# **Pacific Standard Style Guide and Reference**

*Style standards:*

***Chicago Manual of Style Online****, 16th edition*

http://www.**chicagomanualofstyle.org**

**Merriam Webster’s m-w.com**

http://www.**m-w.com**

*Webster’s Geographical, Third Edition*; *National Geographic Atlas of the World, Revised Sixth Edition*; and *Army Dictionary and Desk Reference*, Fourth Edition

In case of disagreements, house style trumps *Chicago* and m-w.com.

# Terms

#### **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

## A

* **abbreviated names:** When a person’s first name is an abbreviation, set with periods between the letters, but no space—e.g., O.J. Simpson.
* **aborigines, aboriginal:** Lowercase, except for Australian Aboriginals, then it should be Aboriginal or Aborigine.
* **acronyms and abbreviations** **of countries, organizations, and institutions:** Use only after they have been spelled out at first mention. Avoid using wherever possible.
* **affect:** Means *influence* (“The moon affects lovers.”). Generally a verb; rarely if ever a noun. See *effect* below.
* **A.D.**: Use C.E. (/B.C.E.) instead.
* **addresses:** In running text, spell out city and state names on first mention. Street addresses should not be abbreviated: Street, Avenue, etc. Lowercase when they follow two or more names (State and Clark streets). Directionals in street addresses (NW, SW, NE, SE) should not have periods, but N, S, E, and W should have periods, regardless of whether they come before or after the street name (CMOS 10.35). The names of foreign streets given in the original language are capitalized and set in roman. If a translation is necessary, italicize the foreign name and put the translation in parentheses in roman—*Calle de los Pescadores* (Fishermen’s Street). **See also** French addresses.
* **Adviser:** Not advisor
* **African American:** Use *African American* instead of *Afro-American* except in quoted matter, names of organizations, etc. Use a hyphen in multiethnic names when using as a descriptor (Asian-American participants).
* **after:** No hyphen as prefix *(aftereffect, afterthough*t), but with hyphen as compound modifier *(after-dinner drink, after-theater snack).*
* **afterward:** Not afterwards
* **age:** Use “and older” and “and younger,” not over, under, or above. She was two years old. They were in their 90s.
* **air conditioning** (n),air-conditioned (adj.)
* **airlines/airline names:** *Airline* is one word in general usage, but follow a company’s style in proper nouns and watch for spacing (Iberia Air Lines, American Airlines, United Airlines, Japan Air Lines, KLM-Royal Dutch Airlines, Northwest Airlines, Delta Air Lines…). If the airline has an acronym, spell out the name on first mention: Trans World Airlines. Use airline websites to find right spelling of names.
* **airplane types and names:** Roman, no quotes. But italicize nicknames of specific airplanes.
* **al-Qaeda**
* **AM and PM:** Use **a.m.** and **p.m.** Drop the first abbreviation in a range if both are a.m. or both are p.m.—e.g., 2:30 to 4:00 p.m., 9 to 11 a.m., 11 a.m. to noon.
* **ambience, ambient**
* **among:** Never amongst
* **ampersands:** Use only in company names and titles of entries
* **animals:** In listing animals and birds, the singular form, collective plural, or regularly formed plural may be used. The main consideration is that the text read well and that the treatment be consistent. Use “it,” “that,” or “which” to refer to animals not “he” or “she” (unless referring to a specific animal) or “who.”
* **arctic:** the Arctic, Arctic Circle, arctic climate, Arctic waters, North Pole, the Pole, North Polar ice cap, polar region, polar climate.
* **Argentina** (country); **Argentine, Argentines** (demonym), **Argentinean** (adj.)
* **Asian, Asiatic:** Use Asian (not Asiatic or Oriental) when referring to the peoples or to the continent of Asia (in discussion of art, people et al.). Use *Asian* for art references, except when referring to *Oriental rugs*.
* **ATM:** Abbreviation is acceptable on first mention.

## B

* **Baby Boomer**
* **B.C.:** UseC.E. (Common Era) and B.C.E. (Before Common Era), caps and periods, no space. In dates, C.E. and B.C.E. follow the year (550 B.C.E.).
* **best informed, best known, etc.:** Hyphenate such terms when they precede the noun they modify (the best-informed writer; his best-known book; her best-loved poem). Do not hyphenate the terms if they follow the verb (the writer who is best informed; the book for which he is best known).
* **Bible**: Uppercase when referring to the specific religious text (the Old/New Testament); lowercase when referring to a general authoritative text, e.g. “*Elements of Style* is a grammarian’s bible.”
* **bird:** birdlife, bird lover, bird-loving, bird’s-eye view, bird-watching
* **Bombay:** Use Mumbai.
* **books:** In book reviews, include publisher in roman, in parens, no price.
* **building:** As proper name, capitalize and do not abbreviate: *Empire State Building*.

