

FES Style Guide

The Correct Word (Update 10.14.10)

-A-

accept	receive or take something that is offered
except	(1) to take out or leave out anything (2) otherwise or other than
academic degrees	John Jones, who has a doctorate in psychology bachelor's in civil engineering (lowercase b,c and e), a master's Bachelor of Arts Masters of Science associate degree
accounts payable	current liabilities or debts of a business
accounts receivable	amounts due to a company for merchandise or services sold on credit
adapt	adjust yourself to a new condition
adopt	takes as your own what was originally not your own
approve	amendments, ordinance, resolutions and rules are adopted or approved
enact	laws are enacted
pass	bills are passed
admittance	sense of being allowed to enter
admission	(1) fee paid for being allowed to enter (2) act of being received or being allowed to enter a group, society, college or school
affect	Verb - (1) impress (2) to influence (3) to move or to act on (generally the mind or feelings) Noun - best avoided. Used in psychology to describe an emotion
effect	Noun - (1) a result or consequence or outcome (2) fulfillment or accomplishment (3) making of an impress Verb - to bring about, to execute (often in the face of difficulties or obstacles)
effects	(Plural) means goods or possessions: household effects, personal effects
American with Disabilities Act	Spell out on first reference. ADA is acceptable on second reference.
amount	dealing with quantities that can't be counted
number	when you can count the things that you are writing about
altogether	wholly, completely
all together	means all (of us, of them) together (in one place, with each other)
allusion	indirect reference
delusion	false belief
illusion	deceptive appearance
among	three or more person or things
between	two person or things
anticipate	to expect and prepare for something
expect	does not include the notion of preparation
antitrust	One word. Any law or policy designed to encourage competition by curtailing monopolistic power and unfair business practices.
apt	means having a natural tendency
liable	possibility of something unpleasant happening

likely emphasizes the idea of probability-it may happen

awhile He plans to stay awhile
a while He plans to stay for a while.

AutoCAD, MicroStation, CADD (no register marks or TM's, since not used by companies themselves)

-B-

BCEE Not DEE

beside means at the side of
besides means in addition to

bet to make a wager
beat to win, conquer, to defeat

Board Capitalize, as in Chairman of the Board

bring (1) to carry (2) to come with something
take to carry something away

Bullets: If complete sentences, period at end; if not, none

-C-

cancel, canceled, canceling, cancellation

capital (1) the city, the seat of government (2) punishable by death
capitol building where a state legislature meets
complement is that portion which fills up or completes
compliment praise, recommendation, congratulation

CELC Consulting Engineers Legislative Council (CELC)
Spell out on first reference. CELC is acceptable on second reference.

CD An acronym for a compact disk acting as a read only memory device

cents Spell out the word cents and lowercase, using numeral for amounts less than a dollar:
5 cents, 12 cents. Use the \$ sign and decimal system for larger amounts: \$1.01, \$300.00

Chair and Co-chair (capitalize)
chairman/chairwomen/chairperson.
Avoid using chairman, chairwoman or chairperson. Use Chair.

Chapters Spell out FES Chapters as indicated below:

Big Bend
Broward County
Calusa
Central Florida. (CFL) is
acceptable on second reference.
Daytona Beach
Emerald Coast
Forest
Gulf Coast
Indian River

Miami
Myakka
Nature Coast
North Central NCFL is
acceptable on second reference.
Northeast Florida NEFL is
acceptable on second reference.
Northwest Florida NWFL is
acceptable on second reference.
Palm Beach

Pinellas
Ridge
Tampa
Treasure Coast
Out-of-State

Note: For non-print usage, use
chapter listing to provide the
best visual.

citizens person who has acquired full civil rights or a a nation either by birth or naturalization.
residents inhabitants of states and cities.
To avoid confusion use resident, not citizen. You may be excluding someone or a group who may not be citizens but may be eligible to receive the service.

city Capitalize when an integral part of a proper name:

co- retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status

Company Name Inc. (no comma before Inc. or LLC)

compared to when the intent is to assert, without the need for elaboration to two or more items are similar

compared with juxtaposing two or more items to illustrate similarities and/or differences

complement denoting completeness or the process of supplementing something

compliment denotes praise or the express of courtesy

Congress Capitalize US Congress and Congress when referring to the US Senate and House of Representatives.

Lower case when used as a synonym for convention or in second reference to an organization that uses the word as part of its formal name: The Congress of Racial Equality, the congress.

Avoid using the term congressmen. Use congressional representative instead.

congressional lowercase unless part of a proper name: congressional salaries, the Congressional Quarterly, the Congressional Record.

conscience is that quality within us which helps us to decide what is morally right and wrong
conscious simply means aware of

consul is an official who represents his government in foreign countries

counsel Noun - advice or an advisory. Verb - to advise

council body of people serving in a legal, administrative or advisory capacity

Consultants' Competitive Negotiation Act.

Spell out on first reference. CCNA is acceptable on second reference.

contemptible means deserving of contempt; despicable; vile

contemptuous person regards other as contemptible

continual means repeated often

continuous means without a stop

cost-effective

county Capitalize when an integral part of a proper name: Broward County

Capitalize the full names of county governmental units: the Leon County Commission
Retain capitalization for the name of a county body if the proper noun is not needed in the context; lowercase the word county if it is used to distinguish an agency from state or federal counterparts: the Board of Supervisors; the county Board of Supervisors;
Lower case the board whenever they stand alone.

-D-

database

da Vinci lowercase "d"

decision maker, decision-making

degrees lower case: master's, bachelor's, bachelor's of science degree

design-build NOT design/build

Directions are lower case: west

Drop It, Build It, Fly It, Launch It, Thrill It

dual belonging to two or shared by two
duel contest between two persons

D.WRE

-E-

Election Day Upper case only when referring to the first Tuesday after the first Monday in November

email no hyphen, no uppercase

Engineers Week

EngiNews uppercase "e" and "n"
FES electronic newsletter

ensure to guarantee
insure reference to insurance

EWeek

-F-

F.ASCE

famous well known for some admirable, useful or unusual achievement
notorious well known but in an unfavorable light

farther to physical distance
further extension of time or degree

fewer refers to number
less refers to amount or degree

FEF Florida Engineering Foundation. Spell out on first reference.
FEF acceptable on second reference.

