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DEFENSE INTELLIGENCE AGENCY

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DIA Style Manual for Intelligence Production

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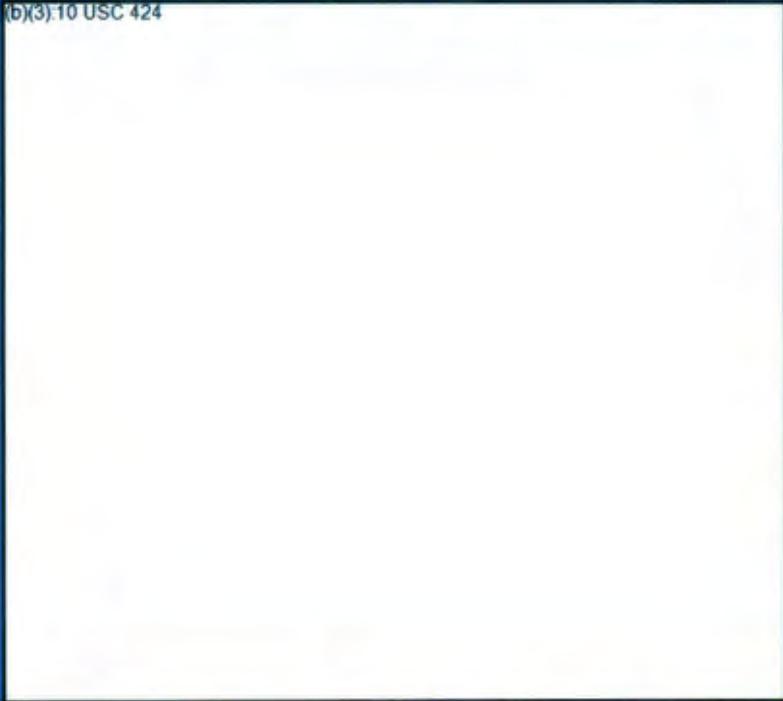
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DIA Style Manual
for Intelligence Production

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FOREWORD

DIA Style Manual for Intelligence Production

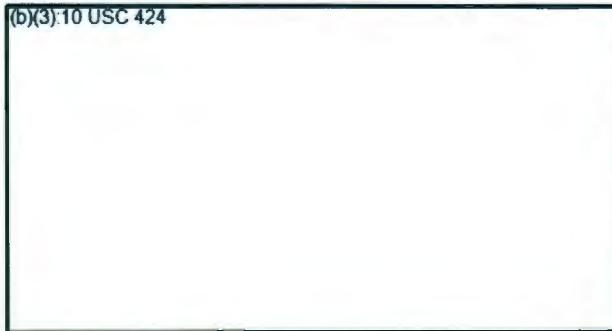
Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to have the impact and inspire the confidence they warrant, they need to be delivered in a well-crafted package.

This manual is the authoritative reference to help us create that package. It sets Agency standards for written intelligence production, minimizing the guesswork on capitalization, numbers, abbreviations, and other style points. Consequently, intelligence producers can focus on crafting effective arguments to support analytic judgments.

The *DIA Style Manual for Intelligence Production* has been in use for decades. The manual's executive agent, the Directorate for Analysis, refines the guidance as Intelligence Community standards develop and the language evolves. The *U.S. Government Printing Office Style Manual* served as the basis for most of the guidance in this manual, and other references provided additional direction, notably *The Gregg Reference Manual*.

As professional analysts, we focus every day on maintaining subject matter expertise, but communicating that expertise requires us to maintain excellent writing skills. DIA must convey a Defense Intelligence message that is concise, precise, and compelling. This manual is a key tool in our arsenal as we execute our mission and ensure we meet the highest possible standards.

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CHAPTER I: Practical Advice for Writers and Editors

In the dark days and darker nights when England stood alone—and most men save Englishmen despaired of England's life—he mobilized the English language and sent it into battle.

—President John F. Kennedy on Winston Churchill

CHAPTER 1: Practical Advice for Writers and Editors

Unlike the rest of this style manual, which focuses on “house style” issues, this chapter presents practical advice for authors and editors to consider in intelligence-related writing.

Be Aware of Grammar Rules Versus Superstitions

Good writers and editors need to be familiar with foundational grammar rules, such as subject-verb agreement, but they also need to recognize what is and is not a hard-and-fast rule. Many people remember learning that they should not split infinitives or end a sentence with a preposition, but both are “rules” modern usage references largely dismiss.

The organizers decided to immediately address parking for employees and guests.

Moving the adverb “immediately” anywhere else in this sentence would make the meaning less clear. The natural place for an adverb is directly in front of the word it describes. Bottom line: avoid split infinitives if you prefer, but don’t make a sentence awkward or confusing by doing so. The same guidance applies to ending a sentence with a preposition.

Consider Style and Context

Similarly, writers and editors need to recognize an error as opposed to a style or context decision.

- Failing to capitalize a word at the beginning of a sentence is an error, but not capitalizing a person’s title when it is separated from the name is a style choice (see Chapter 3).
- Spelling out numbers less than 10 in some cases but using numerals for them in others may appear to be a consistency error, but a closer look may show the presentation is in keeping with style guidance to use numerals for all numbers in a sentence when any are equal to or greater than 10 (see Chapter 4).
- Treating words such as *none* and *majority* as plural may appear to be a subject-verb agreement error, but these words can be treated as either singular or plural, depending on the context (see Chapter 5).

This guide offers numerous examples of preferred presentation and answers many questions that come up in intelligence writing, but it does not cover every situation. For additional guidance, use a good all-around reference on the mechanics of writing, such as *The Gregg Reference Manual*. It contains detailed guidance, with numerous examples, on punctuation, grammar, and usage. However, keep in mind that the *DIA Style Manual for Intelligence Production* takes precedence on style issues, such as capitalization and compounding.

Use Short Sentences and Paragraphs

Studies of writing today advise authors to keep both sentences and paragraphs short—not necessarily because readers can’t deal with more complex writing, but because shorter sentences and paragraphs are easier to read and can be understood more quickly.

Traditionally, writers have used a paragraph to show the development of a single thought. For a complex thought, though, the paragraph’s length could become quite imposing. Moreover, for a publication with type in columns, paragraphs seem even longer because fewer words fit on a line. There’s a real risk, then, that several long paragraphs will resemble a solid block of type.

Short Sentences

Short sentences—fewer than 20 words—make your readers’ task easier. Use caution, though; too many short sentences can make your writing choppy. Good writers mix long and short sentences for variety. Just wrap it up when those longer sentences reach about 30 words.

CHAPTER I

The key is to look for minor changes within the thought of the long paragraph and to break the paragraph at those points. The unity and coherence of the thought aren't likely to suffer. Breaking material into shorter paragraphs is simply a better way of packaging ideas—one that uses white space to show readers minor shifts in organization, helping to speed them through their reading.

Get to the Point in Topic Sentences

When organizing material in intelligence products, keep in mind that the topic sentence (first sentence) is the most important part of a paragraph. The topic sentence should be straightforward, encapsulating the message of the paragraph up front. Don't lead a topic sentence with a dependent clause, especially one that begins with a contrary term, such as *although*, *despite*, or *however*. Such clauses can impede the reader's ability to absorb the main point. Use subsequent sentences in the paragraph to fill out the story.

Focus Headings

A heading can announce the topic of a section, or it can do more—focusing readers' attention on the main point of the section. Avoid labels like "Background" or "Introduction." Look instead for headings that provide the gist of a section, especially headings that express the point in a way that invites readers to continue reading. Don't try too hard to grab attention, though; cute titles or headings can detract from the professionalism of your presentation.

For long studies, there's another consideration: levels of headings. You have to be wary of the organizational complexity you try to portray with the headings. For the most part, writers of books only occasionally go beyond two levels of headings. Readers are likely to become confused if you try to portray three or four levels of headings throughout a long document.

Make your outline as complex as you need to help you organize the points and subpoints in what you write. However, when you actually write, use headings to highlight only the most important points, and focus readers' attention with the wording of those headings.

Limit the Passive Voice

Passive voice is one of the less desirable features of bureaucratic writing. Passive constructions are more wordy than corresponding active constructions and can generate other wordiness—especially sentences beginning with "It is" and "There are." In addition, passive voice is indirect, reversing the natural order of spoken English, and it lacks the vigor inherent in active voice. Finally, passive constructions often mask the actor. Imagine being told, "Your fate will be decided tomorrow." Your reaction is to demand, "By whom?" Passive voice makes it all too easy for writers to omit the "by" part of a thought, and this evasiveness in particular is a mark of bureaucratic writing.

Recognizing Passive Voice

The natural order for an English sentence—actor-action-acted upon—requires active voice:

<i>The sailor</i>	<i>rowed</i>	<i>the boat</i>
(actor)	(action)	(acted upon)

A sentence in passive voice reverses that order:

<i>The boat</i>	<i>was rowed</i>	<i>by the sailor.</i>
(acted upon)	(action)	(actor)

Recognizing these constructions in more complicated sentences still is quite simple; that's why grammar-checking software can locate passive verbs quite well. Only a passive sentence will receive "yes" answers to all of the following tests:

- Is the subject of the sentence acted upon?
- Does the sentence combine a form of *to be* with the past participle of a main verb? The simple forms of *to be* are *is*, *am*, *are*, *was*, and *were*. Compound forms are *will be*, *is being*, and *has been*. Past participles of main verbs usually end in *-ed* or *-en* (except for irregular verbs such as *shot*). Thus, passive verbs look like these: *is divided*, *was shaken*, *has been shot*.
- If the actor appears in the sentence, is it in the prepositional phrase *by someone or something*? Or, if the actor doesn't appear in the sentence, does the sense of the sentence imply *by someone or something*?

Activating the Passive

Far too often, writers accept passive voice because they can't think how to write in the active voice; in such cases, passive is more accidental than intentional. You can prevent this lack of control in your own writing by learning the following three methods to convert passive voice into active:

- Reverse the object and the subject.

Passive: The greatest area coverage is offered by open-wire lines.
But: Open-wire lines offer the greatest area coverage.

- Delete the past participle main verb, leaving the form of *to be* as the only verb.

Passive: The processing plants are located in the north.
But: The processing plants are in the north.

- Change the verb. For example, *received* is an active counterpart of *was given*.

Passive: About 17,000 people are employed in research institutes.
But: About 17,000 people work in research institutes.

Using Passive Voice Effectively

Is passive voice always wrong? No, of course not. Passive constructions have legitimate uses:

- When the object of the action is more important than the actor.
- When the actor is obvious, unimportant, or unknown.

But be careful! You can stretch those justifications to cover most sentences if you try hard enough. Even when the object of an action is more important than the actor, a verb in passive voice may not be necessary. Notice that the second and third methods for activating the passive do not require you to alter the subject of the sentence. Instead, both of these methods change the verb. A good rule of thumb, then, is to use the passive voice only when you have a strong reason.

Rethink Expletive Constructions

Like passive voice, expletive constructions (*it is*, *it was*, *it will be*, *there are*, *there were*, *there will be*) lengthen a sentence, delay the point, mask responsibility, and force the subject to follow the verb. The fix is often simple:

Unemphatic: There was a second explosion that killed three soldiers.
Emphatic: A second explosion killed three soldiers.
Unemphatic: It is probable that voter turnout will be heavy.
Emphatic: Voter turnout probably will be heavy.

CHAPTER I

Avoid Nouns That Stifle Verbs

Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching -ion, -tion, -ment, -ance, and -ence.

Weak: Chemical attacks are in violation of the treaty.

Strong: Chemical attacks violate the treaty.

Weak: North Korea has made a commitment to resume talks.

Strong: North Korea has committed to resuming talks.

Use Qualifiers Judiciously

Qualifiers are often necessary for accuracy in intelligence writing, but multiple qualifiers impede clarity. Words that already express a degree of judgment—for instance, *imply*, *indicate*, and *suggest*—should not be combined with qualifiers such as *may*, *likely*, and *probably*.

Not: The lull in attacks may indicate the rebels are ready to negotiate.

But: The lull in attacks indicates the rebels are ready to negotiate.

Or: The lull in attacks may mean the rebels are ready to negotiate.

Avoid Cliched Concepts and Jargon

When we discuss cliches, we usually think of overused comparisons like “blind as a bat” or “older than dirt”—phrases most of us know to avoid. However, cliches also can be stale words or phrases that indicate concepts in intelligence writing. Watch out for terms such as “paradigm” or “center of gravity”; they can be the words you need at times, but overuse can turn them into unhelpful catchphrases.

Along similar lines, avoid jargon that is familiar to a particular community but not to your entire audience. If an editor needs a term explained, chances are many other readers will as well.

As you choose the terms for your intelligence papers, be sure the concepts are fresh, accurate, and appropriate. Think twice about using a term just because you’ve seen it in a number of other papers—it may not be the right wording for your product.

Keep Parallel Ideas in Parallel Form

Parallelism is particularly important for headings and bulleted lists. Readers expect headings to be in parallel form. Parallelism is even more important in lists, since their purpose is to emphasize a pattern of organization.

Readers grasp parallel ideas more quickly when they are in parallel form. Nouns should be parallel with nouns, active verbs with active verbs, infinitive phrases with infinitive phrases, subordinate clauses with subordinate clauses, and so on.

Not: The general's success has resulted from the allegiance of his troops and how he has treated the civilians in his region to gain their acceptance. [Noun paralleled with clause.]

But: The general's success has resulted from the allegiance of his troops and the acceptance of the civilians in his region. [Noun paralleled with noun.]

Not: As a soldier he had been in Japan, fighting in Vietnam, and following his general to the Middle East. [Verb paralleled with participles.]

But: As a soldier he had been in Japan, had fought in Vietnam, and had followed his general to the Middle East. [Verb paralleled with verbs.]

When it will help make the parallelism clear, repeat a preposition, an article, a helping verb, the *to* of an infinitive, or the introductory word of a long phrase.

- Not:** Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, interdict drug shipments, or destroy processing laboratories.
- But:** Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to interdict drug shipments, or to destroy processing laboratories.

Put Modifiers in Their Place

Restrictive Modifiers

Placement of restrictive modifiers such as *almost, every, just, merely, most, nearly, only, primarily,* and *principally* requires care. Look at the effect of placement for *only* in "This plant produces lug nuts."

- Only this plant produces lug nuts. [No other plant produces them.]
- This plant only produces lug nuts. [The plant doesn't do anything else with them, such as marketing.]
- This plant produces only lug nuts. [The plant produces nothing else.]
- This plant produces lug nuts only. [The plant produces nothing else.]

As a general rule, put modifiers close to whatever they modify. "Close to" can be before or after the thing modified, so long as the sentence makes sense.

- Not:** The agreement provided for military equipment which was signed recently.
- But:** The agreement, which was signed recently, provided for military equipment.
- Or:** The recently signed agreement provided for military equipment.

Danglers

Pay particular attention to a modifier that begins a sentence. Dangling modifiers can occur anywhere in a sentence but are most common at the beginning. Readers expect an introductory word or phrase modifier to refer to the subject of the sentence. When the modifier cannot logically modify the subject, the modifier "dangles."

- Not:** When completely filled out and checked, the taxpayer should sign the form.
- But:** When the form is completely filled out and checked, the taxpayer should sign it.
- Or:** After completely filling out and checking the form, the taxpayer should sign it.

Note, however, that some introductory phrases express a general truth rather than modifying the subject of the sentence. These introductory phrases do not dangle.

- Given the importance of the operation, the staff studied a number of scenarios.
To sum up, we all agree to support the change.

Avoid Illogical Shifts Within a Sentence

Sudden, illogical shifts within a sentence or passage obscure the meaning and hamper reading:

Tense

- Not:** The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]
- But:** The farmer was intimidated by threats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]

Mood

- Not:** Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]
- But:** Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]

CHAPTER I

Subject or Voice

Not: The troops hurried up the mountain path, and soon the camp came into their sight.
 [Subject shifts from troops to camp.]

But: The troops hurried up the mountain path and soon saw the camp. [One subject only.]

Not: The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment.
 [Subject shifts from soldier to confinement as active voice shifts to passive voice.]

But: The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]

Person

Not: Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]

But: Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]

Number

Not: The United Nations deserves encouragement. Indeed, they deserve more than that.
 [If United Nations takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]

But: The United Nations deserves encouragement. Indeed, it deserves more than that.
 [United Nations and it correspond in number.]

Tone or Style

Not: Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]

But: Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]

Work Toward a Common Goal: Readability

Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:

- All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation.
- At the same time, editors need to keep their changes focused on readability. Rather than altering the author's voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.

CHAPTER 2: Abbreviations

Do not use initials for the names of organizations or movements unless you are certain the initials will be readily understood. Write things out. Not everyone knows that MADD means Mothers Against Drunk Driving, and even if everyone did, there are babies being born every minute who will someday encounter the name for the first time. They deserve to see the words, not simply the initials. A good rule is to start your article by writing out names in full, and then, later, when your readers have got their bearings, to shorten them.

—Strunk and White, *The Elements of Style*

CHAPTER 2: Abbreviations

Abbreviations can be acronyms, shortenings, brevity codes, or organizational designators. This chapter treats them all generally as abbreviations.

To Use or Not To Use

Abbreviations can simplify presentation in a document, but too many of them make reading and understanding difficult. Readers are faced with a code known to the writer but unfamiliar or unknown to them—a source of irritation at best, but frequently an obstruction to communication. For this reason you should use abbreviations sparingly and only when you can be sure their meaning is clear for your readers.

Even in tables and graphics, where space is a consideration, avoid abbreviating unless the full terms will not fit. Changes in layout or type point size may preclude using abbreviations.

Common sense dictates these rules:

- Use an abbreviation only if it will simplify a document. Just because an abbreviation exists is not justification for using it. Establishing an abbreviation and then using it only once seldom justifies forcing readers to translate your abbreviations. If you are not going to repeat an abbreviation frequently, do not use it.

Also, keep in mind that making use of context in a paper may eliminate the need to establish an abbreviation when the abbreviation will not be needed repeatedly. Consider the following example:

Infrastructure modifications were evident in the Very Important Military District (VIMD), consistent with the VIMD's high priority in defense planning.

Establishing "VIMD" appears to be justified: the abbreviation will replace four words (a reasonable saving), and clearly the abbreviation is going to be used again, since it appears again in the same sentence. However, in this case rewording the sentence to make use of the context the sentence already establishes will eliminate the need for establishing the abbreviation:

Infrastructure modifications were evident in the Very Important Military District, consistent with that district's high priority in defense planning.

- Limit your use of abbreviations to appropriate places. Avoid using all but the most common abbreviations in key judgments or executive summaries, titles and headings, and tables of contents.
- Avoid using an abbreviation for a person's name. For example, refer to Kim Jong Un on secondary reference as Kim, not KJU.

When To Introduce an Abbreviation

Common wisdom says to introduce an abbreviation with the first occurrence of the corresponding term in a document. Taken literally, this leads to unnecessary abbreviations in key judgments and summaries and frequently results in an abbreviation's being introduced long before its next occurrence.

The best time to introduce an abbreviation is the first time you use the corresponding term in a portion of a document in which the abbreviation will appear frequently.

For example, a product dealing with military capabilities often discusses a force's organization—showing relationships among a number of subordinate entities in the force structure—and then each of the subordinate entities. If the writer introduces abbreviations for the entities in the discussion of the hierarchy, readers may be faced with 10 to 20 abbreviations in a few sentences. Expecting readers to absorb those abbreviations and recognize them later is unreasonable. The writer would do better to introduce each abbreviation in the discussion of the subordinate entity, when the abbreviation will reappear shortly after its introduction.

CHAPTER 2

Occasionally readers are more familiar with an abbreviation than they are with the abbreviated term. For example, in a discussion of special forces, readers are more likely to recognize SEAL than the full term *sea/air/land* (which communicates little without further explanation). In such a case, use the abbreviation for clarity.

Establishing Abbreviations

The most common way of introducing an abbreviation is to state the full term and then, immediately after it, to include the abbreviation in parentheses.

A motorized rifle division (MRD) reportedly....

The Federal Aviation Administration (FAA)....

When an abbreviation is better known than the term itself, you may want to reverse their positions, placing the term in parentheses after the abbreviation. This may be the case if the abbreviation is derived from the initial letters of a foreign term rather than the English translation.

The Cuban FAR (Revolutionary Armed Forces)....

During operations in Chechnya, Russia's GRU (General Staff Main Intelligence Directorate) ensured....

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

Sometimes you may need to establish an abbreviation more than once in a document:

- In a long document, when a large amount of text intervenes between the introduction (and first repeated use) of the abbreviation and later repeated use of the same abbreviation.
- In a collection of articles. Because readers often look at only some of the articles or read them in an order different from that of the publication that collects them, abbreviations do not carry over well from article to article. You will need to establish necessary abbreviations in each article, independent of the use of the same abbreviations in other articles.

Forming and Using Abbreviations

Capitalization

Capitalization in an abbreviation does not indicate that the words of the corresponding term also must be capitalized. Capitalize the initial letters of appropriate words in the related term if they are proper nouns, and use lowercase for the words if they are common nouns.

The aircraft returned to Argut Naval Air Station (NAS).

The aircraft returned to the naval air station (NAS).

Authors frequently become confused about capitalization when they write about operational systems. The test still is whether the term is being used as a proper noun or only as a generic term.

The American Multiple-Launch Rocket System (MLRS) differs from other multiple rocket launchers (MRLs).

Capitalization also is an issue in establishing abbreviations. For years two different systems for establishing abbreviations have existed side by side—a situation that sometimes causes confusion. One system capitalizes only letters for important words, leaving those for unimportant words like *of* in lowercase form. The other system capitalizes all the letters in the abbreviation, whether they stand for important or unimportant words.