## C

* **cafe, cafes:** Accent only if used in venue name.
* **California wine country**
* **captions:** All caps bold for kickers, no colon.
* **carnival, Carnaval**
* **carry on** (verb), **carry-on** (adj.)
* **C.E.:** UseC.E. (Common Era) and B.C.E. (Before Common Era), caps and periods, no space. In dates, C.E. and B.C.E. follow the year (550 B.C.E.).
* **central Africa, Central African, Central African Republic**
* **Chamber of Commerce:** Two caps when referring to a specific bureau *(the Sheboygan Chamber of Commerce, the Chamber of Commerce of the United States).* Lowercase in all other references.
* **child care/childcare:** Two words as noun, one word as adjective (childcare service)
* **chili, chilies**
* **Christ:** Avoid unless part of a proper noun. The word means “savior,” and not all religions believe that Jesus was the “christ.” Use “Jesus” instead.
* **Christmas:** Avoid using the term unless specifically referring to the December 25 holiday. It is exclusionary to refer to the *Christmas season*.
* **city names:** In general give the location of any city on first mention. For U.S. cities identify the state; for foreign cities identify the country (He was born in El Paso, Texas. The museum is located in Glasgow, Scotland.).The following major cities *do not* need to be located: Boston, Chicago, Jerusalem, London, Los Angeles, Mexico City, Moscow, New York City, Paris, Beijing, Rome, San Francisco, Seattle, Shanghai, Tokyo. (However, do give the location for Moscow, Idaho; Paris, Texas; etc.)
* **city inhabitants** (a sampling): Athens (Athenian), Boston (Bostonian), Dublin (Dubliner), Florence (Florentine), Frankfurt (Frankfurter), Hamburg (Hamburger), London (Londoner), Madrid (Madrilenian), Paris (Parisian), Rome (Roman), Stockholm (Stockholmer), Sydney (Sydneysider), Vancouver (Vancouverite), Venice (Venetian), Vienna (Viennese)
* **civil rights movement**: all lowercase, no hyphen
* **civil titles** (per CMOS 8.21, 8.63)
  + the **president**; George Washington, first president of the United States; President Washington; the presidency; presidential; the Washington administration; Washington; Gloria Macapagal Arroyo, president of the Philippines; President Arroyo, Arroyo
  + the **vice president**; John Adams, vice president of the United States; Vice President Adams; vice-presidential duties
  + the **secretary of state**; Hillary Clinton, secretary of state; Secretary of State Clinton *or* Secretary Clinton
  + the **senator**; the senator from New York; New York senator Kirsten E. Gillibrand; Senator Gillibrand; Senators Gillibrand and Schumer; Senator Mikulski, Democrat from Maryland (*or* D-Maryland).
  + the **representative**; the **congressman**; the **congresswoman**; Jesse Jackson Jr., representative from Illinois *or* congressman from Illinois; Congressman Jackson *or* Representative Jesse Jackson Jr. (D-Illinois); Kay Granger, representative from Texas; Congresswoman Granger; the congresswoman *or* the representative; Representatives Jackson and Granger; **congressmen** or **members of Congress** for grouping congresswomen and –men.
  + the **Speaker**; Nancy Pelosi, Speaker of the House of Representatives; Speaker Pelosi (*Speaker* is best capitalized in all contexts to avoid conflation with generic speakers)
  + the **chief justice**; John G. Roberts Jr., chief justice of the United States; Chief Justice Roberts (see also *Chicago* 8.63)
  + the **associate justice**; Ruth Bader Ginsburg, associate justice; Justice Ginsburg; Justices Ginsburg and Stevens
  + the **chief judge**; Timothy C. Evans, chief judge; Judge Evans
  + the **ambassador**; Robert Holmes Tuttle, ambassador to the Court of St. James’ *or* ambassador to the United Kingdom; Ambassador Tuttle
  + the **governor**; Joe Manchin, governor of the state of West Virginia; Governor Manchin
  + the **mayor**; Richard M. Daley, mayor of Chicago; Mayor Daley
  + the **state senator**; Teresa Fedor, Ohio state senator; the Honorable Teresa Fedor
  + the **state representative** (same pattern as state senator)
  + the **governor general** of Canada; the Right Honourable Michaëlle Jean
  + the **finance minister**; Pranab Kumar Mukherjee, finance minister of India; Mukherjee
  + the **prime minister**; the Right Honourable Pierre Elliott Trudeau, former prime minister of Canada; Gordon Brown, the British prime minister
  + the **premier** (of a Canadian province); the Honourable Brad Wall
  + the **member of Parliament** (UK and Canada); Jane Doe, member of Parliament, *or, more commonly,* Jane Doe, MP; Jane Doe, the member for West Hamage
  + the **chief whip**; Nathi Mthethwa, chief whip of the African National Congress; Mthethwa
  + the **foreign secretary** (UK); the foreign minister (other nations); the British foreign secretary; the German foreign minister (not used as a title preceding the name)
  + the **chancellor**; Angela Merkel, chancellor of Germany; Chancellor Merkel
  + the **chancellor of the exchequer** (UK); Alistair Darling; Chancellor Darling
  + the **Lord Privy Seal** (UK; always capitalized)
* **coast:** Capitalize the word only when referring to specific geographic regions of the United States lying along specific coasts (Atlantic Coast, Gulf Coast, Pacific Coast, East Coast, West Coast). Lowercase coast in subsequent references if standing alone.
* **co-exist**: hyphenated
* **colonial:** Lowercase when describing architectural style *(Spanish colonial*)
* **colons:** Use initial cap in captions; lowercase in running text *unless* following text is a a question, a complete sentence, or a sentence series.
* **commas:** Use serial comma (“...wining, dining, or sleeping.”)
* **company and corporation names:** In ordinary text, generally capitalize and spell out the words *Company, Corporation, Incorporated, Limited,* and *Brothers* when used with the full name of business or industrial firms (General Electric Company; General Motors Corporation). But if a firm uses an abbreviation in its official name or does not set off Incorporated or Limited with a comma, follow the firm’s style.
* **compounds** and **hyphenation:** In general, follow m-w.comwhen in doubt on whether a particular compound should be hyphenated, printed solid, or left open. If more help is needed, consult *Chicago.*
* **court cases:** Italicize and use v., not vs. (
* **crowd surfing:** Two words, no hyphen
* **cultural movements and styles**: See *Chicago* 8.85 for more. Search on “rococo” in Frommers.com for the distinction between baroque and rococo.
  + art deco
  + art nouveau
  + baroque
  + beaux arts
  + classical, classicism
  + dadaism, dada
  + deconstruction
  + Doric
  + Epicurean
  + existentialism
  + Gothic
  + humanism
  + impressionism
  + modernism
  + neoclassical, neoclassicism
  + op art
  + pop art
  + postmodernism
  + rococo
  + romantic, romanticism
  + surrealism

## D

* **data:** Treat as singular for collections of information (“...the data shows that...”) as per *WSJ*: “As usage has evolved from the word’s origin as the Latin plural of *datum*, singular verbs now are often used to refer to collections of information: *Little data is available to support the conclusions*.”
* **data port:** Two words
* **dates:** Spell out months; include year if unclear. Do not use a comma between month and year. Do use a comma between year and text. Add the comma after a date used as an introductory phrase only when necessary for clarity (*In 1945, 45 nations...*) In time spans, use “to” rather than a dash. Use superscript for day, e.g. March 15th.
* **day:** day hike, day trip, day-tripper, day-tripping, daybreak, day camp, daycare, day-care center, daydream, Day-glo, dayglow, daylight, daylong, day school, daytime, day-to-day, day by day, day-by-day account, day-use fee.
* **decades:** Use figures, including the figures for the century, with no apostrophe preferable: *the 1930s*, the ’30s (not the thirties).
* **Decision-making**: always hyphenated
* **Deep South:** Avoid using; re-phrase as *southern states*
* **deks:** Add a period to the end of all deks that are complete sentences—and make deks complete sentences whenever possible. Omit the period if the dek is not a complete sentence. Refrain from a combination question headline and dek.
* **deLima:** lowercase *d*, capped*l* (Geane deLima)
* **departments:** For federal departments, use Department of Justice / Department of State / etc., not Justice Department, State Department, etc. (For department heads: Secretary of Education Betsy Devos, secretary of education (lowercase) when referring just to the position)
* **directions:** *north (northern), south (southern), east (eastern), west (western)*, and combinations thereof.As a descriptive term, lowercase and never abbreviate (the northern Canadian Shield; western Wisconsin; central Europe; southern Germany). Capitalize as part of a proper name: West Coast (of U.S.), East Africa, etc. Use the suffix *-ern* sparingly: *west coast of Spain*, not: western coast of Spain. However, both adjective forms are correct and their use should be determined case by case. Do not capitalize *east, west, north, south* when indicating direction or position. Do not hyphenate compound words indicating direction or position (south-central Texas).
* **disabilities:** Never use *crippled*, *victims* (AIDS victim), *confined to a wheelchair*, *wheelchair-bound*, *the disabled*, *the blind/deaf*, and *the handicapped*. Avoid euphemisms such as *differently abled* or *physically challenged*. Use *person/people with a disability* rather than *disabled people*. Instead of *handicapped parking/seating* use *accessible seating* or *parking for disabled people*. For specific terms, refer to the [National Center for Disability Journalism](http://ncdj.org/style-guide/) and consult sources to see if they prefer certain language/descriptors.
* **Dr.**: Use only on first reference, for medical doctors.