FEPAC Florida Engineering Society Political Action Committee. Spell out on first reference.
FEPAC acceptable on second reference.

fiscal applies to budgetary matters
monetary applies to money supply

fiscal year the 12-month period that FES uses for bookkeeping purposes. The fiscal year for FES runs from October 1st to September 30th.
lower case when referring to the fiscal year in general. Uppercase when referring to a specific and formal fiscal year. The FES' Operating Budget for Fiscal Year 2002-2003 was \$1.5 million.

flier flier is a preferred term for a handbill or an aviator.

floodplain one word

flyer proper name of some trains and buses

Florida Engineering Leadership Institute
Spell out on first reference. FELI is acceptable on second reference.

Florida Engineering Society
Spell out on first reference. FES is acceptable on second reference.

Florida Institute of Consulting Engineers
Spell out on first reference. FICE is acceptable on second reference.

Florida Professional Engineers in Construction
Spell out on first reference. FECON is acceptable on second reference.

Florida Professional Engineers in Education
Spell out on first reference. FEE is acceptable on second reference.

Florida Professional Engineers in Government
Spell out on first reference. FPEG is acceptable on second reference.

Florida Professional Engineers in Industry
Spell out on first reference. FPEI is acceptable on second reference.

Florida Professional Engineers Retired
Spell out on first reference. FPER is acceptable on second reference.

FDEP Florida Department of Environmental Protection

FDOT Florida Department of Transportation

forgo means to abstain from

forego means to go before

former refers to the first of the two mentioned

latter refers to the second one mentioned

Fort spell out

Fortune *italicize Magazine*

Fortune 500 no italics

fractions Spell out amounts less than one in stories, using hyphens between the words:
two-thirds, four-fifths, seven-sixteenth, etc
Use figures for precise amounts larger than one, converting to decimals whenever practical
Fractions are preferred, however, in stories about stocks
When using fractional characters use 1/8, 1/4, 5/8 as one unit; use 1-1/2, 2-5/8, etc with no space between the figure and the fraction. Do not write 1/16th, 1/8th, etc
In tabular material, use figures exclusively, converting to decimals if the amounts involve extensive use of fractions that cannot be express as a single character.

full time, full-time
hyphenate when used as a compound modifier. He works full time. She has a full-time job.

-G-

Geotechnical and Materials Engineers Council

Spell out on first reference. GMEC is acceptable on second reference.

good Adjective

well Adjective - refers only to health

governor Uppercase only when used in a formal title, Governor Scott

-H-

habeas corpus a writ ordering a person in custody to be brought before court. It places the burden of proof on those detaining the person to justify the detention.

handicapped In general do not describe an individual as disabled or handicapped, use impaired or make it clear what the handicap is: ie blind, deaf, mute

hard copy use copy

hard disk use disk

hardware the physical equipment of a computer. The actual wires, disks, chips, circuit boards and other devices such as cd drive, dvd drive, memory chips, etc

high-tech

hike, increase People take hikes through the woods, but they increase prices.

hopefully means in a hopeful manner. Do not use it to mean it is hoped, let us hope or we hope.

-I-

impact (noun) impact should not be used as a verb. Use affect instead.

Wrong: That will negatively impact engineering.

Right (best): That will have a negative impact on engineering.

Right: That will have negatively affect engineering.

imply means to hint

infer means to find out by reasoning, to draw a conclusion from facts

Incorporated use Inc.

Abbreviate and capitalize when used as part of a corporate name.

Do not set off with commas: Ardaman & Associates Inc.

Company Name Inc. (no comma before Inc. or LLC)

ingenious means clever, skillful, resourceful, inventive

ingenuous means naive or simple, unsophisticated

intelligent means alert, wise

intelligible means capable of being understood

internet the world wide web is located on the internet. Companies and individuals have world wide web sites and home pages. The home page is the first page of a website.

intranet internal page on a companies world wide web.

it's It's is a contraction for it is

its Its is the possessive form of the neuter pronoun; The company lost its assets.

-J-

junior Abbreviate as Jr.
Only with full names of persons or animals.
Do not set off with a comma : Joseph P. “Joe” Kennedy Jr., PE
Do not use II or 2nd may be used if it is the individuals preference.
If necessary to distinguish between father and son in second reference, use the elder Kennedy or the younger Kennedy.

-K-

keyboard

kickoff

kids, children Use children unless you are talking about goats.

-L-

latest means to most recent
last means the final one

lawmaker, lawmaking

Talk to your lawmakers at Engineers Day on the Hill
Lawmaking is an important process—don't let legislators do it without your input

legislative titles

When referring to specific Florida legislators, you always should include whether they are representatives or senators, their party affiliation and city.

Sen John Smith, D-Jacksonville

Rep Jane Johnson, R-Miami

When referring to other states' legislators, include the same information in addition to the state from which the legislator serves

legislature

Capitalize when preceded by the name of the state: the Florida Legislature
Retain the capitalization when the state name is dropped but the reference is specifically to the state's legislature: Both houses of the Legislature adjourned today.

the 100th Legislature, the state Legislature

Although the word legislature is not part of the formal, proper name for the lawmaking bodies in many states, it commonly is used that way and should be treated as such in any story that does not use the formal name.

When using a formal name such as Missouri General Assembly, retain the capital letters if the name of the state can be dropped, but lowercase the word assembly if it stands alone. Lowercase legislature is a story uses it in a subsequent reference to a body identified as a general assembly.

