) to show the path to a webpage. Example: [suncityorovalley > News & Info > Tipster](#).

Workshops and Classes:

- Club items in this section must be open to all and should include complete class information: description, dates (day/date/time/location format), cost and contact information, if needed.
- The club article itself should only mention the class and refer readers to the Workshops and Classes section of the *Tipster* for full details.

Addendum List

Capitalization Guide for SCOV Common Areas

SCOV *Tipster* Category Order

SCOV Common Words, Phrases, and Abbreviations

Addendum: Capitalization Guide for SCOV Common Areas

General Guidelines:

In headers: Capitalize names of all common areas.

In text:

- Outdoor spaces, such as bocce, pickleball and tennis courts,-are lowercase.
- Named rooms are capitalized.
- Interior and outdoor restaurant spaces-are lowercase.
- Capitalize the restaurant as The Views Restaurant. Use The Views or the restaurant for subsequent uses in the article.
- Use Activity Center lobby, not AC lobby
- Use Artisan Center courtyard, not AC courtyard.
- Use Library or SCOV Library, not library in either use.
- Use The Views Golf Club at Oro Valley. Use The Views Golf Club or golf course for subsequent uses in the article.
- Use The Bistro Coffee & Wine Bar. Use The Bistro for subsequent uses in the article.

See also day, date, time and place rules in the *Tipster* Editorial Rules & Standards for how locations and room names are cited.

Activity Center (AC)

Auditorium

Kachina Lounge

Kiva Patio

Kiva Room

Lobby

Native American Rooms (Navajo, Hohokam, Hopi)

The Bistro Coffee & Wine Bar

Aquatic & Fitness Center (AFC)

Gym

Pool

Racquetball Court

Studio 1 & Studio 2

Artisan Center (ART)

Ceramics 1 & 2

Gift Shop

Silversmith and Lapidary

Lions Head Fountain

Modelers

Pottery

Addendum: Capitalization Guide for SCOV Common Areas (Continued)

Courts and Miniature Golf

bocce
miniature golf course
pickleball
tennis (see also courts at AFC&DO)

Desert Oasis (DO)

basketball hoop
Saguaro
Ocotillo
pool
POP tennis courts

Posse Shack

Pro Shop

The Views Restaurant

dining room
lounge
patio
Terrace

The Views Golf Club at Oro Valley

driving range
golf course
Pro Shop
putting/practice green

Welcome Center (Administration) (WC)

Genealogy and Genealogy Library
Technology Lab
WC1, 2, 3 (conference rooms 1, 2, 3)

Addendum: SCOV *Tipster* Category Order

The following information is a general reference for the appropriate order and placement of Sun City Oro Valley *Tipster* articles. The Communications Coordinator will determine final placement based on effective use of space in each publication. Header banners are typically based on club charter names instead of commonly used club names. Use the following names in the body of *Tipster* articles (the maximum number of words is in parentheses after each listed article).

Association News (Note: Some Ad Hoc Committees will occasionally be listed under Association Committees)

- Board of Directors – Article (350 words)
- General Manager (350)
- Assistant General Manager (250)
- Controller (250)
- Welcome New Neighbors
- Answers (once a year)
- Housing Resale Information
- Community Services (250)
- SCOV Library (250)
- Specially Commissioned Reports (250)
- Recreation and Fitness (250)
- Board Candidates Questions
- Distinguished Service Award (once a year) (350)

Association Committees (150 words)

- Aquatic and Fitness Center Advisory
- Architectural Inspection Group
- Architectural Review
- Code of Conduct Review Board
- Community Assistance
- Community Directory
- Consumer Referral - Vendor List
- Election
- Emergency Response
- Finance-Budget
- Food and Beverage
- Emergency Response
- Friends of the Library
- Gift Shop
- Government Affairs
- Help Needed (volunteers 50 each)
- Holiday Lights
- Loan Room
- Long Range Planning

Association Committees (150 words) (continued)

Neighborhood Pride
Nominating (yearly)
Posse
Properties
Tipster Editorial

It's More Than Living...It's A Lifestyle (always on Page 4)

Money Matters (always on page 6, Final Read only)

Golf

Director of Golf (250 words)
Director of Golf Maintenance (250)
Golf Advisory (150)
The Views 18-Hole Men's Golf Club (150)
Men's Nine-Hole Golf Club (150)
The Views 18-Hole Women's Golf Club (150)
The Views 9-Hole Women's Golf Club (150)

The Views Restaurant

Food and Beverage Management Team (250 words)

Community Foundation (250 words/350 feature). Flexible position as needed.