## E

* **each other, one another:** Use *each other* when referring to two; *one another* when referring to more than two.
* **Earth:** Uppercase only when it is a proper noun.
* **effect:** Means *accomplish* (“He will effect a merger.” “The merger was effected.”) May be either a verb or a noun (“The effect was delightful.”)
* **elements:** Spell out; e.g. carbon dioxide
* **ellipsis:** When trailing off a sentence, ellipsis followed by period: ....
  + Within a paragraph: “It was the end of an era. ... Three years later, the country rallied.”
* **email**
* **ensure:** Use term to mean “to make sure,” use *insure* when talking about insurance.
* **enology, enologist:** Not *oenology*, *oenologist*
* **Eskimo:** Use *Inuit* or *Aleut,* as appropriate
* **Europe:** Capitalize Eastern Europe and Western Europe when referring to the ideological division. In all other cases, lowercase southern, northern, eastern, western, and central Europe. Try to rephrase to avoid using whenever possible.
* **ex:** Do not attach *ex* to words meaning *former*. Use *former.*
* **exotic:** Careful use of this word is advised. While it means *not native, foreign, unusual*, when applied to human beings, *exotic* can be ethnocentric and racist (it defines people of color as they relate to whites), or relate to striptease (*exotic dancer*).

## F

* **facade:** Not façade.
* **facelift:** m-w.com hyphenates, but this is the common usage
* **Far East:** Easternmost part of Asia, including China, Japan, North and South Korea, Taiwan
* **farmers’ market**
* **farther, further:** *Farther* refers to physical distance, *further* to an extension of time or degree.
* **fast food** (n.), **fast-food** (adj.)
* **federal:** Lowercase when used as an adjective describing government or private entities; otherwise capitalize.
* **fete:** Not fête.
* **fewer, less:** Generally, *fewer* applies to distinguishable units (fewer employees, automobiles, etc.), and *less* applies in all other circumstances (less time, rain, etc.). But in some cases, *less* may be used with plural nouns that indicate a unit, especially before the word *than* (less than ten hours, less than $20, etc.).
* **first class** (noun), **first-class** (adj.)
* **first-come, first-served basis**
* **fish:** Use the collective plural form if possible. The main consideration is that the text read well (“The lakes abound with such game fish as bass, muskellunge, pickerel, pike, sturgeon, and trout”). But use the regularly formed plural for such shellfish as clams, crabs, lobsters, oysters, and scallops. For shrimp, use the collective plural (shrimp).
* **folk:** folkcraft, folk dance, folk dancing, folklife, folklore, folk song, folk tale
* **food:** Names of prepared foods (recipes) are capitalized. Otherwise lowercase (frankfurters, hamburgers, french fries). If the item incorporates a proper name (spaghetti alla Bolognese; crêpes Suzette; paella Valenciana), don’t italicize.
* **foodie**
* **foreign:** Use carefully. Don’t be Western-centric.
* **foreign names:** The proper names of foreign banks, gardens, institutions, libraries, museums, parks, squares, streets, structures, regions, universities, and natural features given in the original language are set in roman and capitalized. Place the translation in parentheses as necessary: Champs Elysées (Elysian Fields), Ponte Vecchio (Old Bridge).
* **foreign terms:** If not found on m-w.com or if deemed unfamiliar to the average reader, set in italics and define at first mention. Include accents or diacritical marks.
* **Fort:** Do not abbreviate in proper names.
* **Fourth of July:** Two caps. Do *not* write 4th of July.
* **four-wheel drive** (noun),four-wheel-drive vehicle (adj.); (do not use **4x4**).
* **French addresses:** avenue, rue, place, galérie, quai—set all lowercase
* **french fry, french fries**
* **Fresh water:** always two words

## G

* **gay and lesbian:** Do not refer to “alternative lifestyle” or “gay and lesbian lifestyle.” Simply use *gay* and/or *lesbian*.
* **geographic features**: Capitalize if part of a name, lowercase if standing alone on subsequent mentions or when following two or more names.
* **geographic names:** A coined term for temporary distinction of a region is capitalized: the Central Lowlands; the Great Plains; the Canadian Shield. A descriptive term that simply indicates direction or position is not a proper name, and is therefore lowercased In most cases, the generic terms for physical features, such as river, lake, mountain, island, peak, and bay, should be translated into English when they are part of proper nouns rendered in a foreign language (Venezuela’s Lago Maracaibo becomes Lake Maracaibo, and Brazil’s Cataratas do Iguaçu becomes Iguazú Falls). However, do not translate the generic term if usage and custom require the foreign word to be used, as in the Rio Grande (*not* Grande River).
* **gold rush:** Lowercase. Do not hyphenate when used as adjective (gold rush days).
* **Gothic:** Capitalize when used to refer to a building or any architectural feature or aspect or art. This is to distinguish it from lowercase *gothic,* which is used to describe novels, etc.
* **google, Google:** Lowercase as verb per Webster’s. Initial cap for the company.
* **government/government bodies:** Lowercase the word even if customarily used to refer to the cabinet and prime minister of a country. Capitalize the names of specific government agencies, departments, and other units. In most cases, such generic terms as department, agency, bureau, and commission are lowercased if they stand alone in second references.
* **Gray**: not grey
* **Greater:** Capitalize when used to designate a community and its surrounding region (Greater Chicago, Greater New York, Greater London).
* **guidebook**
* **Gypsy:** The preferred term is *Romany* (plural: *Romanies*) or *Rom*.