Lower case legislature when used generically: No legislature has approved the amendment.

Use legislature in lowercase for all plural references. The Florida and Alabama legislatures are considering the amendment.

In 49 states the separate bodies are a senate and a house or assembly.

The Nebraska Legislature is a unicameral body.

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lay means to put something down
lie means to recline

lifetime

lion's share do not use it to mean majority. Use it to mean the whole of something, or the best and biggest portion. The term comes from an Aesop fable in which the lion took all the spoils of a joint hunt.

login, logoff (noun). Use as two words in verb form: *I log in to my computer.*

long term, long-term
hyphenate when used as a compound modifier. We will succeed in the long term.
He has a long-term assignment.

long time, longtime
They have know each other a long time. They are longtime partners.

-M-

mainframe a full-size central computer and/or the central processing unit (cpu) of a computer system

man (verb) avoid using man as a verb
Wrong: Unmanned booths are not allowed
Right: Unattended booths are not allowed.
Right: All booths must be staffed.

manpower (noun) Use staff instead

marketplace

midnight do not put a 12 in front of it

mm = million

moneymaker

monthlong

multidisciplinary

-N-

names... CORRECT: James J. "Jim" Kunard, PE

Not "Jim Kunard, PE"

Not "Jim Kunard"

Not "James "Jim" J. Kunard, PE"

Also, with suffixes, list designations with this hierarchy...

"PhD, PE, BCEE, F.NSPE"

Note: "DEE" designation is "BCEE"

nationwide, citywide, countrywide, worldwide (except world wide web), statewide

numbers

Spell out whole numbers under 10

Use the abbreviation for number in conjunction with a figure to indicate position or rank

No. 1 state, No. 3 choice

Do not use in street addresses, with the exception of No. 10 Downing St (the residence of Britain's prime minister).

Use a # to indicate suite number: 4300 Parkway Building #300

Do not use in the names of schools: Public School 19.

Roman numerals use the letters I, V, X, L, C, D and M. Use **Roman numerals** for wars and to show personal sequence for animals and people: World War II, Pope John XXIII. **ordinal numbers** are 1st, 2nd, 101st

Spell out numbers first through ninth when they indicate sequence in time or location first base, the First Amendment, he was first in line. Starting with 10th use figures.

Use 1st, 2nd, 3rd, etc when the sequence has been assigned in forming names.

1st Ward, 7th Fleet

arabic numbers are figures 1, 2, 101, etc and **corresponding words** - one, two

For uses not covered spell out whole numbers below 10. They had three sons and two daughters. They had a fleet of 20 trucks and two buses.

Spell out casual expressions. A thousand times no!

Spell out a numeral at the beginning of a sentence, exception when a numeral identifies a calendar year.

address - spell out and capitalize First through Ninth when used as a street name:

7 Fifth Ave, 100 21 St #A

ages - always use figures. The 5-year-old boy, but the mother is 26 and her daughter is 2 months old.

amendments to the Constitution - Use First Amendment, 10th Amendment, etc

century - lowercase, spell out numbers less than 10; the first century, the 20th century

Use words or numeral according to an organization's practice: 3M, Big Ten

chapters - capitalize chapter when used with a numeral in reference to a section of a book or legal code. Always spell out and use arabic figures: Chapter 1, Chapter 20

congressional districts - the 1st Congressional District, the 1st District.

Lowercase district whenever it stands alone. Always use figures.

course numbers - Use arabic numbers and capitalize the subject when used with a numeral: Calculus 6, Engineering 411

court decisions - Use figures and a hyphen. The Supreme Court rule 5-4, a 5-4 decision. the word to is not needed. Wrong: the 5-to-4 decision.

court names - identified with a numeral: 2nd District Court, 8th US Circuit Court of Appeals

dates - always use arabic figures: January 2 was the coldest day of the month.

His birthday was May 8. February 14, 2003 was the target date.

decades - use arabic figures. the 1890's, the Gay '90s, the 1920s, the mid-1930s.

decimal units - always use arabic figures and a decimal

district - always use arabic figures

earthquakes - always use arabic figures

election returns - always use figures

fleet - always use arabic figures and capitalize fleet when using proper name: 6th Fleet

formula - always use arabic figures

fractions - spell out amounts less than 1, using hyphens between the words; two-thirds use arabic figures with decimals for precise amounts larger than 1.

Fractions are preferred unless the story is about stocks.

handicap - (as in golf) always use arabic figures

heights - use figures and spell out inches, feet, yards, etc. Use an apostrophe to indicate feet and quote marks to indicate inches 5'6" only in very technical contexts.

highway designations - highways identified by number: US Highway 1, US Route 1, state Road 34, Route 34, Interstate 495. On second reference only for Interstate 495: I-495.

When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A

latitude and longitude - always use arabic figures: New York City lies at 40 degrees 45 minutes north latitude and 74 degrees 0 minutes west longitude.

mile - use figures for amounts under 10 in dimensions, formulas and speeds: The farms measures 5 miles by 4 miles. The car slowed to 7 mph.
spell out below 10 in distance: He drove four miles.

millions, billions - Use figures except casual uses. The nation has 1 billion citizens. Do not mix millions with billions. Use: 2.6 billion Not: 2 billion 600 million. Do not drop million or billion in the first figure of a range. He is worth \$2 million to \$4 million. Not: He is worth \$2 to \$4 million (unless you mean \$2). Do not use a hyphen to join the figures and the word million or billion. Do not go beyond two decimals: 7.51 million. Decimals are preferred where practical.

model/serial numbers - use figures and capital letters in solid form. No hyphens or spaces unless the source indicates they are an integral part of the code.

monetary units - always use arabic figures

page numbers - always use arabic figures and capitalize page when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: Page 1, Page 20A. Exception: It's a Page One Story.