Coming Events (100 words) In day of the week/date/time order. Publish no earlier than two months plus the current month before the event. The event must be open to all residents; if club specific, put in club/group articles instead or workshops and classes as appropriate.

Workshops and Classes (75 words) In alphabetical order by core activity.

Community Support Groups (100 words)

SCOV Active Health Committee
Brain Health Circle
Cancer Support
Caregivers of Loved Ones with Cognitive Loss
Diabetes Support Circle
Grief Support
Support Group for the Visually Impaired

For Your Information (100 words) Examples: Costume Closet, New or prospective club or group's first article, practice/rehearsal schedules, non-association sponsored workshops/classes. Location may vary to accommodate layout.

Celebrations & Life Events (100 words) Special celebrations (including Senior Olympics results), accomplishments and life events such as milestone anniversaries (50/60 years) and birthdays (100 years)

Thank You Corner (50 words) Must be general, no names mentioned.

Addendum: SCOV Tipster Category Order (Continued)

In Memoriam (Single line: name and date of passing) Sun City Oro Valley residents and former residents.

Clubs (150 words): The club names in the following list reflect the name that will be used above the *Tipster* header for the club. It is not intended to match the club's charter from the time of inception.

Arts, Crafts & Hobbies

- Art League
- Bark Carving
- Clay
- Colored Pencil Plus
- Gourd Art
- Japanese Flower Arranging
- Knit and Crochet
- Modelers
- Open Studio Artists
- Sculpture
- Seniors for Kids
- Sewing
 - Cheer Bears
 - Casa Amigas
 - Machine Embroidery
 - Pet Beds
 - Quilters
 - Tapestry Hooking and Fiber Arts
 - Thimblelenas
- Show 'n Share
- Silversmith and Lapidary
- Stained/Fused Glass
- Vistoso Photo Club
- Wood Carving
- Woodworking

Continuing Education

- Astronomy
- Bible Study
 - Men's Bible Study
 - Women's Bible Study
- Books
 - Great Books
 - Not So Silent Book Club
- ILR - Institute of Learning in Retirement
- Natural Health and Wellness
- Poets Corner
- SCOV Genealogy Club
- SCOV Technology Club
- Writer's Club

Addendum: SCOV Tipster Category Order (Continued)

Cultural & Social

SCOV Charity Works
Democratic Club
Conscious Aging
Culinary Discussion Plus
Dog Club - Fido's Friends
Garden Club
Sun City Gleaners
Havurah
Investment Discussion Group
Mindfulness Meditation Club
Nature Club
Sun City Performers Club
Prepare & Share - Dinner Club
Rainbow Club
Republican Club
Scandinavian Heritage Club
Singles Club
 Active Solos Club
 Sun City Singles
Spanish Cultural Club (SCC) a
Standing in Charge as we Age
State Clubs
 Colorado Club
 Illinois Club
 Minnesota Club
 New England Club
 Pacific Northwest Club
 Wisconsin Club
 Wyoming Club
Sun City Variety Theatre Unit Party - (1 – 18 occasional)
Sun City Variety Theatre
 The Costume Closet
Veterans Club of SCOV
Women's Action Group of Oro Valley (WAG OV)

Dance

Ballroom – SC Starlight
Folk Dance
Line - Sunliners
Rock 'N Roll
Western - Kactus Kickers

Addendum: SCOV Tipster Category Order (Continued)

Exercise

Aqua Tone

Arthritis Water

Energetic Exercise

Fitness Swim

Addendum: SCOV *Tipster* Common Words, Phrases, Abbreviations and Acronyms

NOTE: Header banners are typically based on the club charter and may differ from the commonly used club name. Use the club names in the Sun City Oro Valley *Tipster* Category Order list in the body of *Tipster* articles.