## H

* **half:** *Half a* is preferred over *a half.* (It is more than half a column long. The recipe calls for half a dozen eggs.) Other words with half: half day, half dozen, half price, half season, halftime. Hyphenated when used as adjective.
* **hand:** handcar, handcarved, hand-check (verb), handcraft or handicraft (noun), handcraft (verb), hand-cut, handheld, hand-hewn, hand-knit, handmade, handpainted, handpicked, hand-printed, handrail, handwoven, hand luggage
* **headlines:** All words are capitalized except for transitions and articles with three letters or fewer (do not capitalize *the*, *a*, *and*, *but*, *to*; capitalize *Is*, *Then*, *Was*).
* **health care**: always two words; hyphenated when modifying something (e.g. health-care facilities)
* **her, she:** Do not use these pronouns in referring to countries, storms, ships, or heavenly bodies, except in quoted material. Use *it/its.*
* **high tech** (n.), **high-tech** (adj.)
* **highways:** Highways are written as follows: U.S. 66, Interstate 90, Illinois 34, Governor Thomas E. Dewey Thruway, Ohio Turnpike, Tri-State Tollway, etc.
* **hillside, hilltop**
* **Himalayas:** Use *Himalayas* for the noun (“The Himalayas forms a great barrier between India and Tibet”). Use *Himalayan* for the adjective (“The Himalayan passes are among the highest in the world”).
* **his and her** (adj.)
* **Hispanic American:** The preferred term is *Latino*. Do not use *Hispanic* as an adjective.
* **historic, historical:** The indefinite article *a* is used with the words historic and historical (a historic event, a historical novel). A thing is *historic* if it made history, *historical* if it pertains to history.
* **historical and cultural periods:** The names of certain historical and cultural periods are capitalized by tradition or to avoid ambiguity:
  + Age of Chivalry (and of Discovery, Exploration, Pericles, Reason)
  + Augustan Age
  + Bronze Age
  + Christian Era
  + Dark Ages
  + Elizabethan Age
  + Enlightenment
  + Era of Good Feeling
  + Great Depression
  + Industrial Revolution
  + Iron Age
  + Jazz Age
  + Middle Ages
  + Neolithic Period
  + Old Regime
  + Old Stone Age
  + Paleolithic Period
  + Reconstruction
  + Renaissance
  + Restoration
  + Roaring Twenties
  + Stone Age
  + Victorian Age
* Many other names of historical and cultural periods are traditionally lowercased, except for proper nouns and adjectives: ancient Egypt (or Greece, Rome, etc.); colonial period (of American history); medieval times; romantic age; steam age; etc.
  + Many terms applied to the present are also lowercased: age of high technology; atomic age; computer age; modern times; nuclear age; rocket age; space age; television age; electronic age.
* **historical events:** The names of most historical events are capitalized. But the names of certain other events, especially those that are self-explanatory, are lowercased (gold rush, California gold rush; stock market crash of 1929; westward movement).
* **holidays and celebrations:** See *Chicago* 8.88
* **home:** home away from home, home brew, home-cooked, homegrown, homeland, homemade, home office, home port, homestay, homesteader, home-style, hometown.
* **hookup:** hookup (n.), to hook up (v.)

## I

* **ice:** iceberg, ice ax, ice cream, ice-cream soda, ice-cream cone, ice-cream freezer, ice-cream sandwich, ice field, ice-fish, ice floe, ice wine
* **Inca** and **pre-Inca** civilizations (*not* Incan and pre-Incan).
* **include:** Do not use the word *include* to mean consist of, comprise, be composed of, etc. If a group is said to include certain named items, other items in the group must have been omitted.
* **Indian:** Use Native American or, when possible, the specific names of peoples. For Canadian indigenous peoples, use *First Nation*.
* **Internet, the Net**
* **Initials:** no spaces (e.g. W.E.B. Du Bois, Paul R.D. Lawrie)

## J

* **jet:** jet plane, jet-propelled, jet power, jet stream, jetsam, jet boat, jet lag, jet-black, jetliner, jet set.
* **Junior:** For personal names, abbreviate, capitalize, do not set off by comma.
* **Judgment**: judgment > judgement

## K

* **Kilimanjaro:** Not *Mount Kilimanjaro.*
* **killer whale:** Do not use orca.
* **Kiwi:** Do not use this nickname for New Zealander.

## L

* **Latin America:**
  + Central America (Guatemala, Belize, Honduras, El Salvador, Nicaragua, Costa Rica, and Panama)
  + Middle America (Central America plus Mexico)
  + South America (Colombia, Venezuela, Ecuador, Guyana, Suriname, French Guiana, Peru, Brazil, Bolivia, Argentina, Chile, Uruguay, Paraguay)
* **Latino:** The preferred term for people living in Central or South America, or people of South or Central American descent. When possible, use a more specific term such as Mexican (living in Mexico), Mexican American (American of Mexican descent), Costa Rican.
* **letters as letters:** italicize per CMOS (the letter *a*; the alphabet trio *xyz*)
* **LGBT** community: *bisexual* and *transgender*.
* **Life jacket**: two words
* **-like:** Set solid unless prefix is three or more syllables, or if prefix ends in “l”
* **listserv:** Lowercase; put name of specific listserv in quotes
* **long-standing**