parallels - always use arabic figures and lowercase to identify the imaginary locator lines that ring the globe: 4th parallel north

percentages - always use arabic figures and decimals. Repeat percent with each individual figure: He said 10 percent to 30 percent of the electorate may not vote.

political divisions - always use arabic figures and uppercase the accompanying word: 1st Ward, 22nd Precinct

proportions - always use arabic figures

ratios - always use arabic figures and hyphens: the ratio was 2-to-1, a 2-1 ratio. The word to should be omitted when the numbers precede the word ratio.

recipes - always use arabic figures

room numbers - always use arabic figures and capitalize room when used with a figure

route numbers - always use arabic figures and do not abbreviate route

scene numbers - Capitalize scene when used with a figure: Scene 2; Act 2
But: the second scene, the third scene

sizes - always use arabic figures

spacecraft designation - always use arabic figures and capitalize the name

speeds - always use arabic figures

telephone numbers - always use arabic figures. Always include the area code. Place () around the area code. If extension number are given use Ext

temperatures - always use arabic figures except for zero. Temperatures get higher or lower, but they do not get warmer or cooler.

time - Noon, not 12 pm. No periods for am or pm., EST

year - lowercase, spell out numbers less than 10; five years ago.

years - always use arabic figures without commas. Use an s without an apostrophe to indicate spans of decades or centuries: the 1890s, the 1800s.

nighttime

-O-

offline, online A storage or processing center not directly accessible is an offline system.
An online system has information storage and processing immediately accessible by the computer user.

OK, OK'd, OKs Do not use okay.

on Do not use on before a date or day of the week when its absence would not lead to confusion: The meeting will be held Monday. He will be inaugurated January 20.
Use on to avoid an awkward juxtaposition of a date and a proper name: John met Mary on Monday.
Use on to avoid any suggestion that a date is the object of a transitive verb. The House killed on Tuesday a bid to raise taxes.

over/ more than Over is a preposition that means above in place or position. It should not be used when describing amounts of things. Use more than with figures.
Wrong: FES earned over \$1.5 million this year
Right: FES earned more than \$1.5 million this year.
Right: The dog jumped over the fence.

-P-

part time/part-time Hyphenate when used as a compound modifier: She works part time. She has a part-time job.

PDHs correct use is
4 PDHs Area of Practice
4 PDHs Laws & Rules
4 PDHs General Interest

PhD Not Ph.D.

policy-maker(noun), policy-making (adjective)

percent See numbers

persecute means to annoy, to plague, to hunt down, to bring suffering and unhappiness upon someone

prosecute means to carry out a legal action
pm/am lowercase without periods. Avoid the redundant 10 pm tonight.

principal means main or most important
principle means a belief, truth, policy, conviction, rule

practical means useful and valuable, tried and tested in actual practice
practicable means workable

president Capitalize president only as a formal title before one or more names: President Bush, Presidents Zumwalt and Diaz. lower case in all other cases.
On second reference used only the last name of a man. Use Ms or no title before the last name of a woman.

President-elect Capitalize "P" only as a formal title. Always lowercase "e."

precede means to go before
proceed means to go on or forward

prior to, before Before is less stilted for most uses. Prior to is appropriate when a notion of requirement is involved: The fee must be paid prior to the examination. Preferred: We had coffee before our meeting. Instead of: We had coffee prior to our meeting.

Professional Engineer/professional engineer/PE

In general, confine capitalization to formal titles used directly before an individual's name. Lowercase and spell out titles when they are not used with an individual's name: The professional engineer issued a statement.

Lowercase and spell out titles in constructions that set them off from a name by commas: The professional engineer, John Zumwalt III, declined to run again.

Occupational description: engineer John Zumwalt

Formal titles are capitalized and abbreviated after the name: John Zumwalt III, PE

-R-

rank and file (noun), rank-and-file (adjective)

Noun: Leaders should listen to the rank and file.

Adjective: leaders should listen to rank-and-file members.

rarely It means seldom. Rarely ever is redundant, but rarely if ever is the appropriate phrase.

respectfully means showing respect or honor to someone

respectively refers to a number of items taken in order

rout means to defeat completely

route is a road

-S-

St. for saint, i.e. St. Petersburg.

seasons lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name: Tallahassee Springtime Festival.

Self-employed hyphen. Initial upper case as a job title.

senior Abbreviate as Sr.

Only with full names of persons or animals.

Do not set off with a comma: Joseph P. Kennedy Sr., PE

If necessary to distinguish between father and son in second reference, use the elder Kennedy or the younger Kennedy.

set put or place

sit down on something

shall/will Use shall to express determination: We shall overcome. Either shall or will may be used in first-person constructions that do not emphasize determination: We shall hold a meeting. We will hold a meeting. For second- and third-person construction, use will unless determination is stressed: You will like it. She will not be pleased.

spouses Use when some of the people involved may be men: professional engineers and their spouses. Not professional engineers and their wives.

state abbreviations

Spell out the names of the 50 U.S. states when they stand alone. Use these abbreviations:

Street Abbreviations

stationary	ALABAMA	AL	NEBRASKA	NE
	ALASKA	AK	NEVADA	NV
	ARIZONA	AZ	NEW HAMPSHIRE	NH
	ARKANSAS	AR	NEW JERSEY	NJ
	CALIFORNIA	CA	NEW MEXICO	NM
	COLORADO	CO	NEW YORK	NY
	CONNECTICUT	CT	NORTH CAROLINA	NC
	DELAWARE	DE	NORTH DAKOTA	ND
	DISTRICT OF COLUMBIA	DC	OHIO	OH
	FLORIDA	FL	OKLAHOMA	OK
	GEORGIA	GA	OREGON	OR
	GUAM	GU	PENNSYLVANIA	PA
	HAWAII	HI	PUERTO RICO	PR
	IDAHO	ID	RHODE ISLAND	RI
	ILLINOIS	IL	SOUTH CAROLINA	SC
	INDIANA	IN	SOUTH DAKOTA	SD
	IOWA	IA	TENNESSEE	TN
	KANSAS	KS	TEXAS	TX
	KENTUCKY	KY	UTAH	UT
	LOUISIANA	LA	VERMONT	VT
	MAINE	ME	VIRGIN ISLANDS	VI
	MARYLAND	MD	VIRGINIA	VA
	MASSACHUSETTS	MA	WASHINGTON	WA
	MICHIGAN	MI	WEST VIRGINIA	WV
	MINNESOTA	MN	WISCONSIN	WI
	MISSISSIPPI	MS	WYOMING	WY
	MISSOURI	MO		
	MONTANA	MT		