- Today the predominant system is to use capitals for all the letters in an abbreviation. If you establish an abbreviation in an intelligence product, use capital letters throughout the abbreviation.

Nevertheless, well-established legacy abbreviations with some lowercase letters, such as DoD for the U.S. Department of Defense, are still in use today while similar abbreviations, such as DOE for Department of Energy, have all uppercase letters.

Italics With Abbreviations

An abbreviation formed from a foreign term is not italicized, though the foreign term may be.

Normally you will not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like, because our business—assessing intelligence information dealing with foreign governments and their defense and security organizations—uses numerous foreign terms as a part of our writing. However, if you are providing the original language words to explain the formation of an abbreviation, italics are appropriate for the foreign words.

Russia's Spetsnaz (from *voiska spetsial'nogo naznacheniya*, or "troops of special designation") had special missions.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

Periods in Abbreviations

Very few abbreviations require periods. The exceptions are the traditional nonmilitary ranks or titles (Mr., Mrs., Ms., Dr., Prof.) and no. (for "number," to distinguish it from the answer or command no). In addition, use periods with U.S. The abbreviations i.e. ("that is") and e.g. ("for example") also require periods; however, many people confuse these abbreviations, so using them is discouraged.

Plural and Singular Abbreviations

Most abbreviations are established in the singular form. Therefore, when you introduce (or use) an abbreviation, pay attention to whether the term is singular or plural. If the term is singular, the abbreviation should be as well; if the term is plural, the abbreviation usually will have to be changed to make it plural.

... earth-penetrator weapons (EPWs).

... within the military regions (MRs).

SA-7 and SA-14 surface-to-air missiles (SAMs) are among the world inventory of shoulder-fired SAMs.

Particularly for military forces, an abbreviation often equates to a plural thing—for example, "ANDSF" for "Afghan national defense and security forces." However, usually the abbreviation itself, after it is established, is singular and requires a singular verb.

Afghan national defense and security forces (ANDSF) continue to improve their ability....

Here the subject *Afghan national defense and security forces* requires a plural verb (*continue*) and a plural pronoun (*their*). Thus, "ANDSF" represents a plural entity. Nevertheless, when ANDSF itself is used as a subject, the abbreviation is singular and requires a singular verb and singular pronoun:

However, the ANDSF is not yet prepared to hold its own in....

Forming Plurals of Abbreviations

When an abbreviation ends in an uppercase letter, form the plural by adding a lowercase s, without an apostrophe.

ICBMs SAMs MiGs INNs

However, if the abbreviation ends in lowercase letters, form the plural by adding 's (apostrophe + lowercase s).

cy's

These are rare in general military intelligence writing but sometimes occur in scientific or technical publications. Do not confuse them with plurals of lowercase abbreviations for units of measure, which are not changed to plural form.

not 500 km's or 500 kms but 500 km

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Furthermore, even though an abbreviation may stand for an entity that we know to consist of many people, references to the abbreviation cannot be the pronouns *they* or *their*. This problem occurs frequently in intelligence writing in discussion of a political party or organization (which obviously is a group of people):

Not: The CCP decided to implement their decisions after....

But: The CCP decided to implement its decisions after....

When the abbreviation is used instead as a modifier for a plural noun—for example, in CCP members—the abbreviation no longer determines the number, so a plural pronoun reference is appropriate to refer to the plural noun:

The CCP members decided to implement their decisions after....

Because of what they stand for, a few abbreviations are only plural. When it stands for “tactics, techniques, and procedures,” TTP is one of these. Because TTP in this sense is plural, we cannot write “A new TTP proved successful.” Instead, we would need to write “A new tactic [or technique, or procedure] proved successful.”

Possessives and Abbreviations

As with the terms they represent, most abbreviations can be used in the possessive form.

If the abbreviation is being used as a singular possessive, add an apostrophe and a lowercase s.

If the application requires a plural possessive, add the apostrophe after the lowercase s that forms the plural of the abbreviation.

Singular possessive: The MRD's leaders....

Plural possessive: The MRDs' leaders....

Generally the adjective form of the abbreviation is preferable; it can be substituted for both the singular and plural possessive forms:

Adjective form: The MRD leaders....

When you introduce an abbreviation, avoid establishing it in its possessive form. Usually you can avoid that situation by using the abbreviation as an adjective, or you can put the abbreviation in a prepositional phrase. However, if you do establish an abbreviation when the words for it are in the possessive form, the abbreviation also needs to appear in the possessive form.

Avoid: The Royal Air Force's (RAF's) aircraft....

Use: The Royal Air Force (RAF) aircraft....

Or: The aircraft of the Royal Air Force (RAF)....

Prefixes and Suffixes With Abbreviations

You can join a prefix or suffix to an abbreviation with a hyphen. Do not capitalize the prefix or suffix unless it indicates a proper noun form.

anti-NATO stance

CFE-mandated reductions

pro-UN position

START-related reforms

However, the participial and negative forms of MIRV are formed without hyphens:

a MIRVed ICBM

an unMIRVed version of the ICBM

deploying nonMIRVed missiles

Hyphenation When Introducing Abbreviations

When you need to form a multiple-word compound at the same time you are introducing an abbreviation, hyphenate after the parentheses enclosing the abbreviation.

interference with Global Positioning System (GPS)-related technology

If possible, avoid a construction such as this by restructuring the passage: in this case, for example, with "interference with technology related to the Global Positioning System (GPS)."

Articles Accompanying Abbreviations

Depending on how you use an abbreviation in a sentence, a definite article (*the*) or an indefinite one (*a* or *an*) may need to precede the abbreviation. If you would use *the* in front of the term the abbreviation stands for, you usually will need *the* in front of the abbreviation.

The surface-to-air missile was fired....

The SAM was fired....

The ground-controlled intercept operator chooses....

The GCI operator chooses....

Task Force Marte reported....

TFM reported....

Use of *the* with abbreviations is not a hard-and-fast rule, but be aware of common practice. Particularly for organization names, *the* is used with abbreviations pronounced as individual letters (initialisms) more often than with abbreviations pronounced as words (acronyms), especially multisyllable words. For instance, *the* is generally used with *the CMC* and *the FARC* but not with *AMISOM*, *NATO*, and *ISAF*.

For abbreviations representing Intelligence Community and Defense Intelligence Enterprise agencies and organizations (DIA, NSA, CIA, NGIC, etc.) and the combatant commands (USCENTCOM, etc.), delete *the* from in front of the abbreviation for general intelligence writing, including most correspondence.

DIA estimates....

... coordination with CIA, NSA, and USSTRATCOM.

Deleting *the* from in front of an abbreviation also is appropriate for the abbreviation representing the organization of which the writer is a part. For example, an author who is a member of DIA's Directorate for Analysis (DI) could write something like the following:

When dealing with Defense Intelligence

Enterprise organizations, DI will....

Using *a* or *an* with abbreviations is trickier. For an abbreviation, including an acronym or letter/number group, pronounced as a word (such as "HOT" and "IMINT"), use *a* if the abbreviation begins with a consonant sound or an aspirated *h* ("a HOT missile") and *an* if the abbreviation begins with a vowel sound ("an IMINT collector"). For abbreviations for which you pronounce the letters and numbers themselves:

- Use *a* when the group begins with *b*, *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *u*, *v*, *w*, *y*, or *z*: "a DIA employee," "a UN worker."
- Use *an* when the group begins with *a*, *e*, *f*, *h*, *i*, *l*, *m*, *n*, *o*, *r*, *s*, or *x*: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

A or An?

When choosing between using *a* or *an* with an abbreviation, consider the abbreviation itself, not an expansion of the abbreviation. For example, for discussion of a frequency-hopping (FH) radar, because we would pronounce the letters of the abbreviation, we would write "an FH radar," as *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FH radar" even though *a* would be appropriate before "frequency."

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Avoiding Redundancy

You have to consider the expansion of an abbreviation when deciding what words can follow it. Be careful to avoid redundancy when you use abbreviations.

AC current = alternating current current
 START treaty = Strategic Arms Reduction Treaty treaty
 LOC lines = lines of communication lines
 AWACS system = airborne warning and control system system
 CAC card = common access card card

Nix GOx Abbreviations

Avoid using abbreviations like GOP for "government of Pakistan [or Panama, Peru, Paraguay, etc.]" in a finished intelligence product. Abbreviations such as this are useful in message traffic and similar reporting, but they are out of place in finished intelligence products, especially those for senior-level customers.

Country Names

Use what *The World Factbook* calls the conventional short form for a country name (rather than the conventional long form): "China" rather than "People's Republic of China," "North Korea" rather than "Democratic People's Republic of Korea," "South Korea" rather than "Republic of Korea," etc. Congo is a bit more complicated because of the need to distinguish between the two countries. For the Democratic Republic of the Congo, establish the abbreviation "DRC," which *The World Factbook* lists as the conventional short form for the country's name; "Congo (Kinshasa)" also is acceptable. For the Republic of the Congo, *The World Factbook* provides "Congo (Brazzaville)" as the conventional short form.

Spell out most country names, whether you use them as nouns or adjectives—except the United States, the United Kingdom, and the United Arab Emirates. Spell out United States and United Kingdom (and United Nations) when you use them as nouns, but use the abbreviations for the adjective forms. If you need multiple references to the United Arab Emirates, establish UAE early in a paper.

The United States sold....

U.S. arms sales....

... contracts involving the United Kingdom.

... UK contracts.

Military Rank/Rate

For members of the U.S. military, use rank/rate abbreviations as the individual Military Services use them. For all militaries, use the abbreviation in front of a name, but spell out the rank in lowercase elsewhere: "Maj Gen Gonzales of the Mexican Air Force plans to visit shortly after his promotion to lieutenant general." Also spell out the rank in plural form: "Captains Arroyo and Valdez."

U.S. Army Officers/Warrant Officers

general of the Army (special)	GA
general (O-10)	GEN
lieutenant general (O-9)	LTG
major general (O-8)	MG
brigadier general (O-7)	BG
colonel (O-6)	COL
lieutenant colonel (O-5)	LTC
major (O-4)	MAJ
captain (O-3)	CPT
first lieutenant (O-2)	1LT
second lieutenant (O-1)	2LT

chief warrant officer 5 (W-5)	CW5
chief warrant officer 4 (W-4)	CW4
chief warrant officer 3 (W-3)	CW3
chief warrant officer 2 (W-2)	CW2
warrant officer 1 (W-1)	WO1

U.S. Navy and Coast Guard Officers/Warrant Officers

fleet admiral (special)	FADM
admiral (O-10)	ADM
vice admiral (O-9)	VADM
rear admiral, upper half (O-8)	RADM
rear admiral, lower half (O-7)	RDML
captain (O-6)	CAPT
commander (O-5)	CDR
lieutenant commander (O-4)	LCDR
lieutenant (O-3)	LT
lieutenant, junior grade (O-2)	LTJG
ensign (O-1)	ENS
chief warrant officer (W-5)	CWO5
chief warrant officer (W-4)	CWO4
chief warrant officer (W-3)	CWO3
chief warrant officer (W-2)	CWO2
warrant officer (W-1) [no longer used]	WO1

U.S. Air Force Officers

general of the Air Force (special)	GOAF
general (O-10)	Gen
lieutenant general (O-9)	Lt Gen
major general (O-8)	Maj Gen
brigadier general (O-7)	Brig Gen
colonel (O-6)	Col
lieutenant colonel (O-5)	Lt Col
major (O-4)	Maj
captain (O-3)	Capt
first lieutenant (O-2)	1st Lt
second lieutenant (O-1)	2nd Lt
[U.S. Air Force does not have warrant officers]	

U.S. Marine Corps Officers/Warrant Officers

general (O-10)	Gen
lieutenant general (O-9)	LtGen
major general (O-8)	MajGen
brigadier general (O-7)	BGen
colonel (O-6)	Col
lieutenant colonel (O-5)	LtCol
major (O-4)	Maj
captain (O-3)	Capt
first lieutenant (O-2)	1stLt
second lieutenant (O-1)	2ndLt
chief warrant officer 5 (W-5)	CWO5
chief warrant officer 4 (W-4)	CWO4

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chief warrant officer 3 (W-3)	CWO3
chief warrant officer 2 (W-2)	CWO2
warrant officer 1 (W-1)	WO

U.S. Army Enlisted Personnel

sergeant major of the Army (E-9)	SMA
command sergeant major (E-9)	CSM
sergeant major (E-9)	SGM
first sergeant (E-8)	1SG
master sergeant (E-8)	MSG
sergeant first class (E-7)	SFC
staff sergeant (E-6)	SSG
sergeant (E-5)	SGT
corporal (E-4)	CPL
specialist (E-4)	SPC
private first class (E-3)	PFC
private (E-2)	PV2
private (E-1)	PVT

U.S. Navy and Coast Guard Enlisted Personnel

U.S. Navy and Coast Guard enlisted personnel are identified by paygrade (rate) and occupational specialty (rating). These specialties and their combinations with rates are too numerous to list here. For ratings, see NIPRNET <http://www.navy.mil/navydata/nav_legacy.asp?id=259>. Rates are as follows:

master chief petty officer of the Navy (E-9)	MCPON
master chief petty officer of the Coast Guard (E-9)	MCPOCG
fleet/force/command master chief petty officer (E-9)	FLTCM/FORCM/CMDCM
master chief petty officer (E-9)	MCPO
senior chief petty officer (E-8)	SCPO
chief petty officer (E-7)	CPO
petty officer first class (E-6)	PO1
petty officer second class (E-5)	PO2
petty officer third class (E-4)	PO3
seaman (E-3)	SN
seaman apprentice (E-2)	SA
seaman recruit (E-1)	SR

U.S. Air Force Enlisted Personnel

chief master sergeant of the Air Force (E-9)	CMSAF
command chief master sergeant (E-9)	CCM
first sergeant (E-9)	CMSgt
chief master sergeant (E-9)	CMSgt
first sergeant (E-8)	SMSgt
senior master sergeant (E-8)	SMSgt
first sergeant (E-7)	MSgt
master sergeant (E-7)	MSgt
technical sergeant (E-6)	TSgt
staff sergeant (E-5)	SSgt
senior airman (E-4)	SrA
airman first class (E-3)	A1C
airman (E-2)	Amn
basic airman (E-1)	AB

U.S. Marine Corps Enlisted Personnel

sergeant major of the Marine Corps (E-9)	SgtMajMC
sergeant major (E-9)	SgtMaj
master gunnery sergeant (E-9)	MGySgt
first sergeant (E-8)	1stSgt
master sergeant (E-8)	MSgt
gunnery sergeant (E-7)	GySgt
staff sergeant (E-6)	SSgt
sergeant (E-5)	Sgt
corporal (E-4)	Cpl
lance corporal (E-3)	LCpl
private first class (E-2)	PFC
private (E-1)	Pvt

Foreign Military Officers

For foreign military officers, regardless of branch of service, use the following abbreviations for ranks:

admiral	Adm
admiral (first grade)	Adm (1st Grade)
admiral of the fleet	Adm Flt
admiral (second grade)	Adm (2nd Grade)
air chief marshal	Air CMar
air commander	Air Cdr
air commodore	Air Como
air marshal	Air Mar
air vice marshal	Air VMar
army general	Army Gen
brigadier	Brig
brigadier general	Brig Gen
captain	Capt
captain first rank	Capt 1st Rank
captain second rank	Capt 2nd Rank
chief warrant officer	CWO
colonel	Col
colonel general	Col Gen
colonel major	Col Maj
commander	Cdr
commodore	Como
corps general	Corps Gen
director general	Dir Gen
division general	Div Gen
ensign	Ens
field marshal	Fld Mar
first lieutenant	1st Lt
fleet admiral	Flt Adm
flight lieutenant	Ft Lt
flying officer	FO
general	Gen
general-colonel	Gen-Col
general (first grade)	Gen (1st Grade)

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general-lieutenant	Gen Lt
general-lieutenant colonel	Gen-Lt Col
general-major	Gen Maj
general of the air force	Gen AF
general of the army	Gen Army
general (second grade)	Gen (2nd Grade)
group captain	Grp Capt
lieutenant	Lt
lieutenant colonel	Lt Col
lieutenant colonel general	Lt Col Gen
lieutenant commander	LCdr
lieutenant general	Lt Gen
lieutenant junior grade	Ltjg
major	Maj
major general	Maj Gen
marshal	Mar
marshal of aviation	Mar Avn
marshal of the Royal Air Force	Mar RAF
marshal of the Soviet Union	MSU
pilot officer	PO
rear admiral	RAdm
second lieutenant	2nd Lt
senior colonel	Sr Col
senior lieutenant colonel	Sr Lt Col
squadron leader	Sq Ldr
squadron vice admiral	Sq VAdm
staff air marshal	Staff Air Mar
staff air vice marshal	Staff Air VMar
staff brigadier general	Staff Brig Gen
staff general	Staff Gen
staff lieutenant general	Staff Lt Gen
staff major general	Staff Maj Gen
staff rear admiral	Staff RAdm
vice admiral	VAdm
vice marshal	VMar
warrant officer	WO
wing commander	Wg Cdr

Units of Measure

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense.

Ranges are in kilometers.

The opening was several meters wide.

As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form. In tables, abbreviations are appropriate for all units of measure because of space limitations. Abbreviations for units of measure do not have periods and are not changed to plural form. Unit modifiers involving units of measure require hyphens. (For a full explanation of unit modifiers, see Chapter 7; for complete coverage of number usage, see Chapter 4.)

- a 50-km road segment
- a section of road that stretched 50 kilometers
- a 500-NM range
- a 3-cm-diameter pipe

Because of the risk of ambiguity, avoid single-letter abbreviations (g, h, m, L, t, V, W).

- Change:** a segment of 300 m on Route A
To: a 300-meter segment on Route A
Or: a Route A segment of 300 meters

Some offices have preferred to use *mt* or *MT* for metric ton(s). These abbreviations, however, present problems.

- As a prefix, *m* equates to "milli," and *t* is the symbol for metric ton(s), making *mt* equate to "milli-metric ton(s)," which is somewhat nonsensical.
- In addition, using *mt* or *MT* invites confusion with *Mt*, which equates to "megaton(s)."

For these reasons, we need to use the international symbol of *t* for metric ton(s), even though this abbreviation has only a single character. Of course, using the words *metric ton* or *metric tons* avoids the abbreviation issue.

Percent and Other Symbols

Do not abbreviate or use the symbol for percent except to save space in tables or graphics, where the symbol % may be used if required. However, even in these cases do not abbreviate unless the term will not fit. Similarly, do not use symbols such as ~ (about or roughly), < (less than), or > (greater than) unless the spelled-out term will not fit. In tables where symbols are appropriate, minimize clutter by putting symbols in column headings if possible, rather than in individual cells.

Months and Days

Do not abbreviate the names of months and days except to save space in tables and graphics. However, even in these cases do not abbreviate unless the full terms will not fit.

Use the following abbreviations if they are required:

<i>Days</i>		<i>Months</i>	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

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Abbreviation List

The list that follows contains abbreviations for use in DIA intelligence products. This list is included for standardization of preferred usage, to show uppercase and lowercase forms, and to permit marking abbreviations that may be used without being introduced in the text of a product. This list does not preclude use of the *Department of Defense Dictionary of Military and Associated Terms* and Intellipedia's "Acronyms" page, which present many abbreviations not covered here.

The following abbreviation list sometimes shows multiple uses for the same abbreviation, and all of them can be considered "preferred" abbreviations. Common sense, however, indicates that you cannot use the same abbreviation for multiple purposes in the same paper. For example, even though BW can stand for either "biological warfare" or "biological weapon," it must not stand for both things in the same piece of writing.

The abbreviation list employs two symbols:

- A superscript dagger symbol (†) marks an abbreviation that should be used instead of the words the abbreviation stands for. Very few abbreviations show this marking.
- An asterisk (*) after an abbreviation indicates that you can use the abbreviation without introducing it if you can be certain that intended users of a product will understand the abbreviation. When you have any doubt about whether your consumers will understand an abbreviation, spell out the term on first use in your publication, even if the abbreviation is marked with an asterisk in the following list.

Caution: Because a production element has been reading numerous bits of information that use an abbreviation and analysts from that element are writing a number of papers using an abbreviation, analysts frequently believe that surely everyone else must be familiar with the abbreviations they commonly see and use. However, for perspective, consider the following: The Free Dictionary, on the Internet at <<http://www.thefreedictionary.com>>, has an "Acronym Finder" that lists expansions for letter sets, and it includes military expansions among the many possible "translations" for an abbreviation. As of 1 December 2015, this website produced 43 expansions for "PTG," one of which equated to the expansion in our listing; 191 expansions for "SSP," none of them matching the one in our listing; and 105 for "ADA," one of which was the one in our listing. For this reason, we need to be careful when deciding whether to establish an abbreviation. Do not consider an asterisk with an abbreviation to be a license to never establish the abbreviation.

- Correspondence going to high-level customers normally will need to have all abbreviations established. For example, the personnel directly supporting the DIA Command Element usually require that all abbreviations be established for papers going to or through members of the Command Element. High-level customers receive large numbers of documents and have little time to review any of them. They are generalists for many subjects, not subject matter experts. Even though they may have been exposed to abbreviations Defense Intelligence analysts commonly see and use, expecting these high-level customers to remember all the abbreviations analysts are capable of using simply is not realistic.
- As an experienced editor in one of the Agency's scientific and technical intelligence production centers has noted, basic documents produced in the centers frequently go to inexperienced customers as well as to those who might be familiar with abbreviations. Establishing most abbreviations in basic intelligence products, therefore, is both a courtesy and a wise course of action.
- You can never go wrong by establishing an abbreviation, whereas not establishing it may cause problems.