Clubs and Their Terminologies

Book B-I-N-G-O	Show 'n Share, not Show and Tell
Drummers Circle	Veterans Club (no punctuation)
Japanese Flower Arranging	Wood Shop (place)
Institute of Learning in Retirement (ILR)	Wood Carving Club,
Rock 'N Roll Club	Woodworking Club,
Sunrisers Exercise (no punctuation)	

Games

Board Games

Mah Jongg	Scrabble
Trivial Pursuit	

Card Games

Crazy Pineapple	Partners Tuesday Night Bridge
Criss Cross	Seven-card Stud
Five Crowns	slide rule
Ladies Monday Social Bridge	Texas Hold 'em
Men's Friday Poker	Women's Pan (Panguingue)
Omaha	

Golf Terminology

Bermuda grass	Men's Nine-Hole Golf Club
Cart Barn	The Views 18-Hole Men's Golf Club*
Chip & Putt	The Views 18-Hole Women's Golf Club*
# fairway; Example: #2 <i>fairway</i>	The Views Women's Nine-Hole Golf Club*
hole-in-one	The Views Golf Club of Oro Valley
hole #; Example: <i>hole #2 or hole #2</i>	top dressing
overseeding; overseeded; non-overseeded	
Pro Shop	*Drop The Views for subsequent references.
ryegrass	

Miscellaneous Words and Phrases

55+ community	meeting
air-conditioned	monsoon season
annual meeting	nametag
audiobook	newsletter
backyard	nonmembers
barbecue	nonresident
books-on-CD	Noon
brown-bag (v or adj)	Osiris-REx
bylaw	pickup (n and adj); pick up (v)
cancel, canceled, cancellation	plarn (plastic yarn)
Club	potluck
Co-chair	RSVP
Co-leader	SaddleBrooke
cul-de-sac	seasonal resident
general meeting	spring, summer, fall, winter
get-together	signup (v); sign-up (n and adj)
happy hour	subcommittee
homeowner	t-shirts
hors d'oeuvres	tax-deductible
ice cream social	Tri-Community Food Bank
IMPACT of Southern Arizona	University of Arizona, the (U of A)
Jewish High Holidays	uppercase
long-term (adj)	U.S.; USA
liv Ice Adventure Planning	waitlist(n); wait-list (v)
lowercase	year-end/year-round (adj and n);
members at large	yearlong (adj)
membership	

Sport

POP tennis	wallyball
water volleyball	

SCOV Specific

Administration	Grille at the Turn
Arts and Crafts Fair	Health Fair
Association	K9 Korral Dog Park
Appreciation Luncheon	Member-at-large
Asset Reserve Fund	Native American Rooms Do not use Indian
Board (for Board of Directors)	Rooms
Capital Fund	Northstar
Contingency Fund	New Capital Acquisitions
Frog Aversion Training	SCOV
General Manager	SCOV Library

SCOV Specific Continued

Snake Aversion Training

Star Party

The Bistro Coffee & Wine Bar (The
Bistro)

The Views Restaurant (subsequent
references The Views or the restaurant)

Tipster

Unit ____ (add number of the Unit)

Wine Try & Buy

Common Words, Phrases, Abbreviations and Acronyms

NOTE: Header banners are typically based on the club charter and may differ from the commonly used club name. Use the club names in the Sun City Oro Valley *Tipster* Category Order list in the body of *Tipster* articles.