means remaining in one place

stationery means writing paper, envelopes, etc

statue

Annex	ANX	Heights	HTS
Apartment	Prefer # with no space accompanied with number #12 (APT)	Highway	HWY
Avenue	AVE	Lane	LN
Building	Prefer # with no space accompanied with number #12 (BLDG)	Mount	MT
Beach	BCH	Park	PK
Boulevard	BLVD	Parkway	PKWY
Causeway	CSWY	Place	PL
Circle	CIR	Room	Prefer # with no space accompanied with number #12 (RM)
Court	CT	Route	RTE
Department	DEPT	Station	Prefer # with no space accompanied with number #12 (STA)
Drive	DR	Sreet	ST
Expressway	EXPY	Suite	Prefer # with no space accompanied with number #12 (STE)
Extension	EXT	Terrace	TERR
Floor	Prefer # with no space accompanied with number #12 (Flr)	Trail	TRL
Fort	FT	Turnpike	TNPK
Freeway	FWY	Underpass	UPAS

is an image of a person or animal carved in stone or wood, or cast in bronze, clay or wax

statute is a law

subarea one word

-T-

technological terms

BlackBerry, BlackBerrys
download
e-book
e-reader
email
cellphone
Facebook
Google, Googling, Googled
hashtag
IM
Internet
iPad, iPhone, iPod (use iPad, iPhone, or iPod when the word begins a sentence)
LinkedIn
social media
smartphone
the Net
Twitter, tweet, tweeted, retweet
World Wide Web, website (see the AP's tweet about the change), Web page
webmaster
YouTube

telephone Use only 000-000-0000. no parens, no dots

television Spell out on first reference. TV is acceptable on second reference.

that, which, who, whom

Use who and whom in referring to persons and to animals with a name: John Jones is the man who helped me.

Use that and which in referring to inanimate objects and to animals without a name.

That is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name.

Which is the only acceptable pronoun to introduce a nonessential clause (with two or more easily remembered manner, the nonessential clause can be eliminated without altering the basic meaning of the sentence) that refers to an inanimate object or an animal without a name.

In general, which should appear only when that is used as a conjunction to introduce another clause in the same sentence: He said Monday that the part of the army which suffered severe casualties needs reinforcement.

their, there, they're Their is a possessive pronoun: They went to their house.

There is an adverb indicating direction: We went there for dinner.

There also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: There is no food on the table.

They're is a contraction for they are.

times Use figures except noon and midnight. Use a colon to separate hours from minutes:

11:15 am, 1:36 pm. Do not use 00 if it is on the hour 1 pm, 3 pm

Avoid redundancies such as 10 am this morning, 10 pm Monday night.

Do not add periods between the abbreviations am and pm.

The construction of 4 o'clock is acceptable, but time listings in am or pm are preferred.

toward, forward, backward, upward, downward

Not towards, forwards, backwards, upwards, downwards

-U-

uninterested means not interested
disinterested person is one who has no desire to gain something for themselves

University of Florida, University of Central Florida, Florida State University, etc.
Spell out on first reference. Abbreviation acceptable on second reference

U.S. Not US

USDOT United States Department of Transportation

-V-

verses verses of poetry

versus, vs. Abbreviate as vs. in all cases.

vice use two words: vice president, vice chair
Capitalize Vice President only as a formal title before one or more names: Vice President Cheney, Vice Presidents Cheney and Ford. lower case in all other cases.
Spell out vice president
On second reference used only the last name of a man. Use Ms or no title before the last name of a woman.

-W-

website all lowercase. one word
when referring to our association use "fleng.org"
do not use "www.fleng.org"

weekend
weeklong

well Hyphenate as part of a compound modifier. She is a well-dressed woman.
well-being

wide hyphenate: wide-angle, wide-awake, wide-eyed, wide-open
exception: widespread
No hyphen: citywide, countywide, statewide, worldwide, industrywide

wise No hyphen when it means in the direction of or with regard to:
clockwise, lengthwise, otherwise

who's, whose Who's is a contraction for who is, not a possessive: Who's there?
Whose is possessive: I do not know whose coat it is.

which, that That is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name.
Which is the only acceptable pronoun to introduce a nonessential clause (with two or more easily remembered manner, the nonessential clause can be eliminated without altering the basic meaning of the sentence) that refers to an inanimate object or an animal without a name.
In general, which should appear only when that is used as a conjunction to introduce another clause in the same sentence: He said Monday that the part of the army which suffered severe casualties needs reinforcement.

who-do rule Use who and whom for references to human beings and to animals with a name.
Who is the word when someone is the subject of a sentence, clause or phrase: The

woman who rented the room left the window open. Who is there?

Whom is the word when someone is the object of a verb or preposition: The woman to whom the room was rented left the window open. Whom do you wish to see?

women-owned

workday
work force
workweek

-X-

x-ray

-Y-

years

Use figures with commas: 1986. Use an s without an apostrophe to indicate spans of decades or centuries: the 1890s, the 1800s.

Years are the lone exception to the general rule in numeral that a figure is not used to start a sentence: 1976 was a very good year.

When referring to the new century, write only 2003, not the year 2003 unless using it for effect:

Right: Our contract expired in 2003.

Wrong: We'll renew our membership in the year 2004.