A			
A	angstrom(s)	ADA	air defense artillery
AA*	antiaircraft	ADATS	air defense antitank system
AAB	Abdallah Azzam Brigades	ADCC	air defense command center
AAA*	antiaircraft artillery	ADD	air defense district
AAH	Asaib Ahl al-Haq	ADF	automatic direction finding
AAI	air-to-air intercept	ADG	degaussing/deperming ship
AAIED	antiarmor improvised explosive device	ADIZ	air defense identification zone
AAM*	air-to-air missile	ADOC	air defense operations center
AAR	air-to-air refueling	adv	advanced
AAS	Ansar al-Sharia	ADX	air defense exercise
AAS-T	Ansar al-Sharia in Tunisia	ADZ	air defense zone
AAW	antiair warfare	AE	ammunition ship
AB*	airbase [in the proper name of a U.S. OCONUS airbase, Air Base—for example, Incirlik Air Base]	AESA	active electronically scanned array
ABC		AEV	armored engineer vehicle
ABCCC	airborne battlefield command and control center	AEW	airborne early warning
ABM*	antibalistic missile	AEW&C	airborne early warning and control
abn	airborne	AF	stores ship
ABNCP	airborne command post	AFB*	air force base
AC	alternating current	AFC	automatic frequency control
acft	aircraft	AFDM	medium auxiliary floating drydock (non-self-propelled)
ACI	airborne-controlled intercept	AFIAA	Air Force Intelligence Analysis Agency
ACIC	Army Counterintelligence Center	AFIOC	Air Force Information Operations Center
ACINT	acoustic intelligence	AFISRA	Air Force Intelligence, Surveillance and Reconnaissance Agency
ACP	alternate command post		
ACR	armored cavalry regiment	afld	airfield
ACRV	armored command and reconnaissance vehicle; artillery command and reconnaissance vehicle	AFMIC	Armed Forces Medical Intelligence Center [now NCMI—National Center for Medical Intelligence]
ACV	air-cushion vehicle; armored combat vehicle	AFOSI	Air Force Office of Special Investigations
ACW	aircraft warning and control; anticarrier warfare	AFOTEC	Air Force Operational Test and Evaluation Center
AD	air defense		

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AFS	combat stores ship	AM*	ante meridian (before noon); amplitude modulation
AFSATCOM	Air Force Satellite Communications System	AMB	ambassador
AFTAC	Air Force Technical Applications Center	AMC	Air Mobility Command [USAF]
AFV	armored fighting vehicle	AMEMB	American Embassy [U.S. Embassy preferred]
AG	Australia Group; auxiliary general [ship]	AMISOM	African Union Mission in Somalia
AGB	icebreaker	AMR	antimateriel rifle
AGE	experimental auxiliary [ship]	AMRAAM	advanced medium-range air-to-air missile
AGI	intelligence collection ship	ANA	Afghan National Army
AGOR	oceanographic research ship	ANC	African National Congress; active noise control
AGOS	ocean surveillance ship	ANCP	Afghan National Civil Order Police
AGS	surveying ship	ANDS	Afghanistan national development strategy
AGZ	actual ground zero	ANP	Afghan National Police
AH	hospital ship	ANDSF	Afghan national defense and security forces [formerly ANSF—Afghan national security forces]
AI	avian influenza; airborne intercept; air interdiction	ANZUS	Australia-New Zealand-United States [Treaty]
AIAI	al-Ittihad al-Islamiya	AO	area of operations; oiler
AICV	armored infantry combat vehicle	AOB	air order of battle
AIDS*	acquired immunodeficiency syndrome	AOC	air operations center
AIFV	armored infantry fighting vehicle	AOE	fast combat support ship
AIG	addressee indicator group	AOG	gasoline tanker
AIM	air-intercept missile	AOI	area of interest
AIP	air-independent propulsion/power; air-independent-powered	AOR	area of responsibility; replenishment oiler
AIS	automated information system; Automatic Identification System	AOS	special liquids tanker
AIT	American Institute in Taiwan	AOT	transport oiler
AK	cargo ship	AP	armor-piercing; ammonium perchlorate; access point; transport [ship]
aka*	also known as	APC*	armored personnel carrier
ALCM*	air-launched cruise missile	APEC	Asia-Pacific Economic Cooperation
ALOC	air line of communication		
ALRAAM	air-launched long-range air-to-air missile		

APOD	aerial point of debarkation; air point of departure	ASL	above sea level
AQ	al-Qaida	ASM	air-to-surface missile
AQAP	al-Qaida in the Arabian Peninsula	ASR	alternate supply route; submarine rescue ship
AQI	al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]	ASRAAM	advanced short-range air-to-air missile
AQIM	al-Qaida in the Lands of the Islamic Maghreb	ASROC	antisubmarine rocket
AQIS	al-Qaida in the Indian Subcontinent	ASSW	antisurface ship warfare
AR	repair ship	ASUW	antisurface warfare
ARABSAT	Arab Satellite Communications Organization	ASV	armored support vehicle
ARC	armored reconnaissance carrier; cable repairing ship	ASW*	antisubmarine warfare
ARENA	Nationalist Republican Alliance [El Salvador]	AT	antitank; antiterrorism
ARM	antiradiation missile	ATA	auxiliary ocean tug
ARPV	advanced remotely piloted vehicle	ATACMS	Army Tactical Missile System
ARS	salvage ship	ATBM	antitactical ballistic missile
arty	artillery	ATC	air traffic control; mini-armored troop carrier
ARV	armored recovery vehicle; armored reconnaissance vehicle	ATF	Bureau of Alcohol, Tobacco, Firearms, and Explosives; fleet ocean tug
AS	submarine tender	ATG	antitank gun
ASAP*	as soon as possible	ATGM*	antitank guided missile
ASARS	advanced synthetic-aperture radar system	AT&L	Acquisition, Technology, and Logistics
ASAT	antisatellite	ATM	asynchronous transfer mode
ASBM	antiship ballistic missile	ATTU	Atlantic-to-the-Urals [region]
ASCM*	antiship cruise missile	ATV	advanced technology vehicle; all-terrain vehicle
ASDS	advanced SEAL/swimmer delivery system	AU	African Union
ASDV	auxiliary SEAL/swimmer delivery vehicle	AUV	autonomous underwater vehicle
ASEAN	Association of Southeast Asian Nations	AV	armored vehicle
ASF	African Standby Force	AVB	aviation logistic support ship
ASG	Abu Sayyaf Group	AVLB	armored-vehicle-launched bridge
		AWACS*	airborne warning and control system
		AWOL*	absent without leave
		AWT	water transport [ship]
		AWX	all-weather

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A			
AX	miscellaneous auxiliary [ship]	BRAC	Base Realignment and Closure
AXT	training ship	BRICS	Brazil, Russia, India, China, and South Africa
B		BTADS	Border Tunneling Activity Detection System
b	barrel(s)	btry	battery
BACRIM	criminal band [from <i>banda criminal</i>]	bu	bushel(s)
BAG	battalion artillery group	BVR	beyond visual range
BAI	battlefield air interdiction	BW	biological warfare; biological weapon
bcm	billion cubic meters	BWC	Biological Weapons Convention
b/d*	barrel(s) per day		
BDA	battle damage assessment		
bde	brigade	C	
BE*	Basic Encyclopedia	C°	Celsius
BENELUX	Belgium, Netherlands, Luxembourg	C2*	command and control
BGN	Board on Geographic Names	C3*	command, control, and communications
b/h	barrel(s) per hour	C4*	command, control, communications, and computers
BICES	Battlefield Information Collection and Exploitation System	C3CM	command, control, and communication countermeasures
BINUB	United Nations Integrated Office in Burundi	C3I*	command, control, communications, and intelligence
BIOS	basic input/output system	C4I*	command, control, communications, computers, and intelligence
bit/s	bit(s) per second		
bldg	building	C4ISR*	command, control, communications, computers, intelligence, surveillance, and reconnaissance
BLOS	beyond line of sight		
BLT	battalion landing team		
BMD	ballistic missile defense	CAA	combined-arms army
BMDS	ballistic missile defense system	CAC*	common access card
BMEWS	ballistic missile early warning system	CACM	Central American Common Market
bn	battalion	CAG	carrier air group
BOA	broad ocean area	cal*	caliber
BONUCA	United Nations Peacebuilding Support Office in the Central African Republic	CANUKUS	Canada-United Kingdom-United States

CANUS	Canada-United States	CDI	Chief of Defence Intelligence [Canada]
CAP	combat air patrol	CD-R	recordable compact disc
CAPCO	[former] Controlled Access Program Coordination Office [see SMP]	CD-ROM*	compact disc—read-only memory
CARICOM	Caribbean Community	CD-RW	rewriteable compact disc
CAS	close air support	CECOM	Communications and Electronics Command
cav	cavalry	CENTAM	Central America
CBD	chemical and biological defense	CEP	circular error probable
CBM	confidence-building measure	CERT	computer emergency response team
CBR	chemical, biological, and radiological	CFE	Conventional Armed Forces in Europe
CBRN	chemical, biological, radiological, and nuclear	CFV	cavalry fighting vehicle
CBRNE	chemical, biological, radiological, nuclear, and explosives	cg*	centigram(s)
CBU	cluster bomb unit	CG	guided-missile cruiser; coast guard [or Coast Guard]
CBW	chemical and biological warfare; chemical and biological weapon	CGN	nuclear-powered guided-missile cruiser
CC	command center; command ship	CGS	common ground station
CCB	command and control boat	CH	aviation cruiser
CCD	camouflage, concealment, and deception; charge-coupled device	CHG	guided-missile aviation cruiser
CCIR	commander's critical information requirement	CHOD	chief of defense
CCM	counter-countermeasure	CHOP	change of operational control
CCMD	combatant command [see COCOM]	CI	counterintelligence
CCP	Chinese Communist Party	CIA*	Central Intelligence Agency
CCTV	closed-circuit television; China Central Television	CIA/CNC	Central Intelligence Agency Crime and Narcotics Center
CD*	compact disc	CIC	combat information center; combat intelligence center
CDC	Centers for Disease Control and Prevention	CICA	Conference on Interaction and Confidence-Building Measures in Asia
CDCM	coastal defense cruise missile	CIG	Consolidated Intelligence Guidance
		CINC	commander in chief
		CIOC	Combined Intelligence Operations Center

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CIS	Commonwealth of Independent States	COIN	counterinsurgency
CISP	Counterintelligence Support Program	COLISEUM	Community Online Intelligence System for End Users and Managers
CIWS	close-in weapon system	COMEX	communications exercise
CJCS*	Chairman of the Joint Chiefs of Staff	COMINT*	communications intelligence
CKO	core knowledge online	COMPUSSEC	computer security
CL	light cruiser	COMSAT	communications satellite
CLOS	command to line-of-sight	COMSEC*	communications security
cm*	centimeter(s)	CONOPS*	concept of operations
cm²*	square centimeter(s)	CONPLAN*	contingency plan; concept plan
cm³*	cubic centimeter(s)	CONUS*	continental United States
CMC	Central Military Commission [China]	COOP	continuity of operations
CMF	Cyber Mission Force	COR	Council of Representatives [Iraq]; contracting officer representative
CN	counternarcotics	COTS	commercial off-the-shelf
CNA	computer network attack	CP	command post
CNCI	Comprehensive National Cybersecurity Initiative	CPA	Comprehensive Peace Agreement [Sudan]
CND	computer network defense	CPU	central processing unit
CNE	computer network exploitation	CPX	command post exercise
CNO	computer network operations; Chief of Naval Operations	CR	collection requirement
co	company	CRBM	close-range ballistic missile
CO	commanding officer	CS	combat support
COA	course of action	CSAR	combat search and rescue
COC	combat operations center	CSBM	confidence- and security-building measure
COCOM	combatant command (common usage) [Note: The Department of Defense Dictionary of Military and Associated Terms reserves COCOM for the command authority of a combatant command, using CCMD as the abbreviation for combatant command.]	CSG	carrier strike group
		CSNP	nonpowered causeway section (non-self-propelled)
		CSS	combat service support; Central Security Service [NSA—often shown as NSA/CSS]
CODEL	congressional delegation	CSTC-A	Combined Security Transition Command—Afghanistan
COG	combined operations group; center of gravity	CSTO	Collective Security Treaty Organization
COI	community of interest		

Abbreviations

CSX	command and staff exercise	DCHC	Defense Counterintelligence
CTA	capstone threat assessment		and HUMINT Center [now DIA Directorate for Operations]
CTBT	Comprehensive Test Ban Treaty	DCI	Director of Central Intelligence [position no longer exists]
CTFI	counter-threat-finance intelligence	DCIPS	Defense Civilian Intelligence Personnel System
CTOL	conventional takeoff and landing	DCS	Defense Clandestine Service
CV	multipurpose aircraft carrier	DD	deputy director; destroyer
CVA	attack aircraft carrier	D&D	denial and deception
CVAN	nuclear-powered attack aircraft carrier	DDG	guided-missile destroyer
CVH	V/STOL aircraft carrier	DDH	aviation destroyer (ASW)
CVL	light aircraft carrier	DDNI/A	Deputy Director of National Intelligence for Analysis
CVN	nuclear-powered multipurpose aircraft carrier	DDNS	dynamic domain name system
CVRT	tracked reconnaissance combat vehicle	DDoS	distributed denial of service
CW	chemical warfare; chemical weapon; continuous wave	DDR	disarmament, demobilization, and reintegration
CWC	Chemical Weapons Convention	DDR&E	Directorate of Defense Research and Engineering; director, Defense Research and Engineering
CWIED	command-wired improvised explosive device	DE	damage expectancy; directed energy
CY*	calendar year	DEA*	Drug Enforcement Administration
cy*	copy	DEFSMAC	Defense Special Missile and Aerospace Center
D			
DAO*	defense attaché office	deg	degree(s)
DARPA	Defense Advanced Research Projects Agency	DepSecDef	U.S. Deputy Secretary of Defense
DATT*	defense attaché	dept	department
dB*	decibel(s)	det	detachment
dBsm	decibel referenced to 1 square meter	DEW	directed-energy weapon
DC	direct current	DEXCOM	Intelligence Community Deputies Executive Committee
DCA	Defense Cooperation Agreement	DF	direction finding
		DGZ	desired ground zero

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DHCP	dynamic host configuration protocol	DMZ	demilitarized zone [use initial capitalization when spelling out a proper name, such as Korean Demilitarized Zone]
DHKP/C	Revolutionary People's Liberation Party/Front		
DHS	Department of Homeland Security	DNA*	deoxyribonucleic acid
DI	Directorate for Analysis; Director for Analysis	DNI	Director of National Intelligence
DIA*	Defense Intelligence Agency	DOB*	date of birth
DIAC	Defense Intelligence Analysis Center [now DIA Headquarters]	DOC	Department of Commerce [or Commerce Department]
DIAD	Defense Intelligence Agency directive	DOCEX	document exploitation
DIAI	Defense Intelligence Agency instruction	DoD*	Department of Defense [or Defense Department]
DIAL	Defense Intelligence Agency Liaison Office	DoDIIS	Department of Defense Intelligence Information System
diam	diameter	DoDM	Department of Defense manual
DIAM	Defense Intelligence Agency manual	DoDR	Department of Defense regulation
DIAP	Defense Intelligence Analysis Program	DOE	Department of Energy [or Energy Department]
DIAR	Defense Intelligence Agency regulation	DOI	date of information;
DID	Defense Intelligence Digest		Department of Interior [or Interior Department]
DIO	defense intelligence officer; Defence Intelligence Organisation [Australia]	DOJ	Department of Justice [or Justice Department]
DIS	Defence Intelligence Staff [United Kingdom]	DOMEX	document and media exploitation
DISA	Defense Information Systems Agency	DOS	Department of State [or State Department]
DISES	Defense Intelligence Senior Executive Service	DoS	denial of service
DISL	Defense Intelligence Senior Level	DOT	Department of Transportation [or Transportation Department]
div	division	DOT&E	director of Operational Test and Evaluation
DLO	Defense Liaison Office	DPI	desired point of impact
DMPI	desired mean point of impact	DPP	diesel powerplant
DMS	Defense Message System	DR	director

DRC	Democratic Republic of the Congo	E&E	escape and evasion
DRFM	digital radiofrequency memory	EEI	essential element of information
DSCA	Defense Security Cooperation Agency	EEZ	exclusive economic zone
DSCS	Defense Satellite Communications System	EFP	explosively formed penetrator
DSN*	Defense Switched Network	EIJ	extremely high frequency
DSP	Defense Support Program	EIU	Egyptian Islamic Jihad
DSRV	deep-submergence rescue vehicle (self-propelled)	EKIA	Economist Intelligence Unit
DSS	Defense Security Service	ELF	enemy killed in action
DSV	deep-submergence vehicle (self-propelled)	ELINT*	extremely low frequency
DTA	dynamic threat assessment	elm	electronic intelligence
DTIP	Disruptive Technology Innovations Partnership	ELN	element
DTO	drug trafficking organization	EMAIL*	National Liberation Army [Colombia]
DTRA	Defense Threat Reduction Agency	EMCON	electronic mail
DTSA	Defense Technology Security Administration	EMINT	emission control
DUG	deep underground [facility]	EMP	emissions intelligence
DVD*	digital video disc	ENDP	electromagnetic pulse
dwt	deadweight ton(s)	EO	exception to National Disclosure Policy
DZ/LZ	drop zone/landing zone	EOB	electro-optical;
		EOD	executive order
		EORSAT	electronic order of battle
		EOSAT	explosive ordnance disposal
		EOW	ELINT ocean
			reconnaissance satellite
			Earth observation satellite
			electro-optical warfare
E			
EA	electronic attack [formerly ECM—electronic countermeasures]	EP	electronic protection [formerly ECCM—electronic countermeasures]
ECCM	electronic counter-countermeasures [now EP—electronic protection]	EPIC	El Paso Intelligence Center
ECM	electronic countermeasures [now EA—electronic attack]	EPIL	explosively pumped iodine laser
ECOWAS	Economic Community of West African States	EPL	ELINT Parameter Limits
		EPW	earth-penetrator weapon
		ER	extended-range

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ERP	effective radiated power	F	
ERPAC	Popular Antiterrorist Revolutionary Army of Colombia	F*	Fahrenheit
ERS	early release of submunitions	FAC	forward air controller
ERW	enhanced radiation weapon	FAE	fuel-air explosive
ES	electronic warfare support [formerly ESM—electronic support measures]	FAI	fuel-air incendiary
ESA	European Space Agency		Federal Agency for Government Communications and Information [Russia]
ESDP	European security and defense policy	FARC	Revolutionary Armed Forces of Colombia
ESM	electronic support measures [now ES—electronic warfare support]	FARDC	Armed Forces of the Democratic Republic of the Congo
est*	estimate; estimated		Federally Administered Tribal Areas [Pakistan]
ETA	estimated time of arrival; Basque Fatherland and Liberty	FATA	Federal Bureau of Investigation
ETF	enhanced tactical fighter	FBI*	Foreign Broadcast Information Service [see OSC]
ETIM	East Turkestan Islamic Movement [also called ETIP]	FBIS	fire control
ETIP	East Turkestan Islamic Party [also called ETIM]	FC	functional combatant command
ETL	elevate to launch	FCC	Food and Drug Administration
EU*	European Union	FCIP	foreign disclosure officer
EUFOR	European Union Force	FDA	Foreign Counterintelligence Program
EULEX	European Union Rule of Law Mission	FDO	fuel enrichment plant
EUTELSAT	European Telecommunications Satellite Organization	FEBA	frigate
EUV	extreme ultraviolet	FEMA	folding-fin aerial rocket
EW	electronic warfare; early warning	FEP	guided-missile frigate
EW/GCI	early warning/ground-controlled intercept	FF	corvette
EXCOM	executive committee; Intelligence Community Executive Committee	FFG	frigate (reserve training)
		FFL	
		FFT	

FGI	foreign government information	freq	frequency
FH	frequency-hopping	FROG*	free rocket over ground
FIE	foreign intelligence entity	FSB	Federal Security Service [Russia]
FIR	far infrared	FSLN	Sandinista National Liberation Front
FIS	foreign instrumentation signal; foreign intelligence service	FSS	forward storage site
FISA	Foreign Intelligence Surveillance Act	FSTEK	Federal Service for Technical and Export Control [Russia]
FISINT	foreign instrumentation signals intelligence	FSU	former Soviet Union
FISS	foreign intelligence and security service	FSV	fire-support vehicle
FLIR	forward-looking infrared	ft ² *	square foot; square feet
FLO/FLO	float-on/float-off	ft ³ *	cubic foot; cubic feet
FLOT	forward line of own troops	FTE	full-time equivalent; full-time employee
flt	fleet; flight	FTI	fixed-target indicator
FLTSATCOM	Fleet Satellite Communication System	ft/min	foot (feet) per minute
FM*	frequency modulation	FTO	foreign terrorist organization
FME	foreign materiel exploitation	FTP	file transfer protocol
FMF	Foreign Military Financing	ftr	fighter
FMLN	Farabundo Martí National Liberation Front	ft/s	foot (feet) per second
FMP	fuel manufacturing plant	FTX	field training exercise
FMS	Foreign Military Sales	FVEY	Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom)
FNU*	first name unknown		[tetraphraph for portion markings; in text, spell out, as in "Five Eyes community"]
FOB	forward operating base		
FOBS	fractional orbital bombardment system	FY*	fiscal year
FOC	full operational capability	FYDP	Future Years Defense Program
FOD	foreign object damage	FYI*	for your information
FOFA	follow-on forces attack		
FOIA	Freedom of Information Act		
FOT&E	follow-on test and evaluation		
I4FYC	14 February Youth Coalition		
FOV	field of view		
FPDD	focused police district development		