## M

* **Magazine department names:** Caps and small caps in editorial text if self referential.
* **-maker, -making** Set solid as suffix, no hyphen; coffeemaker, coffeemaking; winemaker, winemaking; tastemaker, tastemaking
* **mankind:** Use*humankind*
* **man-made:** Use alternatives such as artificial, synthetic, constructed, manufactured, handcrafted, fabricated, mass-produced, processed, human-made
* **Maya, Mayan:** *Maya***,** the people (the Maya first lived in the region). *Mayan*, adjective (the Mayan culture flourished before Spanish colonization).
* **metric system:**  For articles about U.S. destinations, do not give with metric equivalents. In articles about countries where the metric system is in place, include the imperial equivalent after a metric measurement: *Average yearly rainfall is 76 centimeters (30 inches).* Do not include the equivalent if it is awkward to do so: *We climbed the 4,481-meter-high Matterhorn.* In spelling the names of metric measurements, follow U.S. usage: meter (not *metre*); ton (not *tonne*); liter (not *litre*). Use the words million and billion rather than zeros. For example, *6,400,000 metric tons* becomes *6.4 million metric tons*.
* **mid-:** When joined to a lowercased word, the term is printed solid (midafternoon, midwater, midwinter, midweek, *but* mid-city). When it is attached to a word beginning with a capital letter or a date, a hyphen is used (mid-Pacific, mid-September, the mid-1900s).
* **miles per hour/kilometers per hour:** Abbreviations *mph* and *kph* are acceptable if meaning is clear.
* **Miller McCune, Sara:** No hyphen in *Miller McCune*
* **Miller-McCune Center for Research, Media, and Public Policy:** Hyphenate *Miller-McCune*, comma after *Media*
* **military titles:** see *Chicago* 8.111
* **Millennial**
* **millennium**
* **million, billion:** Use hyphen for adjectival form
* **mini:** minibus, minivan, minibike, minicab
* **minority:** Do not use when referring to an ethnic group
* **MLB**: instead of Major League Baseball (same for other major American sports organizations: **NFL, NBA, NHL**)
* **moma, moca:** Usesmall caps
* **more than, over:** *More than* is preferred to *over* in referring to a number or quantity.
* **motor:** motor coach, motor scooter, motorboat, motorcycle
* **Mount:** Spell out unless “Mt.” is used in official name
* **moviemaking**
* **multi-:** Set solid, do not hyphenate
* **Muslims:** The preferred spelling for the followers of Islam is *Muslims* (not “Moslems”).
* **myth:** When referring to the religious stories of indigenous peoples, use the terms “beliefs,” “stories,” and so on not “myths,” which indicates they are untrue.

## N

* **names:** When a person’s first name is an abbreviation, set with periods and a space between the letters—e.g., T.S. Eliot. Form the possessive of a proper noun by adding an apostrophe, no s*—*e.g., Hermès’, Jesus’*.* If starting a sentence with a lowercase name (e.g. de Pinto of Zach de Pinto), do not capitalize first letter (e.g. “They finished yesterday. de Pinto believed otherwise.”)
* **nanomaterials:** one word, lowercase
* **nasa:** Small caps
* **native:** Avoid when speaking of a people. Use *indigenous*.
* **Navajo:** Not Navaho
* **navel-gazing**: Hyphenate per Webster’s
* **Navy seal, Navy seals, the seal:** Initial cap *Navy*; Small capsfor *seal*
* **NBA:** instead of National Basketball Association
* **neoclassic, neoclassical**
* **New World:** Western Hemisphere; two caps. Do not hyphenate when used adjectively (New World manners).
* **NFL**: instead of National Football League
* **NHL**: instead of National Hockey League
* **night:** nightclub, nightcap, nightgown, nightlife, night-light, nightmare, night school, nightspot, nighttime
* **No. 1:** Not number one
* **non-:** Keep hyphenated when attaching to all words, either beginning with a lowercase letter (e.g., non-refundable, non-golfer), or a capital letter (non-Christian, non-Saxon, non-Muslims). (non-custodial unless in an organization’s name.)
* **North America:** Generally includes the U.S. and Canada. If talking strictly continents, Mexico and all the Central American countries are included as well, with the Panama Canal as border.
* **North Pole, Northern California, northern Europe, Northern Hemisphere**
* **numbers:** Follow these guidelines:
  + Spell out *one* through *nine*; use numerals for *10* and up.
  + Spell out twenties, thirties, forties, etc.
  + Spell out *one million*, *two million*; *10 million* and up. Same for billions.
  + Use numerals for money: $1 million, $11 million; $1 billion, $2 billion....
  + Use numerals for percentages: 4 percent, 12 percent.
  + Spell out centuries up to ninth; use numerals for 10th and up.
  + Apply above rules even if a number less than 10 appears in the same phrase as one above 10 (“between four and 11 days”).
  + Always spell out numbers that begin a sentence.
  + Numbers of four digits or more get commas except in years and addresses.
  + Spell out ordinals up to ninth; use numerals for 10th and up (e.g., twenty-secondth would be 22th; three-thousand-seventy-seventh would be 3,077th).
  + Use superscripts with ordinals.

## O

* **oceanfront, oceangoing, ocean-view** (adj.)
* **off:** off-season (noun, adj.), offshore, offbeat, off Broadway, off-color, offhand, off-hour, off-key, off-limits, off-peak, off-piste, off-ramp, offroad (adj.), off-season (adj.), offset, offshoot, off-site, off-slope, offspring, offstage, off-the-books, off-the-record, off-the-wall, off-white
* **OK, OK’d, OK’ing:** Not *okay, okayed*
* **Old World:** Eastern Hemisphere, especially Europe; two caps. Lowercase and hyphenate when use adjectively (…old-world style).
* **on:** on and off (adv.), on-and-off (adj.), onboard, oncoming, ongoing, onlooker, online, on-ramp, onshore, on-site, onslaught, on-slope, onstage, on-the-job, onward
* **open-air market**

## P

* **P.O. Box:** Use periods, no space between the P. and the O.
* **Parliament:** Capitalize when it is the official name of the lawmaking body of a specific country, as in Great Britain, Canada, etc. Lowercase when used in a general sense.
* **party:** Usually lowercase, even in most party names—Democratic party, Conservative party. Cap Communist Party when it is the only party in the nation.
* **percent**: Use hyphen in compounds (“10-percent discount”).
* **Petri dish**: not petri dish
* **Petroglyph**
* **Ph.D.’s:** for plural, not Ph.D.s
* **photo credits, PSmag.com online stock photo or illustration:**
  + Use parentheses, no periods.
  + (Photo: Mary Sargeant/Getty Images)
  + (Illustration: Jim Smith/Shutterstock)
* **place names:** Use native spelling and diacritical marks
* **playoffs:** Set solid, no hyphen
* ***PLoS One:*** Not “PLOS ONE” (the journal’s 2012, all-caps logo rebranding)
* **Policymakers**: always one word
* **population:** Don’t abbreviate
* **possessives:** Form the possessive of a proper noun by adding an apostrophe only*—*e.g., Hermès’, Jesus’*.*
* **powwow:** Avoid. Primary meanings are exclusive to Native Americans; English has co-opted.
* **pre-issued**
* **prefixes:** bi-, anti-, ante-, after-, pre-, trans-, etc.: the majority of these are generally set solid. Co- is typically broken with a hyphen (co-workers, co-opt, etc.)
* **primitive:** Use with care; do not use to describe people or their country.
* **Promised Land**
* **pronunciations:** Set like this: *foreign term* (pronounced FO-reign)

## Q

* **question marks in quotations:** Omit comma, per CMOS 6.10.
  + “Why is that?” she said.
* **quoted text:** Use quotation marks and roman type. The quote should follow a colon if having multiple sentences, as in: “She turned to me and said: ‘I went. Everything exploded.’” Contrast with: “She turned to me and said, ‘I went.’”
* **Quran**: no apostrophe