OK for effect: FES prepares for the year 2004.

-Z-

ZIP codes

Use all caps for ZIP and lower case code. Run the five digits together without a comma, and do not put a comma between the state name and the ZIP code: Tallahassee, FL 32301

Punctuation Rules

The Exclamation

Overly frequent use of the exclamation mark is generally considered poor writing. An exclamation mark or exclamation point (!) is a punctuation mark usually used after an interjection or exclamation to indicate strong feelings or high volume, and often marks the end of a sentence. In writing, it is far more convincing to create emphasis by the force of your words rather than the force of your punctuation.

Comma usage is in some respects a question of personal writing style: some writers use commas liberally, while others prefer to use them sparingly. Most modern North American style guides now recommend **using fewer commas rather than more**, so when faced with the option of using a comma or not, you may find it wise to refrain.

For instance, the use of a comma before the “and” in a series is should be eliminated.

We bought scarves, mittens and sweaters before leaving for Iceland. (comma unnecessary before “and”)

We ate apples, plums, and strawberry and kiwi compote. (comma needed before “and” for clarity)

Comma Usage

1. Use a comma before a coordinating conjunction that joins independent clauses (unless the independent clauses are very short):
I wrapped the fresh fish in three layers of newspaper, but my van still smelled like trout for the next week. (commas with two independent clauses)
She invited him to her party and he accepted. (comma unnecessary with short clauses)
2. Use a comma after an introductory adverb clause and, often, after an introductory phrase (unless the phrase is very short):
After the hospital had completed its fund-raising campaign, an anonymous donor contributed an additional \$10,000. (after introductory adverb clause)
From the east wall to the west, her cottage measures twenty feet. (after introductory prepositional phrase)
In the bottom drawer you will find some pink spandex tights. (no comma with short, closely related phrase)
3. Use a comma to separate items in a series:
Playing in a band can be exciting, but many people do not realize the hardships involved: constant rehearsals, playing until 2 am, handling drunken audience members, and transporting heavy equipment to and from gigs. (the comma preceding “and” is optional unless needed to prevent misreading)
4. Use commas to set off non-restrictive elements and other parenthetical elements. A non-restrictive modifier is a phrase or clause that does not restrict or limit the meaning of the word it is modifying. It is, in a sense, interrupting material that adds extra information to a sentence. Even though removing the non-restrictive element would result in some loss of meaning, the sentence would still make sense without it. You should usually set off non-restrictive elements with commas:
The people of Haiti, who for decades have lived with grinding poverty and mind-numbing violence, are unfamiliar with the workings of a true democracy.

A restrictive modifier is a phrase or clause that limits the meaning of what it modifies and is essential to the basic idea expressed in the sentence. You should not set off restrictive elements with commas:

Those residents of Ottawa who do not hold secure, well-paying jobs must resent the common portrayal of the city as a land of opportunity.

Note that you can use two other punctuation marks to set off non-restrictive elements or other parenthetical information: parentheses and dashes. Enclosing parenthetical information in parentheses reduces the importance of that information:

Mr. Grundy’s driving record (with one small exception) was exemplary.

5. Placing parenthetical information between dashes has the opposite effect: it emphasizes the material:

Mr. Grundy’s driving record -- with one exception -- was exemplary.

Nevertheless, you should usually set off parenthetical information with commas.

Superfluous Commas

Equally important in understanding how to use commas effectively is knowing when not to use them. While this decision is sometimes a matter of personal taste, there are certain instances when you should definitely avoid a comma.

- * Do not use a comma to separate the subject from its predicate:
[WRONG] Registering for our fitness programs before September 15, will save you thirty percent of the membership cost.
[RIGHT] Registering for our fitness programs before September 15 will save you thirty percent of the membership cost.

- * Do not use a comma to separate a verb from its object or its subject complement, or a preposition from its object:

[WRONG] I hope to mail to you before Christmas, a current snapshot of my dog Benji.
She travelled around the world with, a small backpack, a bedroll, a pup tent and a camera.
[RIGHT] I hope to mail to you before Christmas a current snapshot of my dog Benji.
[RIGHT] She travelled around the world with a small backpack, a bedroll, a pup tent and a camera.

* Do not misuse a comma after a co-ordinating conjunction:

[WRONG] Sleet fell heavily on the tin roof but, the family was used to the noise and paid it no attention.
[RIGHT] Sleet fell heavily on the tin roof, but the family was used to the noise and paid it no attention.

* Do not use commas to set off words and short phrases (especially introductory ones) that are not parenthetical or that are very slightly so:

[WRONG] After dinner, we will play badminton.
[RIGHT] After dinner we will play badminton.

* Do not use commas to set off restrictive elements:

[WRONG] The fingers, on his left hand, are bigger than those on his right.
[RIGHT] The fingers on his left hand are bigger than those on his right.

* Do not use a comma before the first item or after the last item of a series:

[WRONG] The treasure chest contained, three wigs, some costume jewellery and five thousand dollars in Monopoly money.
[WRONG] You should practice your punches, kicks and foot sweeps, if you want to improve in the martial arts.
[RIGHT] The treasure chest contained three wigs, some costume jewellery and five thousand dollars in Monopoly money.
[RIGHT] You should practice your punches, kicks and foot sweeps if you want to improve in the martial arts.

Semicolon

You will usually use the semicolon to link independent clauses not joined by a co-ordinating conjunction. Semicolons should join only those independent clauses that are closely related in meaning.

Abdominal exercises help prevent back pain; proper posture is also important.
The auditors made six recommendations; however, only one has been adopted so far.

Do not use a semicolon to link a dependent clause or a phrase to an independent clause.

[WRONG] Although gaining and maintaining a high level of physical fitness takes a good deal of time; the effort pays off in the long run.
[RIGHT] Although gaining and maintaining a high level of physical fitness takes a good deal of time, the effort pays off in the long run.