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G			
g*	gram(s); acceleration of gravity	GLCM*	ground-launched cruise missile
G7	Group of Seven (major industrial nations): United States, United Kingdom, Canada, France, Germany, Italy, Japan	GLOC	ground line of communication
G8	Group of Seven plus Russia	GMI	general military intelligence
G20	Group of 20: 19 of the world's largest economies plus the European Union	GMRD	guards motorized rifle division
GAD	guards artillery division	GMT*	Greenwich Mean Time [see Coordinated Universal Time (UTC), also called Zulu in the U.S. military]
gal*	gallon(s)		
GBU	guided bomb unit	GNP	gross national product
GCA	ground-controlled approach	GOB	ground order of battle
GCC	Gulf Cooperation Council; geographic combatant command	GOCO	government-owned, contractor-operated
GCCS	Global Command and Control System	GOSP	gas-oil separation plant
GCHQ	Government Communications Headquarters [United Kingdom]	GOSSIP	Geotagged Open-Source Search Intelligence Program
GCI	ground-controlled intercept	GOTS	government off-the-shelf
GCSS	Global Combat Support System	GP	general purpose
GCTF	Global Counterterrorism Force	GPS*	Global Positioning System
GDIP	General Defense Intelligence Program	grp	group
GDP*	gross domestic product	grt	gross registered ton(s)
GEO	geosynchronous Earth orbit	GRU	General Staff Main Intelligence Directorate [Russia]
GEOINT*	geospatial intelligence	GS	General Staff
GHQ	general headquarters	GSE	ground support equipment
GHz*	gigahertz	GSM	Global System for Mobile Communications
GID	General Intelligence Directorate	GSOMIA	General Security of Military Information Agreement
GIG	Global Information Grid	GSTAR	Global Strategic and Tactical Relay
GITS	General Intelligence Training System	GTD	guards tank division
		GTMO	Guantanamo Bay
		GTO	geostationary transfer orbit
		GTPP	gas turbine powerplant

H			
h*	hour(s)	HGV	hypersonic glide vehicle
ha	hectare(s)	HHW	higher high water
HAB	hardened aircraft bunker	HIG	Hezb-e-Islami Gulbuddin
HADR	humanitarian assistance and disaster relief	HIMARS	High-Mobility Artillery Rocket System
HALO	high altitude, low opening	HIV*	human immunodeficiency virus
HAMAS†	Islamic Resistance Movement [Note: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, HAMAS generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]	HLA	helicopter landing area
		HLA/DZ	helicopter landing area/drop zone
HARM	high-speed antiradiation missile	HLW	higher low water
HAS	hardened aircraft shelter	HLZ	helicopter landing zone
HAWK‡	Homing-All-the-Way Killer	HME	homemade explosive
HAZMAT*	hazardous materials	HMG	heavy machinegun
HCS	HUMINT Control System	HMMWV	high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
HDBT	hardened and deeply buried target	HOB	height of burst
HDTV*	high-definition television	how	howitzer
HE	high explosive	hp*	horsepower
HEAT	high-explosive antitank	HPM	high-power microwave
HEI	high-explosive incendiary	HPP	hydroelectric powerplant
HEL	high-energy laser	HQ*	headquarters
helo	helicopter	HQN	Haqqani Network
HEMP	high-altitude electromagnetic pulse	HSC	Homeland Security Council
HEO	highly elliptical orbit	HSS	high-speed sealift [vessel]
HET	heavy equipment transporter	HSV	high-speed vessel
HEU	highly enriched uranium	HUD	head-up display
HF*	high frequency	HUJI	Harakat-ul-jihad-i-Islami
HF/DF	high-frequency direction finding	HUJI-B	Harakat ul-Jihad-i-Islami Bangladesh
		HUMINT*	human intelligence
		HVAC	heating, ventilation, and air conditioning
		HVE	homegrown violent extremist
		HVI	high-value individual
		HVT	high-value target
		hwy*	highway
		Hz*	hertz

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I			
IA	information assurance	IED*	Independent Election Commission [Afghanistan]
IADS	integrated air defense system	IFCNR	improvised explosive device
IAEA	International Atomic Energy Agency		Implementation and Followup Committee for National Reconciliation [Iraq]
IAW*	in accordance with	IFF*	identification, friend or foe
IBERLANT	Iberian-Atlantic [region]; Iberian-Atlantic [Command, NATO; now SOUTHLANT]	IFR	instrument flight rules
IBP	Iraqi Baath Party	IFV	infantry fighting vehicle
IC*	Intelligence Community	IG	inspector general; Islamic Group
ICAO	International Civil Aviation Organization	I-HAWK†	Improved Homing-All-the-Way Killer
ICBM*	intercontinental ballistic missile	IHEC	Independent High Electoral Commission [Iraq]
ICC	International Criminal Court	IICT	Interagency Intelligence Committee on Terrorism
ICD	Intelligence Community directive; imitative communication deception	IIR	intelligence information report; imaging infrared
ICE	Immigration and Customs Enforcement	IJU	Islamic Jihad Union
ICG	International Contact Group	ILS	instrument landing system
ICJ	International Court of Justice [commonly called World Court]	IM	info memo
ICOD	information cutoff date; intelligence cutoff date	IMET	International Military Education and Training
ICR	intelligence collection requirement	IMF	International Monetary Fund
ICRC	International Committee of the Red Cross	IMINT*	Imagery intelligence
ICR	intelligence collection requirement	IMO	International Maritime Organization
ICTC	International Committee of the Red Cross	IMSAT	imagery satellite
ICTY	International Criminal Tribunal for the former Yugoslavia	IMU	Islamic Movement of Uzbekistan; inertial measurement unit
ICV	infantry combat vehicle	in*	inch(es)
IDA	International Development Association	in2*	square inch(es)
IDF	Israel Defense Forces	in3*	cubic inch(es)
IDP	internally displaced person	IN	information need
IEA	International Energy Agency	INA	Iraqi National Alliance
		IND	improvised nuclear device
		indef	indefinite

inf	infantry	IRGC-QF	Islamic Revolutionary Guard Corps—Qods Force [Iran]
INF	intermediate-range nuclear force; Intermediate-Range Nuclear Forces [Treaty]	IRINT	infrared intelligence
INFOSEC	information security	IRKS	INHERENT RESOLVE
INMARSAT	International Mobile Satellite Organization [originally International Maritime Satellite Organization]	IRST	Kinetic Support
INR	[State Department] Bureau of Intelligence and Research	IRTPA	infrared search and track
INS	inertial navigation system	ISAF	Intelligence Reform and Terrorism Prevention Act
INSCOM	Intelligence and Security Command [U.S. Army]	ISCI	International Security Assistance Force
Intel*	intelligence	ISF	Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]
INTELSAT	International Telecommunications Satellite Organization	ISI	Iraqi security forces
Interpol*	International Criminal Police Organization	ISIL*	Directorate General for Inter-Services Intelligence [Pakistan]
INTREP	intelligence report		Islamic State of Iraq and the Levant [widely known in the news media as ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]
INTSUM	intelligence summary	I-SLIC	improved semisubmersible infiltration landing craft [improved infiltration boat]
IO	information operations		International Organization for Standardization
IOC*	initial operational capability	ISO	Internet protocol
IOC	International Olympic Committee	ISOO	Information Security Oversight Office
IP*	intelligence preparation of the battlespace	ISP	Internet service provider
IPR	intelligence production requirement	ISR*	intelligence, surveillance, and reconnaissance
IR	infrared		infrared
IRA	Irish Republican Army	ISTAR	intelligence, surveillance, target acquisition, and reconnaissance
IRAM	improvised rocket-assisted munition		information technology
IRBM*	intermediate-range ballistic missile	ITAR	International Traffic in Arms Regulations
IRCM	infrared countermeasures		Information Telegraph Agency of Russia
IRFNA	inhibited red-fuming nitric acid	ITAR-TASS	
IRGC	Islamic Revolutionary Guard Corps [Iran]		

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ITSO	International Telecommunications Satellite Organization	JFCC-ISR	Joint Functional Component Command for Intelligence, Surveillance, and Reconnaissance
ITWA	initial threat warning assessment	JFCC-NW	Joint Functional Component Command for Network Warfare
IVO	in the vicinity of; in view of		
IW	information warfare	JI	Jemaah Islamiyah
I&W	indications and warning	JIACTF	Joint Interagency Cyber Task Force
IVG	interagency working group; intelligence working group		
IX	unclassified miscellaneous unit [naval]	JIATF South	Joint Interagency Task Force South
J			
JAC	joint analysis center	JIEDDO	[former] Joint Improvised Explosive Device Defeat Organization [now JIDA]
JAEIC	Joint Atomic Energy Intelligence Committee		
JAG	judge advocate general	JIIOC	joint intelligence operations center
JAK	Jund al-Khilafah		
JASSM	joint air-to-surface standoff missile	JIIOC-A	Joint Intelligence Operations Center–Afghanistan
JAT	Jemaah Anshorut Tauhid	JIOWC	Joint Information Operations Warfare Command
JCOFA	joint country force assessment	JIPOE	Joint Intelligence Preparation of the Operational Environment
JCS*	Joint Chiefs of Staff		
jct	junction	JMITC	Joint Military Intelligence Training Center
JCTD	joint capabilities technology demonstration	JOC	joint operations center
JDA	joint duty assignment	JOIS	Joint Operational Intelligence Information System
JDAM	Joint Direct-Attack Munition	JP	jet petroleum
JDEC A	Joint Document Exploitation Center–Afghanistan	JRTN	Jaysh Rijal al-Tariq al-Naqshabandiyah (Army of the Naqshabandiyah Order)
JEM	Justice and Equality Movement; Jaish-e-Mohammad	JS	Joint Staff
JEWC	Joint Electronic Warfare Center	JSDF	Japan Self-Defense Force
		JSF	Joint Strike Fighter
		JSOW	Joint Standoff Weapon

JSTARS	Joint Surveillance Target-Attack Radar System	kN	kiloneutron(s)
JTF	joint task force	KPA	[North] Korean People's Army
JTF-GNO	Joint Task Force—Global Network Operations	kph	kilometer(s) per hour [see also km/h]
JTIDS	Joint Tactical Information Distribution System	KRG	Kurdistan Regional Government [Iraq]
JUD	Jamaat-ud-Dawa	ksi	kips per square inch
JUIAF	Joint-Use Intelligence Analysis Facility	kt	kiloton(s)
JUSMAG	Joint U.S. Military Advisory Group	kV*	kilovolt(s)
JWAC	Joint Warfare Analysis Center	kWh*	kilowatt(s)
JWICS*	Joint Worldwide Intelligence Communications System	L	
		L*	liter(s)
		lab*	laboratory
K		LAC	Line of Actual Control [de facto boundary between India and China]
K*	degrees Kelvin [Note: used without degree symbol (°) or word degree]	LACM*	land-attack cruise missile
KDP	Kurdistan Democratic Party [Iraq]	LAF	Lebanese Armed Forces
KFOR	Kosovo Force	LAN	local area network
kg*	kilogram(s)	LANDSAT*	Land Satellite (commercial multispectral)
KGK	Kongra-Gel [also called Kurdistan People's Congress; formerly Kurdistan Workers' Party (PKK)]	LANTIRN	Low-Altitude Navigation and Targeting Infrared for Night
KH	Kataib Hizballah	LAR	light artillery rocket
kHz*	kilohertz	lasert	light amplification by simulated emission of radiation
KIA*	killed in action	LASINT	laser intelligence
KKV	kinetic-kill vehicle	LAW	light antitank weapon
km*	kilometer(s)	lb*	pound(s)
km ² *	square kilometer(s)	LCA	assault landing craft
km ³ *	cubic kilometer(s)	LCAC	air-cushion landing craft
		LCC	amphibious command ship
km/h*	kilometer(s) per hour [see also kph]	LCF	launch control facility
kn*	knot(s)		

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LCM	mechanized landing craft [U.S. Navy definition]; medium landing craft [definition commonly used with navies of other countries]	LNU*	last name unknown
LCMA	air-cushion medium landing craft	LO	low-observable
LCP	personnel landing craft	LOC	line of communication; Line of Control
LCPA	air-cushion personnel landing craft	LOCE	Linked Operations Intelligence Centers Europe
LCS	littoral combat ship	LORAN	long-range aid to navigation
LCU	utility landing craft	LOS	line of sight
LCUA	air-cushion utility landing craft	LOTS	logistics over the shore
LCVP	landing craft, vehicle, personnel	LOX	liquid oxygen
LDS	launch-detection satellite	LPA	amphibious transport
LEA	law enforcement agency	LPAR	large phased-array radar
LEF	law enforcement force; Law Enforcement Forces [Iran]	LPD	amphibious transport dock
LEO	low Earth orbit	LPG	liquefied petroleum gas
LEU	low-enriched uranium	LPH	amphibious assault ship (helicopter)
LF*	low frequency	LPV	low-profile vehicle
lg	large	LRA	Long-Range Aviation [Russia]; Lord's Resistance Army
LGB	laser-guided bomb	LRCM	long-range cruise missile
LGM	laser-guided munition	LSD	dock landing ship
LGW	laser-guided weapon	LSDV	swimmer delivery vehicle
LHA	amphibious assault ship	LSM	medium landing ship
LHD	amphibious assault dock	LSSC	light SEAL/swimmer support craft
LHW	lower high water	LST	tank landing ship
LIC	low-intensity conflict	LT	Lashkar-e-Tayyiba
LIDAR	light detection and ranging	LTBT	Limited Test Ban Treaty
LIFG	Libyan Islamic Fighting Group	Ltd*	Limited [as part of a firm's proper name]
LKA	amphibious cargo ship	LTD	laser target designator
LLW	lower low water	LTTE	Liberation Tigers of Tamil Eelam
LNG	liquefied natural gas	LWIR	long-wavelength infrared
LNI	Library of National Intelligence	LZ	landing zone
LNO	liaison officer		

M		MEADS	medium extended air defense system
μ	micro [one-millionth]	medevac†	medical evacuation
μm	micrometer(s)		[abbreviation accepted as a standard English word]
μs	microsecond(s)		
m°	meter(s)	MEDINT	medical intelligence
m^2*	square meter(s)	MEF	Marine expeditionary force
m^3*	cubic meter(s)	MEK	Mujahedin-e Khalq
MAAG	Military Assistance Advisory Group	MEL	mobile erector-launcher
MAD	magnetic anomaly detector	MEPED	Medium Equipment Parametrics and Engineering Database
MAGTF	Marine Air-Ground Task Force		
MANPADS*	man-portable air defense system(s)	MERCOSUR	Southern Cone Common Market
MAP	membership action plan [NATO]	MERSHIP	merchant ship
MARV	maneuverable reentry vehicle	MESF	Middle East Stability Force
MASINT	measurement and signature intelligence	METSAT	meteorological satellite
MAT	medium assault transport	MEU	Marine expeditionary unit
max	maximum	MF	medium frequency
MB	megabyte(s)	MFO	Multinational Force and Observers
MBT	main battle tank	mg*	milligram(s)
MCFI	Multinational Coalition Forces—Iraq	MGRS	Military Grid Reference System
MC&G	mapping, charting, and geodesy	MHC	coastal minehunter
MCIA	Marine Corps Intelligence Activity	MHCA	air-cushion coastal minehunter
MCM	mine countermeasures; mine countermeasures ship	MHS	minehunting ship
MCP	mobile command post	MHWN	mean high water neaps
MCS	mine countermeasures support ship	MHWS	mean high water springs
MD	military district	MHz*	megahertz
MDA	Missile Defense Agency	mi*	(statute) mile(s)
MDCI	multidisciplinary counterintelligence	mi²*	square mile(s)
mdm	medium	MIA*	missing in action
		MIB	Military Intelligence Board
		MIBN	military intelligence battalion
		MICV	mechanized infantry combat vehicle
		MIDB	Modernized Integrated Database

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MiG*	Mikoyan aircraft [formerly Mikoyan-Gurevich Design Bureau]	MNF-I	Multinational Force—Iraq [became USF-I on 1 January 2010]
mi/h*	mile(s) per hour [see also mph]	MNLF	Moro National Liberation Front
MJII	meaconing, intrusion, jamming, or interference	MNU*	middle name unknown
MILF	Moro Islamic Liberation Front	MOA	memorandum of agreement
MILSATCOM	military satellite communications	MOB	main operating base; missile order of battle; mobilization
MILSTAR	Military Strategic and Tactical Relay [System]	MOD	Ministry of Defense [preferred: Defense Ministry]
min*	minute(s); minimum	Mod	modification [used in missile designators, such as "CSS-5 Mod 4"]
MINURCAT	United Nations Mission in the Central African Republic and Chad	MODAFL	Ministry of Defense and Armed Forces Logistics [Iran]
MINURSO	United Nations Mission for the Referendum in Western Sahara	MOGAS	motor gasoline
MINUSTAH	United Nations Stabilization Mission in Haiti	MOIS	Ministry of Intelligence and Security [Iran]
MIP	Military Intelligence Program	MON	monitor [riverine warfare craft]
MIRV*	multiple independently targetable reentry vehicle	MONUC	United Nations Organization Mission in the Democratic Republic of the Congo
Mk V SOC	Mk V special operations craft	mort	mortar
mL	milliliter(s)	MOU	memorandum of understanding
MLLW	mean lower low water	MOUT	military operations in urban terrain
MLRS	Multiple Launch Rocket System	MOX	mixed oxide
MLWN	mean low water neaps	MP	military police; maritime patrol
MLWS	mean low water springs	MPa	megaPascal(s)
mm*	millimeter(s)	MPA	maritime patrol aircraft
MM	minelayer	MPFA	maritime pre-positioning ship, aviation
mm ² *	square millimeter(s)	MPFC	maritime pre-positioning ship, cargo
mm ³ *	cubic millimeter(s)	MPFD	maritime pre-positioning ship, dock
M-MRCA	medium-range multirole combat aircraft	mph	miles per hour [see also mi/h]
MMW	millimeter wave	MPLA	Popular Movement for the Liberation of Angola
MNF	multinational force		

MR	military region	MWe	megawatt(s) electrical
MRAP	mine-resistant, ambush-protected [vehicle]	MWIR	mid-wavelength infrared
MRBM*	medium-range ballistic missile	MWL	mean water level
MRC	motorized rifle company	MWR	missile warning receiver
MRD	motorized rifle division	MWt	megawatt(s) thermal
MRL	multiple rocket launcher	N	
MRR	motorized rifle regiment	NA*	not applicable; not available
MRTT	multitrole tanker transport	NAC	North Atlantic Council
ms	millisecond(s)	NAFTA	North American Free Trade Agreement
m/s	meter(s) per second	NAI	named area of interest
MSB	minesweeping boat	NAM	Nonaligned Movement
MSC	coastal minesweeper	NAMRU	Naval Medical Research Unit [U.S.]
MSCO	coastal minesweeper (old)	NAS*	naval air station
MSD	minesweeper, drone	NASA*	National Aeronautics and Space Administration
MSF	fleet minesweeper (steel hull)	NASIC	National Air and Space Intelligence Center
MSH	minehunter	NATO*	North Atlantic Treaty Organization
MSI	inshore minesweeper	NAVAID	navigation aid
MSIC	Missile and Space Intelligence Center	NAVSAT	navigation satellite
MSL	mean sea level; minesweeping launch	NBC	nuclear, biological, and chemical
MSM	river minesweeper	NCA	national command authority; nuclear command authority
MSP	money service provider	NCIC	National Counterintelligence Center
MSR	main supply route	NCIS	Naval Criminal Investigative Service
MSS	specialized minesweeper	NCMI	National Center for Medical Intelligence [formerly AFMIC—Armed Forces Medical Intelligence Center]
MSSC	medium SEAL/swimmer support craft	NCO*	noncommissioned officer
Mt	megaton(s)	NCOIC	noncommissioned officer in charge
MTCR	Missile Technology Control Regime		
MTI	moving target indicator		
MTU	master terminal unit		
MTZ	motorized infantry		
MUSIS	Multinational Space-Based Imaging System		
M/V	merchant vessel		
MW*	megawatt(s)		
MW	mine warfare		

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NCPC	National Counterproliferation Center	NIU	National Intelligence University
NCR	National Capital Region	NJOIC	National Joint Operations Intelligence Center
NCS	National Clandestine Service	NLL	Northern Limit Line [Koreas]
NCTC	National Counterterrorism Center	nm	nanometer(s)
NCW	network-centric warfare	NM*	nautical mile(s)
NDP	national disclosure policy	NMD	national missile defense
NEO	noncombatant evacuation operation	NMEC	National Media Exploitation Center
NFI*	no further information	NMI*	no middle initial
NFIB	National Foreign Intelligence Board	NMIC	National Maritime Intelligence Center
NFZ	nuclear-free zone	NMN*	no middle name
NGA	National Geospatial-Intelligence Agency [formerly DMA (Defense Mapping Agency) and later NIMA (National Imagery and Mapping Agency)]	NOB	naval order of battle
NGIC	National Ground Intelligence Center	NORAD	North American Aerospace Defense Command
NGL	natural gas liquids	NPA	New People's Army
NGO*	nongovernmental organization	NPT	Nonproliferation Treaty
NIC	National Intelligence Council	NR	submersible research vehicle (self-propelled)
NICB	National Intelligence Collection Board	NRO	National Reconnaissance Office
NIC C	National Intelligence Coordination Center	NRT	near-real-time
NIE	national intelligence estimate	ns	nanosecond(s)
NIO	national intelligence officer	NSA *	National Security Agency
NIP	National Intelligence Program	NSA/CSS	National Security Agency/ Central Security Service
NIPF	National Intelligence Priorities Framework	NSC	National Security Council
NIPRNET*	Nonsecure Internet Protocol Router Network	NSG	Nuclear Suppliers Group
NIPRNET*	Nonsecure Internet Protocol Router Network	N-SILC	nonsubmersible infiltration landing craft [small speedboat]
NIR	near-infrared	NSIP	NATO Security Investment Program
NIST	National Intelligence Support Team; National Institute of Standards and Technology	NSW RHIB	naval special warfare rigid-hull inflatable boat
NIT	national intelligence topic	NTM	national technical means
		NTM-A	NATO Training Mission—Afghanistan