## R

* **race:** racecourse, racetrack, race car, race-car driver, racehorse, race runner
* **rain:** rain gear, rain god, rainstorm, rainwater, rainworm
* **rainforest** (noun); **rain-forest** (adj.)
* **ranchland, ranch house**
* **Randomized controlled trial:** not randomized control trial
* **re-:** Usehyphen if the base word begins with *e* (as in *re-enlist*), or if the lack of a hyphen would result in readability confusion, (e.g. *re-up* not *reup*, and *re-sign* not *resign*)
* **re-create, recreate:** Use the former when something has been created again.
* **religious groups:** Christian, Muslim, Jewish, Buddhist…
* **Résumé**: with accents in print
* **revolution, revolutionary:** Capitalize the words when they are part of a generally accepted name (French Revolution; Glorious Revolution; Industrial Revolution). Lowercase in subsequent references if standing alone and in such terms as *the Castro revolution, revolutionary France, revolutionary leaders*.
* **river:** riverbed, river bottom, riverfront, river mouth, river rafting (whitewater rafting), river running, river delta
* **romantic:** When referring to literature, art, anything inspired by the Romantic movement.
* **round-the-clock**
* **royal:** Lowercase unless it is part of a proper name (Royal Air Force, royal colony, royal family, royal household, Royal Institute of British Architects, Royal Navy, the Royal Society).
* **run-down** (adj.), run down (verb), rundown (noun, as in baseball)
* **Russia:** When referring to the country and its people, use the words *Russian* and *Soviet* according to the following dates: *Russian* before December 30, 1922 and after December 25, 1991, and *Soviet* in-between the two dates.
* **RV, RVers:** Okay to abbreviate, no periods

## S

* **sage Publications**: Small caps for *sage*
* **Sahara:** *Sahara* means *desert*. Therefore do not use the term *Sahara Desert*, but *The Sahara*.
* **Saint:** Abbreviate unless part of official name or name of a particular saint. In French names: no period, hyphenate (St-Rémy).
* **saltwater**
* **sand:** sandbar, sand castle, sand hill, sandhill crane, sand spit, white-sand beach
* **school:** Capitalize the word when it is part of the name of an artistic movement.
* **Scot, Scotch, Scottish:** Use *Scot* and *Scots* for the people, use *Scots* for the dialect, use *Scotch* before certain familiar nouns (Scotch broth, Scotch whisky), and use *Scottish* for the adjective (Scottish history).
* **sea:** sea bass, seabed, seabird, sea cliff, sea cow, seacoast, sea-lane, seafood, seagoing, sea horse, seafloor, sea legs, sea life, sea lion, seamount, seaplane, sea stack, seawater
* **seasons:** Lowercase *spring, summer, fall (autumn), winter,* and derivatives such as *springtime* unless part of a formal name: *Winter Olympics.*
* **serial comma:** Use the comma. “...a group of singers, dancers, and politicians.”
* **Seven Seas:** Arabian Sea, Atlantic Ocean, Bay of Bengal, Mediterranean Sea, Persian Gulf, Red Sea, South China Sea. Use “seven seas” (lc): generic term for all the oceans of the world.
* **sexism:** Avoid sexist language, such as masculine nouns and pronouns if the subject matter could apply to women as well as to men. Use *–person* in place of *-man* in such words as *businessman,* or recast. Do not use the suffix *“-ess.”*
* **Skivvies, skivvies**: Cap for underwear; lowercase for “female domestic servants”
* **-side:** Do not hyphenate when used as a suffix.
* **sierra:** Means *mountain range*. Do not use with *mountains* or *range*
* **-size:** king-size, mid-size, life-size, etc. Do not use “-sized.”
* **snow:** snow belt, snowberry, snowcap, snowcapped, snowcoach, snowdrift, snow line, snowbike, snowbird, snowshed, snowshoe, snowshoeing, snow skiing, snowstorm, snow tire, snow tubing, snowboard, snowboarding
* **Southeast Asia, Southern California (**also **So-Cal), southern Europe, Southern Hemisphere, Southern States, Southern state, Southwest** (American region)
* **spring break** (not capped)
* **states:** Do not abbreviate state (or province) names.
* **-style:** Use hyphen in adjectival and adverbial forms.
* **sun:** sunblock, sundeck, sunbeam, sundial, sundown, sunflower, sun hat, sunrise, sunset, sunporch, sunroom, sunwashed
* **superlative claims:** Lowercase and use quotes (the “clam capital of the world”)

## T

* **Technicolor**
* **temperatures:** Use ° and indicate F or C (e.g., 72° F, -12° C). In giving ranges, use the degree symbol with both readings but the C or F only with the second reading: *from 68° to 95° F.* In the case of a rough estimate, format as follows: *Temperatures often stay in the high 80s F.* (No need to use “F” or “C” once Fahrenheit or Celsius has been established.) Per Chi, the degree symbol goes with the F or C, and the whole thing is set solid—68°F. Whether you put a space in there or not, the ° symbol *always* goes with the F or C *not* with the numeral. My preferred form—76 °F (with space after numeral).
* **-theme.** Do not use “-themed.”
* **tide:** tideland, tide pool, tide table, tidewater
* **time:** Use **a.m.** and **p.m.**; e.g. *5 p.m. to 6:45 a.m.* 
  + Drop the first abbreviation in a range if both are a.m. or both are p.m.—e.g., 2:30 to 4:00 p.m., 9 to 11 a.m., 11 a.m. to noon. In a range, use “to” instead of a dash.
* **titles:** If the work in question is being used as a noun, include and italicize the initial article—e.g., “In her article in *The New Yorker*...,” “*The Atlantic*’s James Fallows….” If the work in question is being used adjectivally, omit the initial article—e.g., “In her New Yorker article…,” “James Fallows’ *Atlantic* column….” Newspapers never receive an italicized initial article; this is partially historic precedent, and partially a practical nod to the fact that some newspapers don’t have “The,” and others do; the blanket rule eliminate the fuss of checking—e.g., it’s *The New York Times* but simply *Los Angeles Times*.
* **20-somethings:** not twenty-somethings; but preferably avoid this phrase

Follow these guidelines:

|  |  |
| --- | --- |
| **Italics:** | **Quotation marks:** |
| art exhibitions, works of art |  |
| books | chapters, poems |
| ballets, operas, plays |  |
| journals, magazines, newspapers | articles, blog entries |
| albums, DVDs | songs, lyrics |
| lecture series | lectures |
| museum exhibitions |  |
| films, TV shows, video series | TV episodes; videos |
| Photo series |  |
| **Roman, no quotes:** conferences and trade shows, websites, world exhibitions and expos |  |