Generally, you should not place a semicolon before a co-ordinating conjunction that links two independent clauses. The only exception to this guideline is if the two independent clauses are very long and already contain a number of commas.

[WRONG] The economy has been sluggish for four years now; but some signs of improvement are finally beginning to show.
[RIGHT] The economy has been sluggish for four years now, but some signs of improvement are finally beginning to show.

It may be useful to remember that, for the most part, you should use a semicolon only where you could also use a period.

There is one exception to this guideline. When punctuating a list or series of elements in which one or more of the elements contains an internal comma, you should use semicolons instead of commas to separate the elements from one another:

Henry's mother believes three things: that every situation, no matter how grim, will be happily resolved; that no one knows more about human nature than she; and that Henry, who is thirty-five years old, will never be able to do his own laundry.

Colon

Writers often confuse the colon with the semicolon, but their uses are entirely different.

The colon focuses the reader's attention on what is to follow, and as a result, you should use it to introduce a list, a summation, or an idea that somehow completes the introductory idea. You may use the colon in this way, however, only after an independent clause:

He visited three cities during his stay in the Maritimes: Halifax, Saint John and Moncton.
Their lobbying efforts were ultimately useless: the bill was soundly defeated.
My mother gave me one good piece of advice: to avoid wasting time and energy worrying about things I cannot change.

When Not to Use a Colon

You should not place a colon between a verb and its object or subject complement, or between a preposition and its object:

[WRONG] His neighbour lent him: a pup-tent, a wooden canoe, and a slightly battered Coleman stove. (colon between verb and objects)
[RIGHT] His neighbour lent him a pup-tent, a wooden canoe, and a slightly battered Coleman stove.
[WRONG] Her three goals are: to improve her public speaking skills, to increase her self-confidence and to sharpen her sales techniques. (colon between verb and subject complement)
[RIGHT] Her three goals are to improve her public speaking skills, to increase her self-confidence and to sharpen her sales techniques.
[WRONG] We travelled to: London, Wales and Scotland. (colon between preposition and objects)
[RIGHT] We travelled to London, Wales and Scotland.

Quotation Marks

The exact rules for quotation marks vary greatly from language to language and even from country to country within the English-speaking world. In North American usage, you should place double quotation marks (") before and after directly quoted material and words of dialogue:

One critic ended his glowing review with this superlative: "It is simply the best film ever made about potato farming."
May replied, "This is the last cookie."

You also use quotation marks are used to set off certain titles, usually those of minor or short works -- essays, short stories, short poems, songs, articles in periodicals, etc. For titles of longer works and separate publications, you should use italics (or underlined, if italics are not available). Use italics for titles of books, magazines, periodicals, newspapers, films, plays, long poems, long musical works, and television and radio programs.

Once when I was sick, my father read me a story called "The Happy Flower," which was later made into a movie entitled *Flower Child*, starring Tiny Tim.

Sometimes, you will use quotation marks to set off words specifically referred to as terms, though some publishers prefer italics:

I know you like the word "unique," but do you really have to use it ten times in one essay?

"Well" is sometimes a noun, sometimes an adverb, sometimes an adjective and sometimes a verb.

Quotations Marks with Other Punctuation

One question that frequently arises with quotation marks is where to place other punctuation marks in relation to them. Again, these rules vary from region to region, but North American usage is quite simple:

1. Commas and periods always go inside the quotation marks.

I know you are fond of the story "Children of the Corn," but is it an appropriate subject for your essay?
"At last," said the old woman, "I can say I am truly happy."

2. Semicolons and colons always go outside the quotation marks.

She never liked the poem "Dover Beach"; in fact, it was her least favourite piece of Victorian literature.

He clearly states his opinion in the article "Of Human Bondage": he believes that television has enslaved and diminished an entire generation.

3. Question marks, exclamation marks, and dashes go inside quotation marks when they are part of the quotation, and outside when they do not.

Where is your copy of "The Raven"?

"How cold is it outside?" my mother asked.

Note that in North American usage, you should use single quotation marks (') only to set off quoted material (or a minor title) inside a quotation.

"I think she said 'I will try,' not 'I won't try,'" explained Sandy.

The Apostrophe

You should use an apostrophe to form the possessive case of a nouns or to show that you have left out letters in a contraction. Note that you should not generally use contractions in formal, academic writing.

The convertible's engine has finally died. (The noun "convertible's" is in the possessive case)
I haven't seen my roommate for two weeks. (The verb "haven't" is a contraction of "have not")

To form the possessive of a plural noun ending in "s," simply place an apostrophe after the "s."

He has his three sons' futures in mind.

In many suburbs, the houses' designs are too much alike.

Possessive pronouns -- for example, "hers," "yours," and "theirs" -- do not take apostrophes. This is the case for the possessive pronoun "its" as well: when you write "it's" with an apostrophe, you are writing a contraction for "it is."

The spaceship landed hard, damaging its radar receiver. ("its" is the possessive pronoun)

It's your mother on the phone. ("it's" is the contraction of "it is")

Bullets

Bullets are graphic devices that substitute for alpha-numeric designation of items in a list. In a bulleted list the graphic device obviates normal grammatical punctuation.

- 1) In bulleted lists within text passages, the bullet is the punctuation. No other punctuation is required to separate listed items. Do not use commas or semicolons at the end of each item.
- 2) If an item in the bulleted list is a complete sentence, then the first word should be capped and there should be a period at the end of the sentence. If the item is a nonsentence fragment, then the first word should be lowercased, with a period placed at the end of the last item in the list.
- 3) Avoid mixing sentence and non-sentence items in a bulleted list.

Hyphens and Dashes

There are three types of dashes: hyphen (shortest “-”), en dash (middle length “–”), and em dash (longest “—”).

Hyphen

The hyphen is used to join compound nouns (e.g., half-dollar, great-granddaughter), compound adjectives (coarse-grained wood, self-confident approach), and a few adverbial constructions (He too-readily agreed.).

