

**WORD COUNT STANDARD FOR CANDIDATE'S
STATEMENTS, ARGUMENTS AND ANALYSES**

Candidate's Statement	200 word limit
City Attorney's Impartial Analysis	500 word limit
Primary Arguments	300 word limit
Rebuttal Arguments	250 word limit

The following are guidelines for computing the word count:

	# of words counted
1. Title, name, age, occupation and signatures (only the text is counted)	free
2. Punctuation and single characters.....	free
3. Dictionary words (the words "a," "the," "and," "an" are counted as individual words).....	one
4. Abbreviations (such as UCLA, PTA, U.S.M.C., L.A.P.D.)	one
5. Geographical locations as appropriately capitalized	one
Examples are:	
Monterey Bay Park.....	one
City of Monterey	one
6. Whole numbers:	
Digits (such as 1, 10, 100).....	one
Spelled out (one, ten, one hundred).....	one for each word
7. Numeric combinations (1987, 5%, 1/2, 1986-87, 13).....	one
8. Dates:	
All digits (4/15/08)	one
Spelled out (April 15, 2008)	two
9. Monetary amounts	
Dollar sign with figures (\$1,000,000)	one
Spelled out (one million dollars).....	three
10. Hyphenated words	one for each word
Exception: a standard dictionary shows it as one word	one
11. Organizations and Company names	one for each word
12. Website Address/E-Mail (http://www.monterey.org).....	one for each word
13. Telephone Numbers	one

If the text exceeds the word limit, the City Clerk shall delete a sufficient number of words from the end of the statement to put it within the required limit.