NTO	nitrogen tetroxide [N ₂ O ₄ ; also shown as dinitrogen tetroxide]	OMLT	operational mentoring and liaison team
NUCINT	nuclear intelligence	OMS	Office of the Martyr Sadr
NVD	night-vision device	ONI	Office of Naval Intelligence
NVG	night-vision goggles	ONIR	overhead nonimaging infrared
NWFP	North-West Frontier Province [Pakistan] [now Khyber Pakhtunkhwa]	OOA	out of area
NWFZ	nuclear-weapons-free zone	OPCW	Organization for the Prohibition of Chemical Weapons
NWSS	nuclear weapon storage site	OPEC*	Organization of Petroleum-Exporting Countries
O			
OAS	Organization of American States	OPFOR	opposing force(s)
OB	order of battle	OPI	office of primary interest
OBE*	overtaken by events	OPIR	overhead persistent infrared
OCA	offensive counterair	OPLAN	operation plan
OCONUS*	outside the continental United States	OPR	office of primary responsibility
OCU	operational conversion unit	OPSEC*	operations security
ODNI*	Office of the Director of National Intelligence	OPTEMPO*	operational tempo
OECD	Organization for Economic Cooperation and Development	OPTINT	optical intelligence
OEF	Operation ENDURING FREEDOM	OSC	Open Source Center [formerly FBIS—Foreign Broadcast Information Service]
OHCHR	Office of the High Commissioner for Human Rights	OSCE	Organization for Security and Cooperation in Europe
OHR	Office of the High Representative	OSD	Office of the Secretary of Defense
OIC	officer in charge; Organization of the Islamic Conference	OSINT*	open-source intelligence
OIF	Operation IRAQI FREEDOM	OT&E	operational test and evaluation
OJT	on-the-job training	OTH	over-the-horizon
O&M	operations and maintenance	OTH-B	over-the-horizon
OMG	operational maneuver group	OTHR	backscatter [radar]
		OTHT	over-the-horizon targeting
		OTU	operational training unit
		OUSD(I)	Office of the Under Secretary of Defense for Intelligence
		oz*	ounce(s)

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P			
PS	permanent five members of the UN Security Council (United States, United Kingdom, France, China, Russia)	PDA	personal digital assistant
PS+I	permanent five members of the UN Security Council plus Germany	PDB	President's Daily Brief
PA	Palestinian Authority; probability of arrival	PDF	portable document format
PAL	permissive action link	PED	personal electronic device
PAP	People's Armed Police [China]	penaid	penetration aid
PAR	precision-approach radar; phased-array radar	PFLP	Popular Front for the Liberation of Palestine
Patriot†	phased-array tracking radar intercept on target	PFLP-GC	Popular Front for the Liberation of Palestine-General Command
PAWS	Phased-Array Warning System	PFP	Partnership for Peace
PB	patrol boat	PG	patrol combatant
PBA	air-cushion patrol boat	PGG	guided-missile patrol combatant
PBD	drone patrol boat	PGGA	air-cushion guided-missile patrol combatant
PBG	guided-missile patrol boat	PGH	hydrofoil patrol combatant
PBH	hydrofoil patrol boat	PGM	precision-guided munition
PBR	river patrol craft	Ph.D.	doctor of philosophy
PBT	training patrol boat	PHM	patrol combatant missile (hydrofoil) [hydrofoil guided-missile patrol combatant]
PBV	postboost vehicle	PHOTINT*	photographic intelligence
PC	personal computer; coastal patrol craft	PIJ	Palestine Islamic Jihad
PCF	fast patrol craft	PIR	passive infrared; priority intelligence requirement
PCFA	fast air-cushion patrol craft	PII	personally identifiable information
PCFG	fast guided-missile patrol craft	PKI	public key infrastructure
PCFH	fast hydrofoil patrol craft	PKK	[former] Kurdistan Workers' Party [see KGK]
PCFS	fire-support patrol craft	PKO	peacekeeping operation
PCH	hydrofoil patrol craft	PLA	People's Liberation Army [China]
PCS	permanent change of station	PLF	Palestine Liberation Front
PD	probability of damage; pulse duration	PLO	Palestine Liberation Organization
		plt	platoon
		p/m	part(s) per million
		PM*	post meridian (after noon)

Abbreviations

PM	river monitor [naval craft]; perception management	PTGA	air-cushion missile attack boat
PMO	project management office; program management office	PTGH	hydrofoil missile attack boat
POC*	point of contact	PTH	hydrofoil torpedo boat
POE	port of entry	PTT	push to talk
POL*	petroleum, oils, and lubricants	PUG	partially underground
Polisario†	Popular Front for the Liberation of Saguia el-Hamra and Rio de Oro	PUK	Patriotic Union of Kurdistan [Iraq]
POMCUS	pre-positioning of materiel configured to unit sets	PV	physical vulnerability
POTUS*	President of the United States	PWHQ	primary war headquarters
POW*	prisoner of war	Q	
PPRC	Palestinian Popular Resistance Committees	Q&A*	question(s) and answer(s)
PR	production requirement	QC	quality control
PRA	Performance Review Authority [DCIPS]	QDR	Quadrennial Defense Review
PRF	pulse repetition frequency	qt*	quart(s)
PRI	pulse repetition interval	R	
PRT	provincial reconstruction team	RAD	radiation absorbed dose
PS	large patrol ship	radar†	radio detection and ranging
PSG	guided-missile patrol ship	RADCOM	radio communications
psi*	pound(s) per square inch	RADINT	radar intelligence
PSI	Proliferation Security Initiative	RADREL	radio-relay
PSP	pierced-steel planking	RAM	radar-absorbing material; random access memory
PST	training patrol ship	RC	regional command
PSTN	public switched telephone network	RCA	riot-control agent
PSYOP	psychological operations	RC Capital	Regional Command Capital [Afghanistan]
pt*	pint(s)	RC East	Regional Command East [Afghanistan]
PT	torpedo boat	RCIED	radio-controlled improvised explosive device
PTD	drone torpedo boat	RCLR	recoilless rifle
PTF	fast patrol craft	RC North	Regional Command North [Afghanistan]
PTG	missile attack boat	RCS	radar cross section

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RC South	Regional Command South [Afghanistan]	RSMA	RESOLUTE SUPPORT Mission Afghanistan
RC West	Regional Command West [Afghanistan]	RSP	render-safe procedure
rd	round(s)	RSTA	reconnaissance, surveillance, and target acquisition
R&D*	research and development	rte	route
RDA	research, development, and acquisition	RTP	rail transfer point; rail transshipment point
RDD	radiological dispersal device	RTU	remote terminal unit; remote telemetry unit
RDF	radio direction finding	RV	reentry vehicle
rd/min	round(s) per minute	RWR	radar warning receiver
RDT&E	research, development, testing, and evaluation	rwy	runway
REC	radioelectronic combat	S	
recon	reconnaissance	s*	second(s)
ref*	reference	SACEUR	Supreme Allied Commander, Europe [NATO]
regt	regiment	SACLANT	Supreme Allied Command(er), Atlantic [NATO]
Ret*	retired [used with rank]	SACLOS	semiautomatic command to line-of-sight
RF	radiofrequency	SADC	Southern African Development Community
RFI	request for information	SAFF	safing, arming, fuzing, and firing
RFID	radiofrequency identification	SAM*	surface-to-air missile
RFP	request for proposal	SAMOB	surface-to-air missile order of battle
RFW	radiofrequency weapon	SAP	special access program
RGF	remote ground facility	SAR	search and rescue; synthetic aperture radar
RHAW	radar homing and warning	SARS	severe acute respiratory syndrome
RHIB	rigid-hulled inflatable boat	SASM	strategic air-to-surface missile
RIF	reduction in force	SATCOM	satellite communications
RL	rocket launcher	SATNAV	satellite navigation
RM	response memo; risk management		
RMR	rock-mass rating		
ROE	rules of engagement		
RO/RO	roll-on/roll-off		
RPG*	rocket-propelled grenade		
rpm*	revolution(s) per minute		
RPV	remotely piloted vehicle		
RRF	rapid-reaction force		

SATRAN	satellite reconnaissance	SF	special forces
	advance notice	SFOR	Stabilization Force
SBIRS	Space-Based Infrared System	SHAPE	Supreme Headquarters Allied Powers, Europe [NATO]
SBL	space-based laser	SHF	superhigh frequency
SBR	space-based radar	ShLBM	ship-launched ballistic missile
SCADA	supervisory control and data acquisition	SHORAD	short-range air defense
SCI*	sensitive compartmented information	SI	special intelligence; International System of Units [commonly called the metric system]
SCIF	sensitive compartmented information facility		
SCIRI	Supreme Council for the Islamic Revolution in Iraq [now ISCI—Islamic Supreme Council of Iraq]	SIA	senior intelligence analyst
		SIGINT*	signals intelligence
		SILC	semisubmersible infiltration landing craft [infiltration boat]
SCO	Shanghai Cooperation Organization	SIM*	subscriber identity module
SCRM	supply chain risk management	SINCGARS	single-channel ground and airborne radio system
scuba†	self-contained underwater breathing apparatus	SIO	senior intelligence officer
SDIA	senior defense intelligence analyst	SIOP	Single Integrated Operational Plan
SDR	source-directed requirement	SIPRNET*	Secret Internet Protocol Router Network
SDV	SEAL/swimmer delivery vehicle; strategic delivery vehicle	SITREP	situation report
SEAD	suppression of enemy air defenses	SL	Sendero Luminoso [or Shining Path]
SEAL†	sea/air/land	SLAM	standoff land-attack missile
SecDef	[U.S.] Secretary of Defense	SLAR	side-looking airborne radar
SEDENA	Secretariat of National Defense [Mexico—includes Mexico's Army and Air Force]	SLBM*	submarine-launched ballistic missile
SEMAR	Secretariat of the Navy [Mexico]	SLCM*	sea-launched cruise missile
SERE	survival, evasion, resistance, and escape	SLEP	service life extension program
SERER	survival, evasion, resistance, escape, and recovery	SLF	superlow frequency
SES	Senior Executive Service	SLM/A	Sudanese Liberation Movement/Army
		SLOC	sea line of communication
		SLV	space launch vehicle
		SLWT	side-loadable warping tug
		sm	small

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SME	subject matter expert	SPSS	self-propelled
SMEB	significant military exercise brief	sq*	semisubmersible [vessel] square
SMP	Security Markings Program [formerly CAPCO]	sqdn	squadron
SMS	short message service	SRAM	short-range attack missile
SNF	short-range nuclear force; spent nuclear fuel	SRBM*	short-range ballistic missile
SNS	social networking site	SRF	Strategic Rocket Forces [Russia]
SOB	space order of battle	SRO	sensitive reconnaissance operation
SOC	sector operations center	SS	diesel-powered attack submarine
SOC-R	special operations craft, riverine [riverine special operations craft]	SSA	auxiliary submarine
SOF	special operations forces	SSB	ballistic missile submarine; single sideband
SOFA	status of forces agreement	SSBN	nuclear-powered ballistic missile submarine
SOG	special operations group	SSC	coastal submarine
SOI	Sons of Iraq	SSG	cruise missile attack submarine
SO/LIC	special operations/ low-intensity conflict	SSGN	nuclear-powered cruise missile attack submarine
sonar†	sound navigation and ranging	SSLP	transport submarine
SOP	standard operating procedure	SSM	surface-to-surface missile; midget submarine
SORT	Strategic Offensive Reduction Treaty	SSMOB	surface-to-surface missile order of battle
SOSI	space object surveillance and identification	SSN	nuclear-powered attack submarine
SOUTHLANT	Regional Command Southeast Atlantic [NATO; formerly IBERLANT]	SSP	air-independent-powered attack submarine
SP	self-propelled	SSR	surface-to-surface rocket
SPAAG	self-propelled antiaircraft gun	SSRP	Sensitive Source Reporting Program
SPADOC	space defense operations center	SSS	staff summary sheet; source summary statement
SPG	self-propelled gun	SST	training submarine
SPOD	seaport of debarkation; sea point of departure	SSTR	stability, support, transition, and reconstruction
SPOT*	Satellite pour l'Observation de la Terre	St*	street; saint

S&T	scientific and technical; science and technology	T	
STANAG	standardization agreement [NATO]	t*	metric ton(s) (tonne[s])
STAR	system threat assessment report	T2	technology transfer [see also TT]
START*	Strategic Arms Reduction Treaty	TA	tank army
S&TI	scientific and technical intelligence	TAA	tactical air army
STO	special technical operation	TACAN*	tactical air navigation
STOL	short takeoff and landing	TARE	telegraph automation relay equipment
STOVL	short takeoff and vertical landing	TARM	tactical antiradiation missile
STOVL	short takeoff and vertical landing	TASM	tactical air-to-surface missile
STOVL	short takeoff and vertical landing	TASMO	tactical air support for maritime operations
STP	Strategic Transition Plan [South Korea]	TBA*	to be announced
STSS	space tracking and surveillance system	TBD*	to be determined
STU	secure telephone unit	TBM	theater ballistic missile; tactical ballistic missile; tunnel-boring machine
SUBROC	submarine rocket	TBMD	theater ballistic
SUW	surface warfare		missile defense
SVBIED	suicide vehicle-borne improvised explosive device	TCM	tactical cruise missile
SVIED	suicide vest improvised explosive device	TCP/IP	transmission control protocol/Internet protocol
SVR	Foreign Intelligence Service [Russia]	TD-2	Taepo Dong 2
SWAPO	Southwest Africa People's Organization	TDM	time-division multiplexed
SWC	special warfare craft	TDMA	time-division multiple access
SWCL	special warfare craft, light	TDY*	temporary duty
SWCM	special warfare craft, medium	T&E	test and evaluation
SWHQ	static war headquarters	TECHINT	technical intelligence
SWIR	short-wavelength infrared	TEL	transporter-erector-launcher
		TELAR	transporter-erector-launcher and radar
		TELINT	telemetry intelligence
		TFG	Transitional Federal Government [Somalia]
		TFLIR	targeting forward- looking infrared
		TFR	terrain-following radar
		tgt	target

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THAAD	terminal high-altitude air defense	TV*	television
TIC	toxic industrial chemical	TVD	theater of military operations
TIDE	Terrorist Identities Datamart Environment	TWJWA	al-Tawhid wal-Jihad in West Africa [also known as Movement for Unity and Jihad in West Africa (MUJWA)]
tk	tank		
TLAM	Tomahawk land-attack missile		
TLAM/C	Tomahawk land-attack missile/conventional	U	
TLAM/N	Tomahawk land-attack missile/nuclear	UAE	United Arab Emirates
TLAR	transporter-launcher and radar	UAV*	unmanned aerial vehicle
TLE	treaty-limited equipment	UC	under construction
TMD	theater missile defense	UCAV	unmanned combat aerial vehicle
TNF	theater nuclear force	UCF	uranium conversion facility
TOA	time of arrival	UCP	Unified Command Plan
TO&E	table of organization and equipment	UDMH	unsymmetrical dimethyl hydrazine
TOR	term of reference	UDT	underwater demolition team
TOT	time on target	UEF	uranium enrichment facility
TOW ^t	tube-launched, optically tracked, wire-guided [antitank missile]	UF ₄	uranium tetrafluoride
		UF ₆	uranium hexafluoride
tpd	metric ton(s) per day	UFAC	Underground Facility Analysis Center
TPP	thermal powerplant	UG	underground
TR	tank regiment	UGF	underground facility
TRA	temporary restricted area	UGV	unmanned ground vehicle
TRADOC	Training and Doctrine Command [U.S. Army]	UHF*	ultrahigh frequency
TRB	technical reconnaissance bureau	UI*	unidentified
TSA	Transportation Security Administration	UK*	United Kingdom
TSMO	Threat System Management Office	ULCC	ultralarge crude carrier
TT	technology transfer [see also T2]	ULF*	ultralow frequency
TTBT	Threshold Test Ban Treaty	ULV	unmanned launch vehicle
TTP	tactics, techniques, and procedures; Tehrik-e Taliban Pakistan	UMOPAR	Rural Mobile Patrol Unit [Bolivia]
		UN*	United Nations
		UNAMA	United Nations Assistance Mission in Afghanistan
		UNAMI	United Nations Assistance Mission for Iraq

UNAMID	African Union–United Nations Hybrid Operation in Darfur	UNMIT	United Nations Integrated Mission in Timor-Leste
UNASUR	Union of South American Nations	UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNC	United Nations Command	UNOCI	United Nations Operation in Côte d'Ivoire
UNDOF	United Nations Disengagement Observer Force	UNODC	United Nations Office on Drugs and Crime
UNDP	United Nations Development Program	UNOGBIS	United Nations Peacebuilding Support Office in Guinea-Bissau
UNEP	United Nations Environment Program	UNOMIG	United Nations Observer Mission in Georgia
UNESCO	United Nations Educational, Scientific, and Cultural Organization	UNOPS	United Nations Office for Project Services
UNFICYP	United Nations Peacekeeping Force in Cyprus	UNOWA	United Nations Office for West Africa
UNFPA	United Nations Population Fund	UNPOS	United Nations Political Office for Somalia
UNHCR	United Nations High Commissioner for Refugees	UNRCCA	United Nations Regional Centre for Preventive Diplomacy in Central Africa
UNICEF	United Nations Children's Fund	UNRWA	United Nations Relief and Works Agency for Palestinian Refugees in the Near East
UNIDO	United Nations Industrial Development Organization		
UNIFIL	United Nations Interim Force in Lebanon	UNSC	United Nations Security Council
UNIOSIL	United Nations Integrated Office in Sierra Leone	UNSCO	Office of the United Nations Special Coordinator for the Middle East Peace Process
UNIPSIL	United Nations Integrated Peacebuilding Office in Sierra Leone	UNSCOL	Office of the United Nations Special Coordinator for Lebanon
unk*	unknown		
UNMIK	United Nations Interim Administration Mission in Kosovo	UNSCR	United Nations Security Council resolution
UNMIL	United Nations Mission in Liberia	UNTSO	United Nations Truce Supervision Organization
UNMIN	United Nations Mission in Nepal	URL†	uniform resource locator
UNMISS	United Nations Mission in South Sudan	U.S.*	United States

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USA*	United States of America [United States or U.S. preferred]; United States Army	USV	unmanned surface vehicle
USAF*	United States Air Force	USW	undersea warfare
USAFRICOM*	United States Africa Command	UTC	Coordinated Universal Time [also known as Greenwich Mean Time and as Zulu]
USAID	United States Agency for International Development	UUV	unmanned underwater vehicle
USCENTCOM*	United States Central Command	UW	unconventional warfare
USCG*	United States Coast Guard	UWB	ultrawideband
USDA	United States Department of Agriculture [or Agriculture Department]	V	
USDAO*	United States Defense Attaché Office	V*	volt(s)
USD(I)	Under Secretary of Defense for Intelligence	VBIED	vehicle-borne improvised explosive device
USEUCOM*	United States European Command	VDS	variable-depth sonar
USF-I	United States Forces-Iraq [formerly MNF-I]	VDT	video display terminal
USFK	United States Forces, Korea	VDV	Russian Airborne Troops
USGS	United States Geological Survey	VFR	visual flight rules
USJFCOM	United States Joint Forces Command	VGW	variable-geometry wing
USMC*	United States Marine Corps	VHF*	very-high frequency
USN*	United States Navy	VIP*	very important person
USNORTHCOM*	United States Northern Command	VISINT	visual intelligence
USPACOM*	United States Pacific Command	VISOB	visual observer
USPER*	U.S. person	VLCC	very large crude carrier
USSOCOM	United States Special Operations Command	VLF*	very-low frequency
USSOUTHCOM*	United States Southern Command	VN	vulnerability number
USSTRATCOM	United States Strategic Command	VOIED	victim-operated improvised explosive device
USTRANSCOM	United States Transportation Command	VOIP	Voice Over Internet Protocol
		VOR*	very-high-frequency omnidirectional range
		VORTAC*	colocated VOR and TACAN
		VSAT	very-small-aperture terminal
		V/STOL	vertical/short takeoff and landing
		VTOL	vertical takeoff and landing
		VTR	tracked recovery vehicle

W

W prefix for ship designators	[Adding an initial W to an abbreviation for a naval ship or craft indicates a coast guard ship or craft; thus, a WLCU is an LCU (utility landing craft) assigned to a coast guard or coast-guard-like force.]
W*	watt(s)
WAN	wide-area network
WARM	wartime reserve mode
WB	wideband
WFP	World Food Program
Wh	watt-hour(s)
WHO	World Health Organization
WHQ	war headquarters
WIA*	wounded in action
WIG	wing-in-ground effect
WLL	wireless local loop
WMD*	weapons of mass destruction
WRM	war reserve materiel
WRMS	war reserve materiel stock
WSSIC	Weapon and Space Systems Intelligence Committee
WTO	World Trade Organization
WUNM	weapons-usable nuclear material
WWW	World Wide Web

Y

yd*	yard(s)
yd2*	square yard(s)
yd3*	cubic yard(s)
yr*	year(s)

Z

Z*	Zulu [see Coordinated Universal Time (UTC); also known as Greenwich Mean Time]
	Ziyad al-Jarrah Battalions

X

XA	executive assistant
xmtr	transmitter
XO	executive officer

CHAPTER 3: Capitalization

Social Security is a government program;
social security might refer to whether you have
a date Friday night.