* **titles and ranks:** Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name (President Clinton, Prince Charles); “professional titles” include only governments/elected officials, religious positions, military, medical doctor, higher education positions. However, if the title is not part of the name it is lowercased (the emperor Maximilian). Do not cap chef, guide, manager, etc.
* **toward:** never towards
* **trademarks:** Band-Aid (bandage), Frisbee, Kmart, McDonald’s, etc. Use initial caps, but don’t use “TM,” “SM” or “R.”
* **trail:** trailhead, trail marker, trail ride
* **train names:** Don’t italicize.
* **Trans-Canada Highway, Trans-Siberia Railway**
* **tribe:** Avoid using. Such terms as *ethnic group*, *people*, or *nation* are usually preferred. Also, such terms as *tribal religion, tribal society,* and *tribal culture* should be avoided. For tribe names in general use the collective plural form. *(Many Chippewa belonged to a secret religious group.)*
* **turn-of-the-century:** Avoid using when century referred to is unclear.

## U

* **U.K.:** United Kingdom, when abbreviated, has periods. Spell out on first mention. United Kingdom of Great Britain and Northern Ireland, commonly called Britain, comprises England, Scotland, Wales, and Northern Ireland.
* **U.N.**: United Nations, when abbreviated, has periods. Spell out on first mention.
* **underdeveloped, undeveloped, or Third World:** Use *developing.*
* **upside:** One word, whether noun or preposition
* **usable:**  usable > useable
* **U.S.:** United States, when abbreviated, has periods unless it’s used in front of a dollar sign, e.g. US$100, or when it’s used to refer to a route, e.g. US-90. Spell out on first mention. U.S. is preferred over U.S.A.
* **United States Marine Corps**: the U.S. Marine Corps *or* the marine corps; the U.S. Marines; a U.S. Marine, U.S. Marine Joe Smith, marine Joe Smith, the marine, a marine

## V

* **volcanologist:** Not vulcanologist

## W

* **wait list:** Two words
* **Washington, D.C.:** On first mention of U.S. capital, include “D.C.”; with comma, with periods.
* **Washington State:** On first mention of the Pacific Northwest state, include and cap *State*
* **water:** water bottle, watercolor, water cooler, watercraft, watered-down, waterfall, watering hole, waterline, water plant, waterproof, water ski (verb and noun), water-skier, waterskiing, waterslide, water sports, water-sports platform
* ***Webster’s* alternate spellings:** When m-w.com lists alternate spellings of a word, use the first one listed unless listed as exception in style guide.
* **Web, website, webzine**
* **weeklong:** Set solid, no hyphen.
* **well:** Hyphenate compounds with *well* only when they precede the noun modified (well-known author, well-organized program). Note, however, that *well* compounds are not hyphenated when they precede a noun if the expression itself has a modifier (an exceptionally well known author, a remarkably well organized program). Others: well-dressed, well-being, well-to-do, well wishers.
* **West Africa, West African**
* **West Indies:** Do not use this term unless it is in the name of an institution or organization. Use *Caribbean islands* instead.
* **Western Europe, Western garb, Western Hemisphere, Old West, the West** (Western U.S.), **Wild West**
* **-wide:** Always closed when used as suffix
* **Wi-Fi**
* **wine:** *Winetasting*, but *wine taster*, *winegrower* (or *wine producer*), *wineshop*, *winemaking* (noun), *winemaking* (adj.), *winemaker*
* **wine names:** Cap name but not type of wine
* **World War I, World War II:** Are both acceptable. Do not use First World War, Second World War, WWI, or WWII.

## X

* **xerox, Xerox:** Lowercase verb per Webster’s; initial cap the company.

## Y

* **year:** *year-round* preferred over *year-around* (a year-round resort); year-end, yearlong
* **years:** Follow these guidelines:
  + Use figures to designate specific years (1776, 1945).
  + Decades are also given in figures (the 1930s the ’30s). Special designations for decades are capitalized and spelled out (the Gay Nineties, the Roaring Twenties).
  + Do not contract spans of years except if they are in the same century (1939**–**45; 1899**–**1901).

## Z

# Display Copy

* **deks:** Add a period to the end of all deks that are complete sentences—and make deks complete sentences whenever possible. Omit the period if the dek is not a complete sentence. Refrain from a combination question headline and dek.
* **headlines:** All words are capitalized except for transitions and articles with three letters or fewer (do not capitalize *the*, *a*, *and*, *but*, *to*; capitalize *Is*, *Then*, *Was*).

Image Formats (for web)

* **standard photos:** Photo credit is (Photo: TK), sometimes (Chart: TK) -- never (Image: TK) or (Picture: TK)
* **book covers:** House style on book covers in posts. Caption: Title: Subtitle. (Photo: Publisher). Always default to large size so there isn’t a big white border.

# Story Updates

* Add an asterisk after the paragraph that was corrected. All corrections or updates should be appended to the bottom of the story with a date and follow a section break unless one already exists.
* ***\*Update — March 06, 2015****: This story has been….*

# Quotes and Attribution

* Use *says* whenever possible for original reporting.
* Use a source’s last name on second reference without an honorific. Exception: when there are two people of the same name in the same story.