Clubs and Their Terminologies

Book B-I-N-G-O	Show 'n Share, not Show and Tell
Drummers Circle	Veterans Club (no punctuation)
Japanese Flower Arranging	Wood Shop (place)
Institute of Learning in Retirement (ILR)	Wood Carving Club,
Rock 'N Roll Club	Woodworking Club,
Sunrisers Exercise (no punctuation)	

Games

Board Games

Mah Jongg	Scrabble
Trivial Pursuit	

Card Games

Crazy Pineapple	Partners Tuesday Night Bridge
Criss Cross	Seven-card Stud
Five Crowns	slide rule
Ladies Monday Social Bridge	Texas Hold 'em
Men's Friday Poker	Women's Pan (Panguingue)
Omaha	

Golf Terminology

Bermuda grass	Men's Nine-Hole Golf Club
Cart Barn	The Views 18-Hole Men's Golf Club*
Chip & Putt	The Views 18-Hole Women's Golf Club*
# fairway; Example: #2 <i>fairway</i>	The Views Women's Nine-Hole Golf Club*
hole-in-one	The Views Golf Club of Oro Valley
hole #; Example: <i>hole #2 or hole #2</i>	top dressing
overseeding; overseeded; non-overseeded	
Pro Shop	*Drop The Views for subsequent references.
ryegrass	

Miscellaneous Words and Phrases

55+ community	meeting
air-conditioned	monsoon season
annual meeting	nametag
audiobook	newsletter
backyard	nonmembers
barbecue	nonresident
books-on-CD	Noon
brown-bag (v or adj)	Osiris-REx
bylaw	pickup (n and adj); pick up (v)
cancel, canceled, cancellation	plarn (plastic yarn)
Club	potluck
Co-chair	RSVP
Co-leader	SaddleBrooke
cul-de-sac	seasonal resident
general meeting	spring, summer, fall, winter
get-together	signup (v); sign-up (n and adj)
happy hour	subcommittee
homeowner	t-shirts
hors d'oeuvres	tax-deductible
ice cream social	Tri-Community Food Bank
IMPACT of Southern Arizona	University of Arizona, the (U of A)
Jewish High Holidays	uppercase
long-term (adj)	U.S.; USA
liv Ice Adventure Planning	waitlist(n); wait-list (v)
lowercase	year-end/year-round (adj and n);
members at large	yearlong (adj)
membership	

Sport

POP tennis	wallyball
water volleyball	

Sun City Specific

Administration	Grille at the Turn
Arts and Crafts Fair	Health Fair
Association	K9 Korral Dog Park
Appreciation Luncheon	Member-at-large
Asset Reserve Fund	Native American Rooms Do not use Indian
Board (for Board of Directors)	Rooms
Capital Fund	Northstar
Contingency Fund	New Capital Acquisitions
Frog Aversion Training	SCOV
General Manager	SCOV Library

Snake Aversion Training
Star Party
The Bistro Coffee & Wine Bar (The Bistro)
The Views Restaurant (subsequent
references The Views or the restaurant)

Tipster
Unit _____ (add number of the Unit)
Wine Try & Buy

SCOV *Tipster* Category Order

The following information is a general reference for the appropriate order and placement of Sun City Oro Valley *Tipster* articles. The Communications Coordinator will determine final placement based on effective use of space in each publication. Header banners are typically based on club charter names instead of commonly used club names. Use the following names in the body of *Tipster* articles (the maximum number of words is in parentheses after each listed article).

Association News (Note: Some Ad Hoc Committees will occasionally be listed under Association Committees)

- Board of Directors – Article (350 words)
- General Manager (350)
- Assistant General Manager (250)
- Controller (250)
- Welcome New Neighbors
- Answers (once a year)
- Housing Resale Information
- Community Services (250)
- SCOV Library (250)
- Specially Commissioned Reports (250)
- Recreation and Fitness (250)
- Board Candidates Questions
- Distinguished Service Award (once a year) (350)

Association Committees (150 words)

- Aquatic and Fitness Center Advisory
- Architectural Inspection Group
- Architectural Review
- Code of Conduct Review Board
- Community Assistance
- Community Directory
- Consumer Referral - Vendor List
- Election
- Emergency Response
- Finance-Budget
- Food and Beverage
- Emergency Response
- Friends of the Library
- Gift Shop
- Government Affairs
- Help Needed (volunteers 50 each)
- Holiday Lights
- Loan Room
- Long Range Planning
- Neighborhood Pride
- Nominating (yearly)
- Posse