—Bill Walsh, *Yes, I Could Care Less: How to Be a Language Snob Without Being a Jerk*

CHAPTER 3: Capitalization

The trend in American publishing has been to reduce the amount of capitalization in text. Proper nouns still are capitalized, of course, but often words derived from them are printed with lowercase without damage to clarity or significance.

Beginnings

Begin each sentence with a capital letter.

Begin each item in an indented listing with a capital letter. This applies to bulleted lists, lists marked with em- or en-dashes or other symbols in place of bullets, numbered lists, and nonbulleted lists—and it applies whether the items are full sentences, clauses, phrases, or single words.

The rule applies to the following types of indented lists:

- Lists marked with bullets (◦), numbers, or other symbols (such as >) that are equivalents of bullets.
- Lists marked with em (—) or en (–) dashes.
- Lists that are indented but that lack initial markings.

Note: This rule generally has not been applied in this style manual so that fragmentary samples can illustrate desired combinations of uppercase and lowercase letters.

Proper Names

Capitalize proper names, also known as proper nouns.

Many authors feel a need to treat a common noun (the type of noun that identifies one or all of the members of a class of persons, places, things, qualities, or actions) as a proper noun (the type of noun that identifies a unique person, place, thing, quality, or action) because the author is writing about the thing or things a common noun represents. For example, an author discussing activities at a forward operating base in Afghanistan may feel a need to capitalize *forward operating base* because that type of thing is the focus of the author's attention. Nevertheless, the noun (or noun phrase) remains a common noun—and should not be capitalized—unless the author uses the name of a specific item from the class (a proper noun), such as *Forward Operating Base Kala Gush*.

Capitalizing Plurals

Capitalize the plural form of a common noun when it follows the proper adjective portion of two or more proper names.

Baltic and Black Seas
Tigris and Euphrates Rivers
Helsinki and Turku Naval Bases
Helmand and Kandahar Provinces

Forward Operating Base Kala Gush

but a forward operating base; three forward operating bases

Ninawa Reconstruction Team

but a provincial reconstruction team; two provincial reconstruction teams

Karbala Provincial Council

but a provincial council; affecting all provincial councils

UN Security Council Resolution 1600

but a UN Security Council resolution; UN Security Council resolutions

Most decisions on capitalizing names are concerned with common nouns that occur as parts of proper names, derivatives of proper names, and particles with names.

CHAPTER 3

Common Nouns in Proper Names

Capitalize common nouns as parts of proper names but not when the common noun is separated from the rest of the name by a word or phrase or when the common noun stands for the name of the place or thing.

- The Persian Gulf is an exception because of its prominence in military writing. Thus, we write "the Gulf War," "Gulf states," etc. Use lowercase for *gulf* as a common noun referring to any other gulf—for example, "Operations in the Gulf of Aden have increased because of pirates' activities in the gulf."

Quebec Province; Province of Quebec; Quebec, Canada's separatist province; the province
the Panama Canal; the canal

the Volga River; the river

Volgograd Command Post and Barracks; the command post; the barracks in Volgograd

Gwadar Port; the port

Puerto Quetzal; the port

Target Intelligence Conference; the conference

the Gulf of Aden; the gulf

the English Channel; the channel

Korean Peninsula; the peninsula

Capitalize *treaty* when it is part of the proper noun title or shortened title of a signed treaty; however, use lowercase for the word *treaty* when it is part of the name of an agreement that is not yet signed. Use lowercase for *treaty* when it stands alone for an agreement.

the Conventional Armed Forces in Europe Treaty; the CFE Treaty; the treaty

A conventional forces in Latin America treaty has never been developed.

The treaty was signed in 1973 but was not approved by the legislatures of all participating nations until 1984.

treaty-limited equipment

Use lowercase for *constitution* in most cases; use initial capitalization only when referring to the U.S. Constitution.

Derivatives of Proper Names

Capitalize the proper name portion of names that retain an association with their origin.

Bailey bridge [a bridge type]	Internet websites	neo-Stalinism
Castroite sympathies	Islamization	Patton tank
degrees Celsius	Leninist doctrine	Ponzi scheme
degrees Fahrenheit	Marxism	Trojan horse
Doppler effect	Morse code	World Wide Web

Use lowercase for derivatives of proper names when they have acquired independent meanings.

(The U.S. Government Printing Office Style Manual, available on NIPRNET, contains a more extensive list.)

anglicize	india ink	pitot tube
angstrom unit	italicize	plaster of paris
arabic numerals	italic type	quisling
arctic clothing	jeep [as vehicle type, not trade name]	quixotic
artesian well	joule	quonset hut
bohemian	macadamized road	roentgen

bowie knife	mach	roman candle
braille	madras cloth	roman numerals
degaussing	manila envelope	roman type
diesel engine	mason jar	sanforize
fuller's earth	mecca [as place of interest, not city]	utopia
gargantuan	molotov cocktail	vaseline
gauss	neon light	venturi tube
german silver	newton	vulcanize
gothic type	pasteurize	watt
herculean task	philistine	website
holland cloth	pitman arm	zeppelin

Capitalize trade names that have not been forced into the generic language. However, unless you know a particular item is the genuine trade article, you'll do better to substitute the generic term.

- air-cushion vehicle or hover craft [unless it is a real Hovercraft]
- fiberglass [unless it is Owens-Corning Fiberglas]
- a copy or photocopy [unless it is a Xerox copy]
- a vacuum container [unless it is a real Thermos]
- clear thermoplastic sheet [unless it really is Plexiglas]

Use lowercase for international and national currencies, even though a number of them may appear to be based on proper names, such as the euro, the bolivar, and the balboa.

afghani	dollar	peso
balboa	euro	pound
bolivar	franc	ruble
deutsche mark	lira	rupee

Particles With Proper Names

Capitalize *the* or its equivalent in a foreign language when it is part of an official name. When the name is used as an adjective, an uncapitalized *the* may precede it—despite the redundancy for a non-English name.

- The Hague; the Second Hague Conference
- El Salvador; the El Salvador situation
- The Bahamas; the Bahamas Tourist Office
- The Gambia; the Gambia mapping project

For many place names, convention calls for a lowercase *the*, especially with names of regions, island groups, rivers, and mountain ranges; place names that are in plural form; and place names that are adjective-noun compounds.

the North Caucasus	the Ural Mountains
the Midwest	the Netherlands
the Spratly Islands	the United States
the Tigris River	the United Kingdom

Do not capitalize *the* when it begins the name of a newspaper or other periodical; the name of a vessel, aircraft, or train; or the name of a firm. This rule applies even though *The* may appear as part of a newspaper's name on its masthead, as part of a vessel's name, or as part of a business's name.

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the Washington Post
 the Times
 the Los Angeles [proper name of a ship]
 the Hershey Company

In many European names, *d'*, *de*, *della*, *den*, *du*, *la*, *l'*, *van*, *vander*, *von*, and so forth normally are not capitalized except at the beginning of a sentence. The convention for the same particles for individuals born in English-speaking countries varies widely; try to find out how the individual capitalizes his or her name, but use the lowercase form if that information is not available.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases." Also, note the hyphen with the *al* in "Haydar al-Abadi":

Intelligence Community (IC) guidance requires first that IC agencies follow spellings of individuals' names as they appear in *The World Factbook* no matter what transliteration practices might indicate. For the many Arabic names that do not appear in *The World Factbook*, IC guidance directs that agencies follow an IC standard for transliteration of Arabic. This standard calls for hyphens to "connect name elements within a name," as in "Abd-al-Rahman" and "Abu-al-Bashar." However, hyphens are not used in names that include *Al/dh* as part of the name (as in "Abdallah" or "Nasrallah") or names marked by the lineage/family marker *Al* (as in "Al Saud"), though this latter situation is rare and occurs mostly with names of individuals in Gulf Arab royal houses.

The World Factbook is available on JWICS at <<https://www.cia.us.qlat/DI/Factbook/index.html>>.

Arabic Place Names. Presentation of *al* and similar elements associated with place names in Arabic follows different rules—those of the Board on Geographic Names (BGN), which the National Geospatial-Intelligence Agency (NGA) uses for most of the Middle East. For Arabic place names, *al* appears with an uppercase A, and no hyphen joins *Al* to the rest of the name, as in "Al Basrah" and "Al Qanbariyah" in Iraq.

A further difference exists between the IC standard for presenting Arabic personal names and the BGN's standard for spelling Arabic place names that include *al*. The IC standard for personal names transliterates the definite article *al* as it is written in Modern Standard Arabic (MSA)—*alif lam*. The BGN transliterates the definite article *al* in place names as it is pronounced in MSA. In MSA pronunciation, *al* is "assimilated" when followed by one of the 14 "sun letters." When preceding the letter *nun*, for example, *al* is pronounced "an"—*alif nun*. Therefore, the BGN renders an Iraqi city as "An Najaf" rather than "Al Najaf." Similar examples are "As Sulaymaniyah," "Ar Ramadi," "Ash Shamiyah," "Ad Diwaniyah," and so forth.

NGA maintains a searchable database of place names using BGN standards on NIPRNET: <<http://www.geonames.nga.mil/namesgaz/>>. Search this database with "Options" set for "No Diacritics" and "BGN Standard" when you are seeking only BGN-approved spellings of place names.

Arabic Business/Organization Names. For names of businesses or business-related organizations with Arabic portions in their names, follow the presentation style for *al*, *al*, *Al*, or *Al-* as that element appears in the source of the information. Businesses and business-related organizations use a variety of styles for presenting such an element, as company literature, business websites, and business directories demonstrate. If multiple sources show conflicting styles for the same business or organization and you have no way of finding out what the company or organization itself prefers, use *Al-* as the default.

Dresser Al-Rushaid Valve & Instrument Ltd	Dallah al Baraka Group
Ras Al Khaimeh Gas Commission	Dr. Al-Oufi Law Firm

A'amal Al Nashi Transportation Est.

Al-Arabiyah [television network]

Al-Furat [television network]

A M Al Khorafi Est.

Al Jazeera [television network]

Al-Furat [newspaper]

Arabic Names Occurring Within Sentences. When an Arabic name with *al-* as part of the name begins a sentence, the first letter of *al-* must be capitalized. However, when a name with *al-* as part of the name occurs within a sentence, keep the *al-* in its lowercase form. Of course, if *Al* has initial capitalization, as in a place name, the *Al* will have initial capitalization whether it begins a sentence or occurs within the sentence.

Al-Qaida in Iraq had maintained a presence since....

When al-Qaida in Iraq sent fighters into....

Operations in Al Basrah began during....

Arabic Names in Titles or Headings. When an Arabic name with *al-* as part of the name appears in a title or heading, keep the *al-* in lowercase form unless the name begins the title/heading or appears immediately after a colon that connects a subtitle/subheading to a main title/heading:

Al-Qaida in the Arabian Peninsula Resizing Its Forces in the South

A Volatile South: Al-Qaida in the Arabian Peninsula Resizing Its Forces

Iraqi Government Operations Against al-Qaida Fighters

Organized Bodies

Governmental Bodies

Capitalize the proper name of a *national* governmental body as well as the shortened form of the proper name. Use lowercase for generic equivalents of the proper names and for shortened forms of the names of administrative bodies.

the U.S. Congress; the Congress; a congressional delegation

the British Parliament; the Parliament; the British legislature

the Colombian Congress; the Congress; the Colombian legislature; the Colombian parliament

the Icelandic Althing; the Icelandic parliament; the Icelandic legislature

the Ecuadorian National Congress; the Congress; the legislature

the Austrian Federal Assembly; the congress; the parliament

but the Pakistani Ministry of Law and Justice; the ministry

the Mexican National Public Safety Council; the council

Use lowercase for government (except U.S. Government) or its equivalent and for administration.

the U.S. Government; the British government; the government of Italy;

the national government; the Brown

government; the government; the Obama

administration; the administration

For the United States only, use initial capitalization for Cabinet.

the U.S. Cabinet; President Obama's Cabinet; the Cabinet

Parliament

Capitalize *Parliament* if it is the actual name of a country's legislature, but use lowercase *parliament* if the legislature actually has a different name.

Check *The World Factbook* if you are uncertain about a legislature's proper name.

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For the United Kingdom and the Commonwealth of Independent States, capitalize **Commonwealth** as part of the proper name and standing alone as a substitute for the full name.

the British Commonwealth; the Commonwealth; Commonwealth negotiations
the Commonwealth of Independent States; the Commonwealth; Commonwealth military issues

For subnational governmental bodies, capitalize only the full proper name; avoid shortened forms that might be confused with shortened forms of national equivalents.

the Commonwealth of Virginia; the commonwealth
the Maryland House of Delegates; the state legislature
the Quebec Parliament; the provincial parliament
the Jerusalem Municipal Council; the municipal council
the Karbala Provincial Council; the council

Military Forces

The names of a nation's military and police forces or services depend on how the nation's forces are structured. Do not assume that a nation's force names mirror those of the United States.

For the United States, capitalize **Armed Forces** when the term appears with the nation's name, but use lowercase if the name is separated from it.

the U.S. Armed Forces; the Armed Forces of the United States; the capabilities of the U.S. Armed Forces
but The capabilities of the armed forces have improved.

For the rest of the world, use lowercase for **armed forces**, unless **armed forces** is part of the proper name.

the Argentine armed forces; the armed forces of Argentina; the armed forces
the Lebanese Armed Forces; the armed forces

Note: This guidance also applies when an acronym is being established for use in subsequent references to the military:

The structure of the Argentine armed forces (AAF)....

Capitalize the full proper name of a military force, military service, or national police force as well as a shortened form of the proper name. Use lowercase for generic terms related to force names and for names of forces that are being considered but that have not yet been developed. Terms such as *army*, *navy*, *air force*, and *marines* will be generic labels if a nation's proper names for its forces use other terms or if a nation's military structure is too small to include a developed army, navy, and so on.

the U.S. Army; the Army; Army fighting vehicles [controlled by the U.S. Army]
the U.S. Navy; the Navy; Navy surface ships [controlled by the U.S. Navy]
but naval; naval weapons [generic reference]; naval vessels [generic reference]
the U.S. Marine Corps; the U.S. Marines; the Marines; a Marine; a Marine landing craft [controlled by the U.S. Marines]; a marine amphibious craft [generic reference to a vessel type]; development of marine tactics [generic reference]
the U.S. Air Force; the Air Force; Air Force fixed-wing aircraft and helicopters [controlled by the U.S. Air Force]
the U.S. Coast Guard; the Coast Guard; a Coast Guard rescue vessel [controlled by the U.S. Coast Guard]
the Egyptian Army; the Army; the Egyptian ground forces; army equipment [generic reference to an equipment type]; army, division, or regiment level
the People's Liberation Army; the PLA; the Chinese Army; the Army; Chinese ground forces; the People's Liberation Army Air Force; the Air Force
the French Navy; the Navy; naval units [generic reference]; naval combatants [generic reference]

the Royal Air Force; the Air Force; an Air Force pilot [controlled by the Royal Air Force]
 the Syrian Arab Air and Air Defense Forces; the Air and Air Defense Forces; Air Defense units
 [controlled by the Syrian Air and Air Defense Forces]; air defense guns and missiles [generic reference to weapon types]
 the Spanish Guardia Civil [the Spanish form of the proper name]; the Spanish Civil Guard [the English equivalent for the proper name]; Spain's national police; the national police
 the Barbados Coast Guard; the Coast Guard; the navy of Barbados
 the Jamaica Air Wing; the Air Wing; Jamaica's air force; the air force
 The Russian military has six combat arms: the Ground Forces, the Navy, the Air Forces, the Airborne Troops, the Strategic Rocket Forces, and the Space Troops. In this structure, *army* is a generic reference:
 the Russian Ground Forces; a Ground Forces unit; the Russian army; an army unit

Use lowercase for shortened forms of individual unit names.

the 1st Army; the army
 the 6th Fleet; the fleet
 the 1028th Brigade; the brigade
 I Corps; the corps

Use lowercase—other than for proper names—for military services as a group, for general references to one kind of service in the plural form, or for the plural form of a military service type for more than one country.

the British military establishment
 NATO naval forces; NATO navies
 Central European air forces
 British-supplied air force, naval, and ground equipment
 but Greek and Turkish Navies; British, Indian, and French Air Forces [the plural form of the common noun following the proper adjective portion of two or more proper names]
 the armies of the United States and the United Kingdom

U.S. Military Services and Combatant Commands

For the U.S. military, use initial uppercase for *Military Service(s)* but lowercase for *service(s)*, *unified command(s)*, *specified command(s)*, and *combatant command(s)*.

Do not capitalize these terms in connection with the militaries of other countries or for U.S. commands below the combatant command level (except as part of the full name of a command).

International Organizations

Capitalize the full proper name of an international organization and its subelements; use lowercase for shortened forms of the names and for use of the terms in general senses.

the UN General Assembly; the assembly
 the International Bank for Reconstruction and Development; the bank
 representatives from a number of international banks

Diplomatic and Consular Units

Capitalize the name of a specific embassy, mission, or consulate. Use lowercase for shortened forms of those words and for their use in general senses—except for U.S. diplomatic entities, which should appear with initial capitalization.

the British Embassy in Washington; the embassy
 the French Consulate in New York; the consulate

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reports from African embassies
 members of diplomatic missions
 the U.S. Embassy Rome; the Embassy; the U.S. Consulate General Naples; the U.S. Consulate in Naples; the Consulate; the U.S. Mission; a spokesman for the Mission

DIA-Specific Capitalization

This manual is consistent with the DIA Correspondence Guide on initial capitalization for several terms used frequently in correspondence and in papers dealing with DIA structural issues related to analysis.

- Use initial capitalization for *Federal* (as in "Federal agencies"), *Government*, and *Nation* for passages dealing with the United States only.
- Capitalize *Directorate*, *Office*, and *Center* when discussing those specific DIA structural elements, but use lowercase for generic senses. Do not capitalize *division*, *branch*, *section*, or *team* unless they are part of the full name of an Agency element.
- Use initial capitalization for *Defense* when referring to the U.S. Defense Intelligence Community: "developments in Defense Intelligence"; "Defense initiatives"; "the Defense Intelligence Enterprise"; "the Defense Intelligence Community."

The Agency

Use initial capitalization for *Agency* when it is a substitute for the "Defense Intelligence Agency."

Political Parties and Philosophies

Party Names

Capitalize the full or shortened name of a political party, but not the word *party* standing alone.

the Chinese Communist Party; the CCP; the Communist Party; the party
 the Italian Socialist Party; the Socialist Party; the party

Philosophies

Capitalize words referring to members of organized parties, but use lowercase for words referring to political philosophies and their adherents.

a Socialist; a Communist; a Liberal; a Labourite; a Conservative; a Tory; a Christian Socialist [party members]
 a British socialist belonging to the Labour Party
 Eurocommunism; noncommunist countries; communist countries; anticommunist movement; a procommunist organization; a communist party called the Socialist Unity Party
 liberal parties of Western Europe
 but Christian Democrat, Christian Democracy, and Christian Democratic
 [The D is capitalized as well as the C to prevent confusing adherents of Christian Democracy with Christians who adhere to democracy.]

Religious Terms

Capitalize names of religions, specific religious bodies, and terms for religious adherents and their writings.

Christianity	Judaism	the Musa Qala Shura
Catholicism	Talmudic scholar	but shura members
Catholic Church; the Church	Quranic law	Ansar al-Sunnah Sharia Council
the Bible; Biblical text	a Muslim	but sharia law; sharia court;
a Protestant	an Islamist	a sharia council

Use lowercase for religious terms used in nonreligious senses.

a bible for intelligence writing
her catholic approaches to English usage

Geographic Terms

Use lowercase for terms denoting direction or position on the Earth.

north	northerly	northern Norway
west	north-northwest	the polar region
southwest	east coast	polar icecap
eastward	southern France	

Capitalize geographic terms for definite regions and geographic features. For political or administrative groupings, capitalize the term for the political/administrative grouping when it is used with a geographic term to form a proper name—for example, *province* in Kandahar Province or *governorate* in Diyala Governorate—but use lowercase for the political or administrative term when it is used generically—for example, in “European countries,” “the Maghreb states,” “Afghan provinces,” and “Iraqi governorates.”

the North Atlantic	Korean Peninsula
the West	Gaza Strip
the East	East-West dialogue
the Western Hemisphere	Mediterranean coast
the Middle East	Midwestern states
the Continent [continental Europe]	Western countries
Caribbean Basin	Persian Gulf states; Gulf states
North Pole	Baltic states
Holy Land	former Soviet republics
Equator	Helmand Province
San Andreas Fault	An Najaf Governorate
North and South Poles	South Sudan but northern Sudan

For individual studies, particular attention may be focused on a locality, and a name may be coined to distinguish that locality; in such a case, capitalize the coined name. This capitalization does not apply to general references to localities.

the cocaine industry in Peru’s Upper Huallaga Valley [designating a particular locality for focused attention]
but farming along the lower Orinoco [a general reference to a locality]

Capitalize geographic terms used to divide the world into groups of countries for intelligence writing.

Middle East; Middle Eastern	Western Europe; West European
North Africa	Eastern Europe; East European
Sub-Saharan Africa	Central Europe; Central European
West Africa	Latin America
East Africa	Middle America
South Asia	Central America
East Asia	but southern Afghanistan central Russia northern France
Central Asia	

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Capitalize the names of the celestial bodies the Sun, the Moon, and the planets (including, of course, the Earth). When the name of one of these bodies is used in a sense not associated with its being a celestial body, use lowercase.

Earth orbit; near-Earth orbit; orbit the Earth; position on the Earth; the Earth's crust;

but digging in the earth [here earth is equivalent to dirt, not the name of the planet]

Moon landing, moonlight

orbit the Sun, the Sun's rays; sunshine

Use lowercase for descriptive geographic terms.

tropical temperature

arctic conditions; arctic nights

polar exploration

Nationalities, Tribes, and Other Groups of People

Capitalize the names of racial, linguistic, and religious groupings, but use lowercase for terms based on racial origin, color, or local usage. In most cases, lowercase the word *clan*; capitalize it only in the Scottish context when preceding the clan name.

