



CENTERS FOR DISEASE CONTROL & PREVENTION
ENVIRONMENTAL PUBLIC HEALTH

TRACKING

CONTENT, INDICATOR, AND MEASURE NAMES STYLE GUIDE: JULY 2022

General Style

Capitalization

Capitalization follows the same style used for book titles. Each word is capitalized, except for prepositions, articles, and conjunctions (unless they are the first or last word). For hyphenated words, capitalize only the first word.

Examples:

- Types of Transportation to Work
- Age-adjusted Incidence Rate of Melanoma of the Skin per 100,000 Population over a 5-year Period

Clarifying terms in parentheses follow the same capitalization rules.

Examples:

- Age-adjusted Incidence Rate of Bladder Cancer (Including In Situ)
- Incidence of Breast Cancer (Females Only)
- Incidence of Testicular Cancer (Males Only)
- Percent of Population ≥ 25 Years of Age with High School Diploma (or Equivalent) or Higher

Word Order

The type of data is listed first followed by the topic and other details (as needed).

Examples:

- Prevalence of Cleft Lip with Cleft Palate
- Hospitalizations for Heart Attack
- Average Annual Number of Very Low Birthweight ($<1,500$ g) Live Singleton Births over a 5-year Period

Preferred Terms

Use “People” instead of “Persons.”

Specific Style Recommendations

Abbreviations and Acronyms

Use the full name with the abbreviation/acronym in parentheses unless the indicator name already includes this info.

Examples:

- Number of CWS by Maximum Arsenic Concentrations ($\mu\text{g/L}$), by Year
 - CWS is spelled out in the indicator name [Arsenic in Community Water Systems (CWS)], so it is not included in the measure name.
- Total Thyroxine (TT4) Concentrations in Serum ($\mu\text{g/ml}$)
 - Thyroxine is not abbreviated in the indicator name, so the abbreviation is included in the measure name.

Ages

Include the unit of measurement (e.g., months, years). Use symbols instead of the words “greater than”, “less than”, or “equal to”. If using symbols, do not include a space between the symbol and the number.

Examples:

- Number of Workers >16 Years of Age
- Percent of Adults ≥ 18 Years of Age Who Were Obese (BMI = 30.0 to 99.8) 2011 and onward
- Number of Children 12-17 Years of Age Receiving Early Intervention, Special Education, or Related Services for a Developmental Disability

Multi-year Measures

When a measure name includes data for more than one year, use “over a(n) X-year Period”. If there is no range of years, use “Annual.”

Examples:

- Average Annual Number of Deaths from CO Poisoning over a 5-year Period
- Number of Buildings Tested over a 10-year Period
- Annual Number of Cases of Brain and Other Nervous System Cancer

Ranges

When describing any range of values, use a hyphen (-) unless the numbers have decimal points. Do not put spaces between the numbers and the hyphen.

Examples:

- Number of Children 12-17 Years of Age Receiving Early Intervention, Special Education, or Related Services for a Developmental Disability
- Volatile Organic Compounds in Blood (2001-2004)

For time period ranges, place the years inside parentheses unless there is other parenthetical content nearby.

Examples:

- Metals and Metalloids in Urine (1999-2014)
- Metals and Metalloids in Urine 1999-2014 (Creatinine Corrected)

For time period ranges that start with a year/date and have no end point, use “and onward”.

Examples:

- Percent of Adults ≥ 18 Years of Age Who Were Obese (BMI = 30.0 to 99.8) 2011 and onward
- Percent of Former Adult Smokers (2011 and onward)

Rates

Rates are listed as the complete number (with a comma, as needed) per population. An exception is with birth data when referencing live births. Include the population size (e.g., per 100,000 Population) unless it is a percent.

Examples:

- Crude Rate of Emergency Department Visits for Heat Stress per 100,000 Population
- Rate of Reported Exposures to Insecticides per 100,000 Population
- Prevalence of Anencephaly per 10,000 Live Births over a 5-year Period

Sub-county Measures

For sub-county measures, list the geography level and temporal period in parentheses at the end of the measure name.

Examples:

- Number of Cases of Lung Cancer (5,000 Min. Population Area, 5-year Period)
- Age-adjusted Rate of Lung Cancer per 100,000 Population (5,000 Min. Population Area, 5-year Period)
- Number of Cases of Breast Cancer (Census Tract, 10-year Period)

Symbols

Use symbols instead of the words “greater than”, “less than”, “equal to”, etc. when describing a measurement within parentheses and for ages. Do not put spaces between the symbol and the numeral. In other cases, use the words.

Examples:

- Average Annual Number of Very Low Birthweight (<1,500 g) Live Singleton Births over a 5-year Period
- Number of Workers >16 Years of Age
- Number of Households with Income Less Than \$20,000 without an Internet Subscription

Use “&” instead of “and” in content and indicator names. Use “and” in measure names.

Examples:

Content Name

- Heart Disease & Stroke
- Populations & Vulnerabilities

Indicator Name

- Incidence of Lung & Bronchus Cancer
- Incidence of Brain & Other Nervous System Cancer
- Historical Temperature & Heat Index

Measure Name

- Annual Number of Old Age, Survivors, **and** Disability Insurance (OASDI) Beneficiaries
- Low Income **and** Low Food Access Measured at 1 Mile for Urban Areas **and** 10 Miles for Rural Areas

Units of Measurement

When a measure name includes a unit of measurement, use the abbreviation within parentheses—except for blood lead levels.

Examples:

- Number of CWS by Maximum Arsenic Concentrations (µg/L), by Year
- Total Thyroxine (TT4) Concentrations in Serum (µg/ml)

If using a number with the abbreviation, insert one space between the number and the abbreviation. Use a comma with the number as needed.

Examples:

- Percent of Population Living within 150 m of a Highway
- Average Annual Number of Very Low Birthweight (<1,500 g) Live Singleton Births over a 5-year Period

If the unit of measurement is next to information contained within parentheses, use brackets instead.

Example:

- PM2.5: Annual Average Concentration [µg/m³] (Monitor + Modeled Data)

Note: This measure name is no longer used but is provided as an example of the recommended style.