# Geography

* **city names:** In general give the location of any city on first mention. For U.S. cities identify the state; for foreign cities identify the country (He was born in El Paso, Texas. The museum is located in Glasgow, Scotland.). The following major cities *do not* need to be located: Boston, Chicago, Jerusalem, London, Los Angeles, Mexico City, Moscow, New York City, Paris, Beijing, Rome, San Francisco, Seattle, Shanghai, Tokyo. (However, do give the location for Moscow, Idaho; Paris, Texas; etc.)
* **city inhabitants** (a sampling): Athens (Athenian), Boston (Bostonian), Dublin (Dubliner), Florence (Florentine), Frankfurt (Frankfurter), Hamburg (Hamburger), London (Londoner), Madrid (Madrilenian), Paris (Parisian), Rome (Roman), Stockholm (Stockholmer), Sydney (Sydneysider), Vancouver (Vancouverite), Venice (Venetian), Vienna (Viennese)
* **coast:** Capitalize the word only when referring to specific geographic regions of the United States lying along specific coasts (Atlantic Coast, Gulf Coast, Pacific Coast, East Coast, West Coast). Lowercase coast in subsequent references if standing alone.
* **California wine country**
* **Deep South:** Avoid using; rephrase as *southern states*
* **Europe:** Capitalize Eastern Europe and Western Europe when referring to the ideological division. In all other cases, lowercase southern, northern, eastern, western, and central Europe. Try to rephrase to avoid using whenever possible.
* **geographic features**: Capitalize if part of a name, lowercase if standing alone on subsequent mentions or when following two or more names.
* **geographic names:** A coined term for temporary distinction of a region is capitalized: the Central Lowlands; the Great Plains; the Canadian Shield. A descriptive term that simply indicates direction or position is not a proper name, and is therefore lowercased. In most cases, the generic terms for physical features, such as river, lake, mountain, island, peak, and bay, should be translated into English when they are part of proper nouns rendered in a foreign language (Venezuela’s Lago Maracaibo becomes Lake Maracaibo, and Brazil’s Cataratas do Iguaçu becomes Iguazú Falls). However, do not translate the generic term if usage and custom require the foreign word to be used, as in the Rio Grande (*not* Grande River);
* **Low Countries:** Belgium, the Netherlands, Luxembourg
* **New World:** Western Hemisphere; two caps. Do not hyphenate when used adjectively (New World manners).
* **Niger (Nigerien), Nigeria (Nigerian):** Two distinct West African countries
* **North America:** Generally includes the U.S. and Canada. If talking strictly continents, Mexico and all the Central American countries are included as well, with the Panama Canal as border.
* **North Pole, Northern California, northern Europe, Northern Hemisphere**
* **Old World:** Eastern Hemisphere, especially Europe; two caps. Lowercase and hyphenate when use adjectively (…old-world style).
* **Russia:** When referring to the country and its people, use the words *Russian* and *Soviet* according to the following dates: *Russian* before December 30, 1922 and after December 25, 1991, and *Soviet* in-between the two dates.
* **Seven Seas:** Arabian Sea, Atlantic Ocean, Bay of Bengal, Mediterranean Sea, Persian Gulf, Red Sea, South China Sea. Use “seven seas” (lc) as generic term for all the oceans of the world.
* **Seychelles:** *not* “the Seychelles”
* **Sint Maarten/St-Martin:** *Sint Maarten* refers to the Dutch part of the island, *St-Martin* to the French part.
* **Southeast Asia, Southern California (**also **So-Cal), southern Europe, Southern Hemisphere, Southern States, Southern state, Southwest** (American region)
* **South, Southern:** Initial cap per m-w.com as of, relating to, or characteristic of a regional conventionally designated as South
* **states:** Do not abbreviate state (or province) names.
* **Texas Hill Country**
* **U.K.:** United Kingdom, when abbreviated, does have periods. Spell out on first mention. United Kingdom of Great Britain and Northern Ireland, commonly called Britain, comprises England, Scotland, Wales, and Northern Ireland.
* **U.S.:** Spell out on first mention. U.S. is preferred over U.S.A.
* **Washington, D.C.:** On first mention of U.S. capital, include “, DC”
* **Washington State**
* **West Africa, West African**
* **West Indies:** Do not use this term unless it is in the name of an institution or organization. Use *Caribbean islands* instead.
* **Western Europe, Western garb, Western Hemisphere, Old West, the West** (Western U.S.), **Wild West**

Line Breaks

# Breaking Columns and Pages

The following are considered bad breaks:

* **Widows:** A widow, one sentence or less at the top of a page or column. Should be at least two lines of text.
* **Subheads:** A subhead falling at the foot of a page or column. A subhead should be followed by at least two lines of text.
* **End-of-column or -page errors:** A colon, dash, hyphen, or broken word at the end of the last line of a column or page.

# Breaking Lines

* **Start-of-line:** Do not start a line with any punctuation, including a dash or a hyphen. Exception: .com
* **Double breaks**: Do not break again a compound word that is already hyphenated. Break after the existing hyphen. For example, don’t break *well-traveled, post-dinner, self-preservationist* anywhere other than at the already existing hyphen.
* **Orphans:** Avoid. Aim for at least two words of text on a line.

# 

# Dividing Words

# Try to follow these guidelines:

* **Per pronunciation:** Per CMOS 7.33, divide most words according to pronunciation not derivation—for example, *democ-racy* (not *demo-cracy*), *knowl-edge* (not *know-ledge*), *aurif-erous* (not *auri-ferous*), *antip-odes* (still better *antipo-des;* not *anti-podes*).
* **At the root:** Do not break the root(s), even for compound words set solid—for example, *crew-members* (not *crewmem-bers*), *roll-over* (not *rollo-ver*), *archaeo-logy* (not *ar-chaeology*), *after-noon* (not *af-ternoon),* *natural-ist* or *natur-alist* (not *na-turalist)*.
* **After a vowel:** Break the word after a vowel when possible and pronunciation warrants (when in doubt, see Webs)—for example, *aneu-rysm, criti-cism, liga-ture, physi-cal, sepa-rate, preju-dice.*
* **Two-letter runovers:** It’s okay to break a word so that first two letters appear on one line and the rest on the subsequent line (if the word has more than four letters), but do not leave only two letters on the subsequent line—for example, *en-counter* (not *encount-er*), *money* (not *mon-ey*), *trav-eled* (not *travel-ed*), *cata- pulted* (not *catapult-ed*), *aged* (do not break), *waiter* (do not break), *wall-flower* (not *wallflow-er*). This guideline trumps the one about roots, preceding.
* **One-letter divisions:** Do not break a word so that one letter stands alone—for example, do not break *among, enough, event, again,* and so on.
* **Prefixes:** It’s preferable to break a word after a prefix rather than at any other place in the word—for example, *un-fortunately, pre-arranged, non-commercial, re-positioning.*
* ***–ibles, -ables,* and the like:** In keeping with the preceding entry and with Webs (but contrary to Chi Webs), do break a word after the vowel preceding the following endings (when in doubt, see Webs):
* *converti-ble*
* *possi-ble*
* *enti-tled*
* *princi-ple*
* *peo-ple*
* *reada-ble*
* **–*ing,*** **a special case:** When a double consonant appears before the gerund ending, *-ing,* carry over the second consonant—for example, *run-ning, sip-ping, prefer-ring.* Otherwise, break before the *–ing.*
* When the original verb ends in an *le* syllable, in general, carry over one or more of the preceding consonants—for example, *siz-zling, dwin-dling, han-dling.*
* **Double consonants:** You can break two consonants standing between vowels if pronunciation warrants—for example, *ad-van-tage, ex-ces-sive, finan-cier, fin-ger, moun-tain, struc-ture.*
* **Personal names and foreign terms:** Try not to break.

# # #