African-American	Shia; Shiite
Indo-European	Sunni
Jewish	aborigine
Maori	black
Native American	white
Darod clan	but Clan MacArthur

Coined Names

Capitalize full proper forms of coined names for military, economic, political, or other groupings.

Use lowercase for the shortened forms of the names and for generic references.

the former Warsaw Pact; the pact; pact countries

the North Atlantic Treaty Organization; NATO; the alliance; allies; allied

the European Community; the community

the European Union

the Big Four

the Muslim World; Muslim countries

the Arab World

the former Soviet Bloc; the bloc

Six-Party Talks

the Developing World

the Greens

the Intelligence Community [U.S.]; the community

the Defense Intelligence Community [U.S.]; the community

Capitalize holidays, religious feasts, and names coined to designate historic or political events.

New Year's Day

the Holocaust

the Great Depression

the New Year

the Battle of the Bulge

the Rose Revolution

the Feast of the Passover

the Islamic Revolution

the New Deal

the Great Leap Forward

Capitalize the names of wars, including coined names designating wars, but use lowercase for the word war when it stands alone or is used in a generic sense.

World War II	the Korean War
post-World War II	the Vietnam War
World War I	the Iran-Iraq War
the Civil War	the Cold War
the Six-Day War; 1967 Arab-Israeli War	the Global War on Terrorism
the Yom Kippur War; the October War	
the first Persian Gulf War; the first Gulf War; the first Iraq War	
but the war; in the second world war; during two world wars; a civil war	

Titles of Persons

When an individual's title immediately precedes the person's name, capitalize the title. However, when the title follows the name, including being in apposition to it, or replaces the name, use lowercase for the title. Do not confuse a description with a title. Similarly, capitalize only valid titles; use lowercase for terms identifying illegitimate actors.

Prime Minister David Cameron; Prime Minister Cameron; the prime minister	The U.S. President
Defense Minister Juan Carlos Pinzon; Defense Minister Pinzon; the defense minister; Juan Carlos Pinzon, Colombia's defense minister	For U.S. presidents only, capitalize President except when using the term in a general sense or in a general reference to a group of U.S. presidents.
a meeting of the defense ministers of all the region's nations	President Barack Obama; President Obama; Barack Obama, the U.S. President; the President
special emissary Habib al-Qaida emir Zawahiri	but a meeting of all living U.S. presidents; the presidential election
Taliban shadow governor Salam	
Chief of the Defence Staff Lt Gen Thomas Lawson; the chief of the Defence Staff; Thomas Lawson, the chief of the Defence Staff; the Defence Staff chief; the chief Chilean Army Commander in Chief Gen Juan Miguel Fuente Alba; Commander in Chief Gen Fuente Alba; the commander in chief; Gen Fuente Alba, the commander in chief of Chile's Army	
101st Airborne Division Commander Maj Gen James McConville; Maj Gen James McConville, commander of the 101st Airborne Division; the division commander; the commander	
but the Supreme Allied Commander, Europe; the commander	
the Chairman, Joint Chiefs of Staff [U.S.]; the chairman; the general	

In official correspondence, use initial capitalization for titles of high-level officials, with or without a name.

the Deputy Under Secretary of Defense for Policy
but the workforce development program manager

Capitalize Acting if it is part of an official title. Use lowercase for former, the prefixes ex- and then-, and the suffixes -designate and -elect.

Acting Party Chairman Spelling; the acting party chairman; the acting chairman
former Communist Party General Secretary Gorbachev; former party chief Gorbachev
Prime Minister-elect Fields; the prime minister-elect
then-President Shorter; the then-president

CHAPTER 3

Titles and Headings

For titles of publications (books, journals, magazines, newspapers, newsletters, reports, etc.), articles in publications, television and radio programs, sections, chapters, headings, figures, tables, and headings and subheadings within tables, follow these guidelines:

- Capitalize the first and last word and the first word following an em-dash or colon; nouns, pronouns, verbs (including the to of an infinitive), adjectives, adverbs; prepositions and conjunctions longer than three letters; and parts of compounds that would be capitalized standing alone.
- Use lowercase—except for the first or last word or the first after a colon or em-dash—for the articles *a*, *an*, and *the*; prepositions shorter than four letters (*at*, *by*, *for*, *in*, *of*, *on*, *to*, and so on); conjunctions shorter than four letters (*and*, *as*, *but*, *if*, *or*, *nor*); and the second element of a compound numeral.

Spotting Terrorists: What To Look for and Where To Look

Warlords and Other Militant Leaders

Pacific Alliance—The United States and Japan

"Nothing but Trouble: Divisions Within the Party"

Cross-References

In cross-references, use initial capitalization for the common noun portion of numerical or letter designations of chapters, parts, sections, phases, stages, graphics, tables, appendixes, and so on.

covered in Chapter 3

(see Figure 13)

included in Appendix B

detailed in Table 5

expected in Phase 3

Word Equivalents of Abbreviations/Acronyms

The capitals used for an abbreviation—including an acronym—do not necessitate capitals for their word equivalents. If the abbreviation/acronym is for a proper name, use capitals for the words; otherwise, use lowercase.

the Strategic Arms Reduction Treaty (START)

the Intermediate-Range Nuclear Forces (INF) Treaty

a treaty applying to all intermediate-range nuclear force (INF) operations within ground-controlled intercept (GCI) coverage

Emphasis

Avoid using capitals for emphasis. Boldfaced type, italics, and placement (centering or indenting) are more effective, less distracting means to provide emphasis.

Seasons

Use lowercase for the seasons of the year. [Note: the ... of is not necessary in passages dealing with a season of a specific year: not "a conference in the spring of 2007," but "a conference in spring 2007."]

a meeting in summer 1999

no later than fall 2008

Military Equipment Designators

Use initial capitalization for the nicknames for aircraft, ships, and other weapon systems, including NATO-designated nicknames for military equipment. Use class with the name of a class of ships to indicate that the name is for the entire class, not just the first ship from the class; however, class is

optional when context makes clear that a name is for the ship class. Use **italics** for the proper name (but not the type or class) of an individual ship, aircraft, or spacecraft; do not use italic type for the nation indicator when you include it with the proper name.

Yankee class submarine; two Yankees; Polaris class submarine; Polaris submarine
 Sovremenny class guided-missile destroyer; Sovremenny destroyer
 MiG-29 Fulcrum fighter; L-39 Albatros
 AA-10 Alamo air-to-air missiles
 Tu-22M Backfire bomber
 Ka-25 Hormone helicopter
 SA-4 Ganef surface-to-air missile
 Scud surface-to-surface missile
 Knife Rest radar
 Alouette III helicopter
HMS Ark Royal; *USS Enterprise*; *the Spirit of St Louis*
 the Kiev class aircraft carrier Admiral Gorshkov; the Admiral Gorshkov; the Gorshkov task group
 the Soyuz-3; the latest Soyuz TMA spacecraft
 the Concorde; a Leopard tank

Military Exercises, Operations, and Special Projects

Use all uppercase for codenames or covernames assigned to military exercises, operations, and special projects or programs.

during Exercise SOYUZ-85; the SOYUZ-85 exercise
 Exercise ULCHI FOCUS LENS
 Operation ENDURING FREEDOM
 the STONE'S THROW test project
 BYZANTINE HADES information

Academic Degrees

Use initial capitalization for the names of academic degrees, but use lowercase for references to degrees in a general sense.

Doctor of Law; Doctor of Veterinary Medicine; doctor's degree in law; doctorate
 Master of Arts in English; Master of Arts in the humanities; master's degree in education
 Bachelor of Science in computer science; bachelor's degree
 associate's degree in communication applications

Chemical Elements and Isotopes

Show the names of chemical elements and compounds in lowercase as words but with initial uppercase for chemical symbols. (By international agreement, in technical symbology the mass number of an isotope appears in superscript form to the left of the symbol for the element; that is, technically the symbol for uranium-235 is ^{235}U . However, for less technical writing, such as intelligence papers, the more common rendering of the symbol is U-235.)

sodium chloride; NaCl
 sodium citrate; $\text{Na}_3\text{C}_6\text{H}_5\text{O}_7 \cdot 2\text{H}_2\text{O}$
 uranium; U; uranium tetrafluoride; UF₄; uranium hexafluoride; UF₆
 uranium-235; U-235; uranium-238; U-238

CHAPTER 3

Plant and Animal Genus and Species

Use uppercase for a plant or animal genus and lowercase for the species (even in titles and headings). (Both genus and species also appear in italics.) After the first use of a genus, it can be abbreviated (but it remains uppercase and italic). Higher divisions of plants and animals—phylum, class, order, and family—are capitalized but shown in roman type.

Clostridium botulinum; *C. botulinum* [on subsequent use]

Giardia lamblia; *G. lamblia* [on subsequent use]

Escherichia coli; *E. coli* [on subsequent use]

Anthropoda [phylum]

Mammals; *Mammalia* [class]; destruction by some sort of mammal [generic reference, not a reference to the class]

Rodentia [order]

Hominidae [family]

CHAPTER 4: Numbers

It is stylistically poor to begin a sentence—or a paragraph—with a numeral <1997 saw the publication of no fewer than 3,700 mystery novels>. Some journals, such as *The New Yorker*, would make that sentence begin, *Nineteen ninety-seven saw. . . .* But most writers and editors would probably simply begin the sentence some other way, as by writing, *In 1997, no fewer than 3,700 mystery novels were published.*

—Bryan A. Garner, *A Dictionary of Modern American Usage*

CHAPTER 4: Numbers

Numbers can appear in writing as numerals (numeric symbols, like 1, 2, 3 or I, II, III) or as words or groups of words. Most rules for presenting numbers have to do with determining which form—numerals or words—is more appropriate for a particular situation. This chapter provides a set of basic rules that cover most circumstances and other rules for special situations or factors related to using and presenting numbers.

Writers sometimes try to reduce guidance for using numbers to only two rules: spell out numbers below x, but use numerals for numbers x and above. As appealing as that logic is in its simplicity, it just does not account for the variety of situations in which writers use numbers in their text and tables. As cumbersome as the rules in this chapter may appear at first, they provide a logical and consistent appearance for numbers in publications.

As *The Chicago Manual of Style* points out, several factors affect whether numbers should appear as numerals or words:

- The size of a number (our most basic rule has to do with whether a number is less than 10 or equal to or greater than 10).
- The kind of entity a number represents (another basic rule deals with units of measure, time, or money).
- Whether a number is exact or indefinite (we treat numbers differently if they are nonliteral or indefinite).
- The context in which a number appears (for example, a number that starts a sentence receives special treatment, and we vary treatment of numbers somewhat when they appear in tables rather than text).

The basic rules and all of the variations of the basic rules are related to these factors.

Basic Rules

1. Except at the beginning of a sentence, show numbers 10 or greater as numerals. If a number is the first word of a sentence, however, spell it out.

The job took 12 workers 30 days.

Forty-three workers built the bridge.

- We make an exception for a number that is the first “word” of a sentence or sentence fragment in a comments or remarks field in a table. Such a number can appear as a numeral rather than a word. See “Numbers in Tables” below for an illustration of this exception.

2. Except for units of measurement, time, and money, spell out numbers less than 10.

The shipment consisted of three tanks and two armored personnel carriers.

3. For specific units of measurement, time, and money, use numerals, regardless of whether a number is less than, equal to, or greater than 10. (Rules related to those types of numbers will be treated in greater detail following these basic rules.)

In the past 11 years, no new incidents have occurred.

In the past 3 years, no new incidents have occurred.

4. When numbers 10 or greater are mixed with numbers less than 10, follow either rule 4a or 4b below for numbers within a sentence. The rule that applies depends on whether any of the numbers are for measurements, time, or money.

- a. When a sentence contains both numbers less than 10 and numbers equal to or greater than 10, use numerals for all the numbers. The following examples have both numbers less than 10 and numbers equal to or greater than 10, but none of the numbers are for measurements, time, or money.

The attack involved 60 soldiers, 5 tanks, and 2 helicopters.

The attack involved five tanks and two helicopters.

CHAPTER 4

In the first example, 5 and 2 are numerals because of the 60 in the same sentence. In the second example, five and two are words because the sentence does not contain a number 10 or greater.

- b. Units of measurement, time, and money—which should appear as numerals—do not affect the other numbers in a sentence and are not affected by them. Those other numbers continue to follow rule 4a above.

In the past 11 years, only two attacks and seven casualties have occurred.

In the past 11 years, 2 attacks and more than 120 casualties have occurred.

In the past 3 years, 2 attacks and more than 120 casualties have occurred.

In the past 3 years, only two attacks and seven casualties have occurred.

The 11 years (a measure of time), though greater than 10, does not affect the form of the other numbers in either of the first two sample sentences. In the third sample, the 120 does not affect the 3 years; the numeral 3 is appropriate simply because it is for a measure of time. In the first sample, two and seven are words because each of them is less than 10 (and 11 years has no bearing on the form in which those numbers appear). In the fourth sample, 3 years has no bearing on the form for the other numbers in the sentence, which are words because both of them are less than 10. In the second and third samples, both 2 and 120 are numerals because of the 120 in each sentence.

However, spell out a number less than 10 if it is clearly unrelated to the other numbers in a sentence.

At one hearing, all 15 local members of the group pressed for a 1-week delay to allow members from outside the country to arrive.

Other Number Rules

Ordinal Numbers

Ordinals indicate order in a series: 1st, 2nd, 3rd, 4th, etc. The basic rules generally apply to ordinal as well as cardinal numbers (1, 2, 3, etc.)—except for designators for military units. However, when ordinal and cardinal numbers appear in the same sentence, the basic rules apply to each type of numeral independently: ordinals do not affect cardinals, and cardinals do not affect ordinals.

The third group contained two items.

The third group contained 12 items.

The 3rd and 10th groups contained three items each.

The 3rd and 10th groups contained 3 and 11 items, respectively.

Turning Off Superscripting for Ordinal Numbers

Word 2007's default autocorrection settings automatically superscript the endings of ordinal numbers as you type unless you turn this feature off. To turn it off, follow these steps:

1. Click on the "Word Options" selection at the bottom of the drop-down box that appears when you select the round Microsoft Office logo, which is in the upper-left corner of all Word ribbons.
2. Select "Proofing" in the list at the left side of the "Word Options" drop-down box.
3. Select "AutoCorrect Options," near the top of the available selections.
4. Select the "AutoFormat" tab in the drop-down box.
5. Deselect "Ordinals (1st) with superscript" and click on "OK."
6. Select the "AutoFormat As You Type" tab in the drop-down box.
7. Deselect "Ordinals (1st) with superscript" and click on "OK."
8. Click on "OK" in the "Word Options" box to clear it from your screen.

This will prevent Word from putting the endings of ordinal numbers in superscript form as you type. It will not automatically change superscripted ordinals that have been saved in a document, but it will make correcting text easier.

- Ordinal numbers should appear with the *nd*, *rd*, *st*, or *th* portion on the line, rather than in superscript form ("22nd" rather than "22nd").

Military Unit Designators. Except for the exceptions below, present the designators for foreign military units using arabic numerals (rather than roman numerals or words) and in ordinal form (for example, "the 115th Infantry Division" rather than "the 115 Infantry Division"). Use these presentation forms no matter how the foreign military itself presents the designators. Abbreviating the word portion of unit designators is acceptable in tables and graphics when space is a limitation, but write out the words in text.

323rd Fighter Wing

451st Motorized Rifle Division

- Exception 1: Use roman numerals for U.S. Army corps (but not for foreign corps).

XII Corps

XVIII Airborne Corps

- Exception 2: In text, use words for China's Second Artillery Corps.

Numbers in Tables

Except within footnotes to a table, all numbers within a table will be numerals, even if the table contains textual remarks. If a remarks or comments column contains sentences or sentence fragments, those can begin with numerals (see the final portion of the second remarks entry in the following sample). Within footnotes to a table, however, follow the basic rules for numerals in text, and do not begin sentences with numerals.

Wharf Reference	Months	Cargo-Handling Equipment	Remarks
South Pier	Breakbulk 2G	2 mobile jib cranes; ¹ portal jib crane	Discharge 680 t/d breakbulk.
North Pier	Container 36-C	2 straddle cranes	Discharge 10,000 t/d container. 30-meter RO/RO ramp planned. ¹

¹ Currently the port has no RO/RO capability. Construction of one ramp here and two at nearby Port Manatil will open the country's Pacific coast to RO/RO shipping.

Numbers at Beginnings of Sentences

If you cannot avoid beginning a sentence with a number, spell it out. That spelled-out number, however, will have no effect on the form (numeral or word) of other numbers in the same sentence; they will continue to follow the basic rules as if the opening number did not exist.

Fifty kilometers away, rising to 3,500 meters, is Mount Finch.

Fifty kilometers away, along a 7-km ridge line, were three guerrilla bases.

Metric Units

In response to U.S. public law, DIA has used metric units for most measurements since 1976. The International System of Units (SI), which we commonly call the metric system, is the standard for scientific disciplines, is used commonly among the Military Services, and is the standard of allies with whom we collaboratively produce products and to whom we release intelligence.

Preferences exist for which units are to be used with which quantities. In addition, some nonmetric units still are appropriate.

CHAPTER 4

- Cubic meters and kilograms are preferred for volume and mass, but liters and metric tons are preferred for fuel capacity and bulk mass (wheat, coal, and others). Bushels, barrels, and barrels per day may be used.
- Use square meters for floor areas within buildings and for other covered structures, including caves, and small open-air storage areas less than 10,000 square meters. Use hectares for large open storage areas (equal to or greater than 10,000 square meters, since 1 hectare equals 10,000 square meters) and cropland (except for small gardens), forests, etc. Use square kilometers for land areas of large political units (urban areas, districts, provinces, states, countries, etc.), for areas of military operations, and for enclosed bodies of water (unless the body of water is so small, as with a pond, that showing square meters is more appropriate).
- Use kilotons and megatons for nuclear weapon yields.
- Weights for standard U.S. bombs usually are given in pounds rather than kilograms—for example, “a 5,000-lb penetrating warhead.”
- Use degrees (rather than radians) for azimuth, beamwidth, inclination, reentry angle, and other angles for which degrees customarily have been used.
- For very short distances and very small pressures, use micrometers, not microns.
- Preferred units for radius, range, speed, and altitude vary depending on the applications:
 - Nautical miles and knots or mach continue to be used for naval and aircraft-related parameters and for radius, range, or distance associated with aircraft and ship operations. Showing metric units in addition is not required but sometimes may be appropriate. If altitudes are associated with distances in nautical miles, those altitudes should be in feet.
 - Use nautical miles for ranges of territorial waters and economic zones at sea.
 - Use meters for wave heights (showing feet in parentheses also may be appropriate).
 - Metric units (kilometers and kilometers per hour) should be used where more appropriate, such as when discussing flight activity originally reported in kilometers, when describing radar scopes and other items calibrated in kilometers, when citing data from foreign documents with distances in kilometers, and when reporting estimates originally calculated in metric units. Showing values in nautical miles in addition to values in kilometers is not required; however, key characteristics—maximum range, maximum speed, and others—should be stated in nautical miles and knots as well as in metric units. Altitude capability should be expressed in meters (rather than kilometers).
 - Use kilometers for ballistic missiles and space-related parameters such as range, apogee, and perigee.
 - Use meters for circular error probable (CEP). CEP is a measure of locational accuracy; it represents the radius of a circle into which half of the projectiles—bombs, missile warheads, bullets, etc.—are expected to impact.
 - Use meters per second for velocity and g for acceleration.
 - Use kilometers and kilometers per hour where statute miles and miles per hour customarily would have been used, such as for highway and rail travel, landline distances, and “roadmap” distances between sites. Use meters for altitude for land-related locations.

Metric and Nonmetric

Take particular care within a document not to mix metric and nonmetric units unnecessarily so that readers are left with confusing data. For example, in discussions of air-land operations, do not mix nautical mile data for aircraft and kilometers for units and objects on the ground. If you indicate that a target is 500 kilometers from Airbase X and that the combat radius of the fighter-bombers at that base is 300 nautical miles, can the aircraft reach the target without refueling? Because the units of measure are mixed, the answer is not obvious. In such cases, convert all measurements to metric data or provide both metric and nonmetric measurements for the data customarily expressed in nonmetric units.

- Other nonmetric units still in wide use—such as standard atmosphere, millibar, and roentgen—should be used in contexts for which departure from traditional units would impair communication.

Online Conversion Tools. Such tools are available for many measurement conversions. On the DIA homepage on JWICS, select “Resources,” and from there select “Tools” and then “Misc Calculators” and “Metric Converter.”

In addition, the appendix provides conversion factors for units of measure commonly used in intelligence products.

Measurements

Use numerals for any number expressing a measurement unless you are stating an indefinite quantity. As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form: for example, “a section of road that stretched 5 kilometers,” but “a 5-km section of road.” In tables, abbreviations are appropriate for all units of measure because of space limitations. Never abbreviate the units with an indefinite quantity. Avoid abbreviating units when the result is a single-letter abbreviation (“a 3-meter stream” rather than “a 3-m stream”).

The missile exploded 500 kilometers downrange.

The vehicle has an estimated 500-km range without refueling.

Each aperture is protected by a 2-meter shield.

The platoon advanced several hundred kilometers. [not “several 100 kilometers,” and not “several hundred km”]

Age

Use numerals for ages. In many instances, using the terms age or aged is unnecessary (as in the first three samples below) because context usually will make clear that the numeral is for an individual’s age.

The general is 60. [or “60 years old,” not “60 years of age”]

The general is in his 60s.