Properties
Tipster Editorial

It's More Than Living...It's A Lifestyle (always on Page 4)

Money Matters (always on page 6, Final Read only)

Golf

Director of Golf (250 words)
Director of Golf Maintenance (250)
Golf Advisory (150)
The Views 18-Hole Men's Golf Club (150)
Men's Nine-Hole Golf Club (150)
The Views 18-Hole Women's Golf Club (150)
The Views 9-Hole Women's Golf Club (150)

The Views Restaurant

Food and Beverage Management Team (250 words)

Community Foundation (250 words/350 feature). Flexible position as needed.

Coming Events (100 words) In day of the week/date/time order. Publish no earlier than two months plus the current month before the event. The event must be open to all residents; if club specific, put in club/group articles instead or workshops and classes as appropriate.

Workshops and Classes (75 words) In alphabetical order by core activity.

Community Support Groups (100 words)

SCOV Active Health Committee
Brain Health Circle
Cancer Support
Caregivers of Loved Ones with Cognitive Loss
Diabetes Support Circle
Grief Support
Support Group for the Visually Impaired

For Your Information (100 words) Examples: Costume Closet, New or prospective club or group's first article, practice/rehearsal schedules, non-association sponsored workshops/classes. Location may vary to accommodate layout.

Celebrations & Life Events (100 words) Special celebrations (including Senior Olympics results), accomplishments and life events such as milestone anniversaries (50/60 years) and birthdays (100 years)

Thank You Corner (50 words) Must be general, no names mentioned.

In Memoriam (Single line: name and date of passing) Sun City Oro Valley residents and former residents.

Clubs (150 words): The club names in the following list reflect the name that will be used above the *Tipster* header for the club. It is not intended to match the club's charter from the time of inception.

Arts, Crafts & Hobbies

- Art League
- Bark Carving
- Clay
- Colored Pencil Plus
- Gourd Art
- Japanese Flower Arranging
- Knit and Crochet
- Modelers
- Open Studio Artists
- Sculpture
- Seniors for Kids
- Sewing
 - Cheer Bears
 - Casa Amigas
 - Machine Embroidery
 - Pet Beds
 - Quilters
 - Tapestry Hooking and Fiber Arts
 - Thimblelenas
- Show 'n Share
- Silversmith and Lapidary
- Stained/Fused Glass
- Vistoso Photo Club
- Wood Carving
- Woodworking

Continuing Education

- Astronomy
- Bible Study
 - Men's Bible Study
 - Women's Bible Study
- Books
 - Great Books
 - Not So Silent Book Club
- ILR - Institute of Learning in Retirement
- Natural Health and Wellness
- Poets Corner
- SCOV Genealogy Club
- SCOV Technology Club
- Writer's Club

Cultural & Social

SCOV Charity Works
Democratic Club
Conscious Aging
Culinary Discussion Plus
Dog Club - Fido's Friends
Garden Club
Sun City Gleaners
Havurah
Investment Discussion Group
Mindfulness Meditation Club
Nature Club
Sun City Performers Club
Prepare & Share - Dinner Club
Rainbow Club
Republican Club
Scandinavian Heritage Club
Singles Club
 Active Solos Club
 Sun City Singles
Spanish Cultural Club (SCC) a
Standing in Charge as we Age
State Clubs
 Colorado Club
 Illinois Club
 Minnesota Club
 New England Club
 Pacific Northwest Club
 Wisconsin Club
 Wyoming Club
Sun City Variety Theatre Unit Party - (1 – 18 occasional)
Sun City Variety Theatre
 The Costume Closet
Veterans Club of SCOV
Women's Action Group of Oro Valley (WAG OV)

Dance

Ballroom – SC Starlight
Folk Dance
Line - Sunliners
Rock 'N Roll
Western - Kactus Kickers