The use of hyphens in compound words is rule governed and should not be treated as a matter of personal choice. To determine whether a compound is open, hyphenated, or closed, consult Webster's. If no entry is found, refer to the hyphenation tables in Chicago (Table 6.1).

Note that nouns, verbs, and adjectives/adverbs close up at different rates; hence, dictionary entries must be examined closely (e.g., you go to the take-out window to order takeout, which you take out).

Note also that considerable irregularity exists in the treatment of compounds; it is unwise, therefore, to generalize from one case to another or to attempt to determine proper treatment on the basis of logic.

In phone numbers, use hyphens between all elements.
(713) 831-4700

En Dash

Use an en dash—so-called because it is the width of an “n”—to indicate time and number ranges. If you would use the word “to,” then use an en dash.

1960–1971
2 am–3 pm
pages 253–258

Use an en dash between two elements of equal value.

Arab–Israeli relations
Rice–Texas A&M rivalry

Use an en dash in Rice University campus mailing addresses.
Office of Publications–MS 95

Em Dash

The em dash—so-called because it is the width of an “m”—is used to set off parenthetical elements and also to set off certain subordinate clauses. (Used the latter way, the em dash functions something like a cross between a semicolon and a colon.) If you think of using two hyphens, use an em dash instead. Close up spaces around em dashes.

Eat, drink—in moderation—and be merry!
We had several guests—Mary, Ben, and Tom—and ate a large meal.
We drove a long time—all the way to Tipperary.
We moved back—way back.

Editing and Proofreading Marks

Here is a list of symbols used by editors and proofreaders to mark corrections to content. An example of their use is also shown. Using these symbols will enable you to communicate with production and help them to interpret your instructions accurately. Please call your Project Manager with any questions. Here are a few tips:

- Prepare your manuscript thoroughly. Remember that corrections are very costly once the content is in production.
- Mark your corrections clearly and neatly in the margins. Indicate the end of each correction with a slash (/). Use multiple slashes if the correction is to be made more than once. Large inserts

to the manuscript should be typed on a separate sheet of paper with an indication showing placement of the insert.

- Be sure to answer all queries.
- We strongly encourage you to limit corrections to typographical and factual errors only. Extensive corrections causing changes to paging delay the schedule and invalidate the index. (Note how minor corrections caused the sample on p. 2 to gain two lines!) Low alterations of typeset material will save you money and expedite your work through production.

<u>CORRECTION</u>	<u>EXAMPLE OF MARKING</u>	
Close up; no space	The fuz ^z zy cat	∩ /
Insert	The [^] boy	bad /
Delete	The sadd ^y girl	∪ /
Transpose letters	Te ^h happy dog	tr /
Wrong font	Two <u>blue</u> birds	wf /
Lower case	A ^f Fat rabbit	lc /
Small capitals	2:00 <u>pm</u>	sc /
Capitals	<u>mr.</u> jones	caps /
Italic	<u>The Raven</u> by Poe	ital /
Bold face	A <u>negus</u> is. . .	bf /
Let it stand; stet	The <u>big</u> lion	stet /
Spell out	Sales tax is 6 [%]	sp /
Start paragraph	¶ The new tire	¶ /
Transpose down	A double- <u>hyph</u> - <u>enated</u> word	tr down /
No paragraph; run in	<u>marked</u> the proof	run in /
Raise	Ten <u>little</u> pigs	align /
Lower	A fairy <u>prince</u>	align /
Move left	<u>□</u> The bear	align /
Move right	□ A wolf	align /

<u>CORRECTION</u>	<u>EXAMPLE OF MARKING</u>	
Align vertically	10 []] 9 [[]	/
Insert period	The end [^]	○ /
Insert comma	Jim [^] a plumber	∧ /
Insert colon	as shown [^]	∅ /
Insert semicolon	green [^] blue [^] red	∅ //
Insert apostrophe	The Jones [^]	∨ /
Insert quotation marks	Yes, I said. [^]	∨ / ∨ /
Insert superior figure	a ² + b ² = c [^]	∩ /
Insert inferior figure	HO [^] is water	∩ /
Insert brackets	The white pony [^]	[/] /
Insert parentheses	Smith [^] 1 wrote	(/) /
Insert hyphen	1 [^] year old boy	∩ //
Insert 1-en dash	Fig. 1 [^] 1	¹ / _N /
Insert 1-em dash	cold [^] like ice [^] is	¹ / _M /
Insert space	Theeagle [^]	# /
Insert 1-en space	1 [^] A list	□ /
Insert 1-em space	Fig. 1-1 [^] A map	□ /
Insert 2-em space	A. An outline 1 [^] . with subentries	□□ /

Editing and Proofreading Marks

Sample galley with proofreader's corrections marked.

When Obstacles Get You Down

Do obstacles get you down when trying to get something done? Consider the following

After Fred Astaire's first screen test, a 1933 memo from the mgm testing director said: "Can't act. Slightly bald. Can dance a little." Astaire kept that memo over the fire place in his Beverly Hills home.

An expert said of famous football coach Vince Lombardi: "He possesses minimal football knowledge. Lacks motivation."

Louisa May Alcott, the author of Little

Women, was advised by her family to find work as a servant or seamstress.

Beethoven handled the violin awkwardly and preferred playing his own compositions instead of improving his technique.

His teacher called him utterly hopeless as a composer. The teacher of famous opera singer Enrico Caruso said Caruso had no voice at all and could not sing.

Walt Disney was fired by a newspaper for lacking ideas. He also went bankrupt several times before he built Disneyland.

Eighteen publishers turned down Richard Bach's 10,000 word story about a soaring seagull before Macmillan finally published it in 1970. By 1975, Jonathan Livingston Seagull had sold more than 7 million copies in the U.S. alone.

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Corrected galley gained 2 lines.

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