Exercise

Aqua Tone
Arthritis Water
Energetic Exercise
Fitness Swim

Pilates
Senior Olympic Swim Team
Sunrisers Exercise
Tai Chi
Yoga

Games

Bridge
 Duplicate Bridge
 Ladies Monday Social Bridge
 Marathon Bridge
 Mixed Social Bridge
 Partners Tuesday Night Bridge
 Practice Bridge
Bunco
Chess
Cribbage
Euchre
Five Crowns
Gin Rummy
Hand and Foot
Mah Jongg
 Casual Mah Jongg
 Thursday Mah Jongg
Women's Pan (Panguingue)
Pinochle
Poker
 Dealer's Choice Poker
 Friday Night Poker
 Super High Rollers Poker
Scrabble
Sheepshead - Schafkopf

Music

Barbershop VLQ Kactus Krooners
Different Drummers
Drummers Circle
Early Music Recorder Ensemble
Sun City Singers
Ukulele - Sun City Strummers

Sports

Bike - Vistoso Cyclists
Billiards
Birders
Bocce
Gun Club
Hiking

Horseshoes
Pickleball
POP Tennis
Racquetball
Table Tennis
Tennis
Wallyball
Water Volleyball

Travel

Day Trippers
RV Club Sundowners

Town of Oro Valley (100 words, occasional)

Partnered Organizations (100 words, excluding header explanation)

AA
Parkinson's Support
Survivors of a Loved One Who Died By Suicide
Vistoso Helpful Hands
Wheels for Kids
YOTO/Northwest Auxiliary

Extended Community (50) Articles from churches, synagogues, and others such as: Al-Anon, American Association of University Women (AAUW), American Legion, AZ State Museum, Catalina State Park, DAR, Interfaith Community Services (ICS), League of Women Voters, Oro Valley Historical Society, Oro Valley Theatre, SaddleBrooke Squares, Santa Catalina Mental Health Ministries, Tohono Chul Park, Vista Fine Arts, Western National Parks, etc.

Volunteer Opportunities (50 words) Tutors Needed, etc.

Capitalization Guide for SCOV Common Areas

General Guidelines:

In headers: Capitalize names of all common areas.

In text:

- Outdoor spaces, such as bocce, pickleball and tennis courts,-are lowercase.
- Named rooms are capitalized.
- Interior and outdoor restaurant spaces-are lowercase.
- Capitalize the restaurant as The Views Restaurant. Use The Views or the restaurant for subsequent uses in the article.
- Use Activity Center lobby, not AC lobby
- Use Artisan Center courtyard, not AC courtyard.
- Use Library or SCOV Library, not library in either use.
- Use The Views Golf Club at Oro Valley. Use The Views Golf Club or golf course for subsequent uses in the article.
- Use The Bistro Coffee & Wine Bar. Use The Bistro for subsequent uses in the article.

See also day, date, time and place rules in the *Tipster* Editorial Rules & Standards for how locations and room names are cited.

Activity Center (AC)

Auditorium
Kachina Lounge
Kiva Patio
Kiva Room
Lobby
Native American Rooms (Navajo, Hohokam, Hopi)
The Bistro Coffee & Wine Bar

Aquatic & Fitness Center (AFC)

Gym
Pool
Racquetball Court
Studio 1 & Studio 2

Artisan Center (ART)

Ceramics 1 & 2
Gift Shop
Silversmith and Lapidary
Lions Head Fountain
Modelers
Pottery

Courts and Miniature Golf

bocce
miniature golf course
pickleball

tennis (see also courts at AFC&DO)

Desert Oasis (DO)

basketball hoop
Saguaro
Ocotillo
pool
POP tennis courts

Posse Shack

Pro Shop

The Views Restaurant

dining room
lounge
patio
Terrace

The Views Golf Club at Oro Valley

driving range
golf course
Pro Shop
putting/practice green

Welcome Center (Administration)

(WC)

Genealogy and Genealogy Library

Technology Lab

WC1, 2, 3 (conference rooms 1, 2,

3)