The general, 60, is retiring soon. [not “aged 60”]

The draft now applies to 17-year-olds.

Dates

Use numerals for days and years. In intelligence products, give dates in military format (day-month-year order); in official correspondence, use traditional format (month-day-year order). Only the day and month are necessary if the year is obvious from context. Ordinal numbers may be used after the month is clearly established. Do not abbreviate the month or year in text, though abbreviating for tables may be appropriate because of space limitations.

India’s independence was declared on 15 August 1947. [not “15 Aug 47”]

All signers had left by the 22nd.

A class of pilots graduated in June 1989. [not “June, 1989”]

For a date in a classified product’s classification authority/declassification block, Information Security Oversight Office and Department of Defense guidance requires the date to be all in numerals and in YYYYMMDD form.

Declassify on: 20351117

CHAPTER 4

Time

Use numerals for units of time: seconds, minutes, hours, days, weeks, months, and years. However, if the expression of time is nonliteral or indefinite, use words instead.

The work usually requires 2 hours of labor.
 She worked for the company for 7 months and 2 days.
 but lasted more than four decades
 in a day or two
 finish by the eleventh hour

From, Between, and Dashes

Do not combine *from* or *between* with years joined by an en-dash (use *to*, *through*, or *and* instead of the en-dash).

He visited the embassy twice between 2008 and 2009. [not "between 2008–09"]
 He visited the embassy twice from 2008 to 2009. [not "from 2008–09"]

Years

Except in indefinite or nonliteral expressions, use numerals for years.

Pilot candidates study general sciences for 1 year, followed by 2 years of flight training.
 but Data for any one year will show that the plan was ineffective.

Also use numerals for fiscal years.

fiscal year 2010	FY 2010–12
FY 2010	from FY 2010 to 2011

For numerals designating a continuous period of 2 or more years, use an en-dash to mean "to and including" or "through." Never use an en-dash to join separate years not representing a continuous period; to indicate 2 years without indicating a continuous period, use *and* instead.

He worked at the embassy during 2004–06.
 He worked at the embassy during 2006 and 2007.
 The first two submarines were launched in 1990 and 1991. [not "1990–91"]

Use a slash (or virgule) to show a period occurring partially in one year and partially in another.

production in FY 2010/11
 He flew three illegal flights in 2008/09.

Notice that the numerals and slash are run together without spaces around the slash.

Decades/Centuries

For decades, use the numerals of the initial year followed by an *s* (1980s). You can show centuries the same way (1800s), but ordinal numbers are more common (19th century).

This estimate covers the mid-to-late 1980s.

However, if you are discussing decades or centuries in a general or nonliteral sense, use words instead of numerals.

during three decades	from one century to the next
----------------------	------------------------------

Clock Time

Use numerals and the 24-hour system.

The managers met at 0745.

The meeting has been postponed to 1725.

Money

Express values in U.S. money with numerals preceded by a dollar sign. Indicating U.S.\$ (or USD) is not necessary unless foreign dollars could be understood. If you need to show foreign currency, follow it with the dollar amount in parentheses. Use words, not symbols, when indicating foreign currencies. Hyphenate unit modifiers involving money just as you would other unit modifiers involving numerals. Use the word *dollars* (or *cents* for amounts less than a dollar) when you are giving generalized or indefinite amounts.

The missile system cost the Iranians nearly \$500 million.

The military purchased \$5 million worth of radio-relay equipment.

The group paid 5 million South Korean won (\$4,325) for safe return of the hostage.

The equipment cost the government nearly 100 million pounds (about \$156 million). [not £100 million]

The company offered its workers a \$1.53-per-hour increase in wages.

He called the conference a \$50-million boondoggle.

He paid about 40 cents tax on every dollar he earned.

The work cost the firm thousands of dollars.

Percentages

Use numerals with percentages. Write out the word *percent* in text. The percent sign (%) is acceptable in tables and graphics if space is tight, but normally write out *percent* in the text portions of tables and graphics, and especially in footnotes to them.

The plan projects a 5-percent increase by 1990.

He formed a joint venture that was 59 percent Chinese and 41 British.

Agricultural products make up 20 to 25 percent of the country's imports.

Times Phrases

For expressions showing the relationship of a larger quantity to a smaller one (often accompanied by the word *times* or its equivalent), follow the basic rules for numbers less than or equal to or greater than 10 unless a decimal is involved; for such expressions with decimals, use numerals.

five times as large

10 times greater

2.5 times faster

The number of tanks is five times greater than before the war.

Missiles increased to 100 in 1991, 5 times the previous total.

Ratios, Odds, Returns

Use numerals.

The pilot-to-aircraft ratio is 1.2:1.

He had a 50–50 chance of winning.

The measure passed with a 50-to-1 vote.

CHAPTER 4***BE Numbers***

For Basic Encyclopedia (BE) numbers, use BE, a space, and the number. In a table with "BE Number" as a column heading, show only the number in the column (omitting BE).

BE 0254-08342

BE 0254CA8342

Separate a BE number from any associated O-suffix with a slash.

BE 0613DJ0002/DJ003

If such data will appear in a table, use a column heading of "BE Number/O-Suffix."

Geographic Coordinates

Use hyphens between degrees, minutes, and seconds, and leave a space between latitude and longitude. Show all three places for degrees for longitude.

The village was at 60-17-44N 135-20-16E.

The border crossing was at 22-12-17N 015-34-10W. [not "15-34-10W"]

Portraying decimal coordinates may imply an accuracy that is not correct and is unnecessary for most intelligence products. Decimal-second accuracy is important for targeting lists and databases of ground features when a high degree of accuracy is necessary for precise locations. For these reasons, decimal coordinates should be reserved for those limited cases for which such accuracy is critical and should not be used with general intelligence publications.

Mathematical Expressions

Use numerals when referring to numbers in mathematical expressions, no matter the size of the number.

multiplied by 3

divided by 4

Data points are rounded to the nearest 10th.

The estimate could be off by a factor of 2 or 3.

Numerical Designators

Use arabic numerals for designators for tables, graphics, footnotes, endnotes, parts of publications, and so forth. (However, appendixes to publications have letter designators: "Appendix A," "Appendix B," etc.)

Table 1

Figure 3

Part 4

Section 5

Numbers in Proper Names

Treat numbers appearing as parts of proper names as they commonly appear for those names; do not apply basic numbers rules to such names.

Three Rivers, Pennsylvania

Air Force One

1st Army

Indefinite and Nonliteral Numbers

Do not apply the basic rules to indefinite or nonliteral numbers; instead, spell them out.

a tenfold increase

The project will cost tens of millions.

She addressed several thousand people.

She is famous for eleventh-hour decisions.

He is the number-two man in the regime.

Terms such as *nearly*, *about*, *around*, and *approximately* do not by themselves reflect indefinite expressions. Normally such terms indicate rounding, but a rounded number remains more definite than an indefinite or nonliteral number.

Approximation

Do not use *about*, *around*, *approximately*, or any other word of approximation with exact numbers—"approximately 5,600" but not "approximately 5,613."

Millions, Billions, and So Forth

Round numbers greater than 999,999 unless an exact number is necessary. Spell out *million*, *billion*, and so forth and precede the word with a numeral rounded usually to no more than two decimal places.

The population is about 240 million.

More than 12.35 million Americans served in World War II.

The program calls for funding of \$5.2 billion.

Ranges

See page 80 under "Years" for en-dashes with ranges of years. Take particular care in joining range numerals (other than years and page references) so readers cannot be confused by the figures shown. En-dashes may be used (though not required) in ranges in the millions and multimillions—but note particularly the placement within money figures in the second sample below.

The march covered 10–15 kilometers. [or "10 to 15 kilometers"]

The program will cost \$12 million to \$14 million. [or "\$12–14 million," but not "\$12 to \$14 million," which implies "12 dollars to 14 million dollars"]

Gas reserves are estimated at 10–15 billion cubic meters. [or "10 to 15 billion cubic meters"]

Do not combine *from* and *between* with numbers joined by an en-dash (use *to*, *through*, or *and* instead of the en-dash).

Estimates range from 10 to 30. [not "from 10–30"]

Bids fell between \$10 million and \$14 million. [not "between \$10–14 million"]

For ranges in temperature, show the degree sign and the type of temperature scale only once if the parts of the range appear together, but repeat the sign and scale if other text separates the parts of the range. Note in the following examples that a space should appear between the number for the temperature and the indication of the temperature scale.

average in the high 20 °Celsius (80 °Fahrenheit)

drop to 8 to 12 °Celsius (upper 40 to lower 50 °Fahrenheit)

around 5 °C (low 40 °F)

exceed 30 °C (upper 80 to 90 °F)

rise to near 10 °C (upper 40 °F) in April and reach a high of 20 °C (80 °F) in June

For ranges of inclusive page numbers, show all numbers up to 100 (3–4; 4–12; 54–55). Thereafter, reduce the second number of a set to two digits (253–54; 601–09, 1901–02, 2614–15) unless the hundred or thousand changes (499–501; 2998–3002).

CHAPTER 4

Commas With Numbers

Use commas to separate numerals in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

There were 1,087,143 casualties.

A force of 20,000 was needed.

but

during 2009

1400 hours

3.1416

pages 3614 and 3617

the 1028th Brigade

job number 518225/10

3,732.14592

1812 kHz [but 15,117 kHz and 1,832 MHz]

Numbers With x To Stand for by

When you use *x* to stand for *by* in commonly used numerical expressions, such as equipment designators, run the numerals and the lowercase *x* together without intervening spaces.

4x4

8x8

Possessive Case With Numbers

Numerical expressions including possession require an apostrophe but not an en-dash or hyphen. (Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case, which came to be called the possessive case in the 18th century, and does not involve possession.)

After 5 years' planning, the project was scrapped.

The new regime bought several million dollars' worth of equipment. [but "\$10 million worth of equipment"]

Decimals

Use numerals for numbers requiring a decimal point. For numbers less than 1.0, precede the decimal point with 0 (except for designations of gun bore or ammunition). Omit zeros from the end of a decimal number unless you are showing an exact measurement.

0.25 centimeter

silver 0.900 fine [exact measurement]

1.25 centimeters

a .22-caliber cartridge

In the samples above, notice that when the numeral for a unit of measure is equal to or less than 1.0, the word for the units—when written out—is singular (0.25 centimeter), but it is plural when the numeral is greater than 1.0 (1.25 centimeters). The same is not true for abbreviated units, however; they appear only in the singular form: 0.25 cm, 1.25 cm, 10.25 cm.

Fractions

Convert fractions to decimals whenever reasonable. Otherwise, write out fractions, with a hyphen in both noun and adjective forms.

0.75 kilometer [preferred over "three-quarters of a kilometer"]

one-half year

a two-thirds majority; a majority of two-thirds

first quarter FY 2009 [note no hyphen in "first quarter"]

Mixed Numbers

Avoid combinations of whole numbers and fractions by converting to decimal quantities whenever reasonable.

5.5 percent [not "5 1/2 percent"]

Otherwise, spell out phrases in nonstatistical contexts.

two and a half years ago

a two-and-a-half-year trial period

In statistical contexts, use mixes of whole numbers and fractions (5 1/2, 4 1/4) if converting to decimals is not appropriate.

Numbers in Unit Modifiers

Use hyphens with numerical unit modifiers.

20-km march

23-meter-wide river

105-mm guns

eleventh-hour decision

7-meter limit

two-story building; 10-story building

3-million-member Army

6-percent increase; 6- to 7-percent increase

20-NM range

one- to two-story structure

Numbers Side by Side

To avoid confusion, avoid placing cardinal numerals side by side.

Twenty-five divisions were identified by 2006. [not "In 2006 25 divisions were identified."]

However, when the second number is part of a unit modifier, the hyphen of the unit modifier prevents misreading, so placement of numbers side by side is acceptable:

14 152-mm guns

Singular and Plural Units With Numbers

When the word for a unit of measure is written out, use the singular form with a number less than or equal to 1.0; use the plural form with numbers, including fractions or decimals, greater than 1.0.

0.75 meter

1 meter

1.25 meters

7 meters

However, when the unit of measure is in its abbreviated form, use only the singular form.

a 0.75-km road segment

a 1-km road segment

a 1.25-km road segment

a 7-km road segment

CHAPTER 4

Quantities and Numbers as Subjects

When a number is the subject of a clause, the number is singular or plural (and takes a corresponding singular or plural verb) depending on whether it designates a quantity (something measured as a unit, as in length, area, volume, mass, temperature, or time) or a number of things (things counted individually).

- Quantities, which are measured, are singular and are the most common numerical subjects.

Four gallons of milk was all the machine would hold. [Four gallons in this passage is a measure of volume and is singular because it represents a single unit.]

- A number of individual things is plural.

Four gallons of milk were sitting in the dairy case. [The four gallons in this passage are being discussed as individual things—four 1-gallon containers of milk—making the subject plural.]

Beware of becoming confused by the seemingly plural nature of the unit of measure (gallons in the samples above). Although the measure sounds plural, it designates a unit—a single thing.

Twenty kilometers of track was all the crew could lay in 8 hours.

Nearly 2 million barrels of capacity was destroyed in the first attacks.

Over 2 metric tons of cocaine was seized in the drug raid.

In each of these sentences, the unit of measure sounds plural (*kilometers, barrels, and metric tons*) but actually indicates the amount of a single thing—length, volume, and mass.

Do not confuse quantities and numbers as subjects with words that express a portion of a whole—words such as *percent* or *half* (and other fractions). These words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences):

Thirty percent of the forest was destroyed by yearend. [The 30 percent is singular in this passage because it is being discussed as a single unit.]

Thirty percent of the trees were loaded onto trucks. [Because the trees would be loaded individually, or perhaps in multiple small groups, this 30 percent of the trees is plural.]

For further discussion, see *all, any, half (and other fractions), more, most, none, part, percent, percentage, some* in Chapter 5.

CHAPTER 5: Current Usage

nauseated/nauseous. It's the difference between sick and sickening. You are made sick (nauseated) by something sickening (nauseous). Never say, "I'm nauseous." Even if it is true, it's not something you should admit.

—Patricia T. O'Conner, *Woe is I: The Grammarphobe's Guide to Better English in Plain English*

CHAPTER 5: Current Usage

This chapter provides guidance on troublesome words and phrases. Some are frequently confused or misused; some are overused and should be replaced with more vigorous expressions; some show preference for usage among related words or phrases. A thesaurus can be a valuable tool when you are stuck on a word or phrase, but pay attention to the differing shades of meaning among the choices, especially to connotations that may present nuances that make some word choices inappropriate for the passage you are considering.

Word Choices

a, an. The choice between *a* and *an* depends on the initial sound of the next word or abbreviation, not on whether its initial letter is a vowel or consonant.

- With words.
 - Use *a* before a word beginning with a consonant sound or an aspirated *h* (such as "hill," "habitual," "historic").
 - Use *an* when the following word begins with a vowel sound or a silent *h* (such as "honest," "hour," "honor").
- With numerical expressions. When the following expression begins with a numeral, choose between *a* and *an* on the basis of the pronunciation of the numerical term, applying the rules for words above: "a 12-year-old ship"; "an 11-year-old airframe."
- With abbreviations, including acronyms and letter/number groups. The initial sound test still applies.
 - For acronyms pronounced as words (such as "BMEWS," "HOT," "IMINT," "OCONUS"), apply the rules for words above: "a BMEWS installation," "a HOT missile," "an IMINT collector," "an OCONUS military base."
 - For acronyms and other letter/number groups (such as "SS-25") for which you pronounce the letters and numbers themselves, apply the following rules:
 - Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y*, or *z*: "a DIA employee," "a UN worker."
 - Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s*, or *x*: "an NSC directive," "an SS-25 missile," "an Su-34 aircraft."
 - When choosing between *a* and *an* with an abbreviation, consider the abbreviation itself, not the expansion of the abbreviation. For example, for discussion of a fuel-air explosive (FAE) device, because we would pronounce the letters of the abbreviation, we would write "an FAE device," since *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FAE device" even though *a* would be appropriate before "fuel."

ability, capability, capacity. Regarding people, *ability* is the power to do something; *capacity*, like aptitude, is the inherent facility to acquire an ability. A person can acquire ability but already must possess capacity. For people, *capability* refers to having the talent or potential for development. For things, *ability*, *capacity*, and *capability* are synonymous—all referring to having the potential to be used for a particular purpose. Although some people believe only a person (not a thing) can have an ability, dictionaries do not support this distinction.

about, around. In the sense of approximately, use *about* rather than *around*. In a sentence such as "The unit strength is estimated at about 2,500," the writer does not need both *estimated* and *about*. The sentence can be simplified to "The unit strength is about 2,500" or "The unit strength is estimated at 2,500"; the first choice usually is preferable because the second is in passive voice, but

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the second choice is preferable if the writer is conveying that the number is an estimate rather than a generally accepted fact. Do not use any word for approximation with an exact number: "about 5,600" but not "about 5,613." For *about*, see also *as to* and *approximately*; *about*, *roughly*, *some*.

above, below. *Above* is accepted as meaning "previously mentioned" and *below* as "mentioned later." Use of either term to refer to text elsewhere in a document should be infrequent (overuse sounds legalistic), and the references should be clear ("the description *above* of command bunkers" rather than "the description *above*") so readers cannot be in doubt about what is being addressed. *Above* is preferable to the legalistic *abovementioned* or *aforementioned*.

absolute. Because the term shows a perfect, complete, unrestricted state, most modifiers and comparisons are illogical: "very absolute," "too absolute," "more absolute." However, *nearly* is an acceptable modifier ("nearly absolute acceptance"). Also see *very*.

access, assess. *Access*, as a noun, is a means of approaching, entering or exiting, or communicating; the ability to do one of these; or the act of doing such a thing. As a verb, especially in relation to computers, to access is to obtain entry. *Assess* is a verb dealing with determining value (as for taxation), setting the amount for taxation or special payment, or actually charging such a payment. For sports, to *assess* is to charge with a penalty. Finally—and most important for intelligence writing—to *assess* is to determine the value or significance of something: "We assess that changes in the Army's force structure will result in a more mobile force."

accidental, fortuitous, contingent, incidental, opportune. Related adjectives, these have varied shades of meaning: *Accidental* carries the idea of chance. *Fortuitous* strengthens the sense of chance; it can suggest luck or good fortune, but it does not lose the associated sense that the good fortune was unplanned. (Saying "The president's choice of Stein for prime minister was fortuitous," then, implies that the president's choice came from dumb luck, not brilliant insight.) *Contingent*, in its sense of "accidental," suggests something that may happen but that is uncertain because causal factors, including chance, are unknown. *Incidental* suggests an association that may or may not be accidental. *Opportune* suggests an element of chance mixed with timeliness: being in the right place at the right time.

actual, real, virtual. *Actual* emphasizes fact as it is or has become at the moment, whereas *real* emphasizes fact as it always has been or has been for a long time. *Virtual* means "having the effect but not the form" (as with a "virtual leader" when an actual leader exists).

adapt, adopt. *Adapt* is to adjust oneself or something to a new or changed situation. *Adopt* is to accept or choose a new course of action.

adit, entrance, entryway, entranceway, portal. An entrance is an opening allowing entry. An *entryway* is a passage serving as an entrance; this term is preferable to *entranceway*. In general English, a *portal* is a two-dimensional entrance or doorway; an *adit* is an entryway, mostly horizontal, leading into a mine or other underground facility. For intelligence writing related to hardened structures and underground facilities, however, both *portal* and *adit* have more precise engineering definitions; see the Defense Resources and Infrastructure Office's Lexicon of Hardened Structure Definitions and Terms, <http://www.dia.ic.gov/intel/world_wide/dird/DIA-13-1110-170_REL_TO_FVEY.html>.

adjacent, contiguous, colocated. In a general sense, *adjacent* and *contiguous* are interchangeable. However, *adjacent* means "close to" or "lying near"; *contiguous* means "touching" or "sharing an edge or boundary." *Colocated* means "placed together"; it is appropriate for two organizations that share a building, facility, or complex, as in "the headquarters of the 32nd Battalion and the 48th Battalion are colocated at Steinmark Barracks."

advance, advanced. As an adjective, *advance* emphasizes precedence in position or time ("advance party," "advance payment"); *advanced* implies having a position forward of or superior to a norm ("advanced thinking," "advanced training"). In "advance planning," *advance* is redundant and should be deleted.

adverse, averse. Both adjectives mean “opposed,” but their points of view differ: something adverse is opposed or hostile to a subject’s will or interests (“The prime minister has been subjected to adverse criticism”); averse is opposition or reluctance on the subject’s part (“The prime minister is averse to believing his critics”).

affect, effect. Except in psychology, affect is always a verb and usually means “to influence,” “to cause a response,” or “to cause a change” in a person or thing. As a verb, effect means “to bring about or accomplish” or “to cause to occur.”

The government’s policy change will affect worker productivity. [The change will influence the workers in a way that will change their productivity.]

The government’s policy change is a means to effect increased worker productivity. [The change is a means to bring about increased productivity.]

Effect as a noun refers to a result or consequence—“something brought about by a cause or agent”: “Increased productivity was one effect of the government’s policy change.”

afterward, afterwards. Afterward is preferred.

all, all of. Except when a personal pronoun follows, of usually is unnecessary: “The change affected all the production facilities” rather than “... all of the production facilities.” Beware of sentences that say “all of something did not do something,” as such sentences are ambiguous. For example, in “All the regiments did not move forward,” does the writer mean that none of the regiments moved forward or that only some did?

all, any, half (and other fractions), more, most, none, part, percent, percentage, some. Each of these words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences). Frequently that sense includes either quantity or number. A reference with a quantity of something requires a singular verb: “Some of the water was leaking.” A reference with a number of things requires a plural verb: “Some of the plants are poisonous.” In other cases (particularly with any and none) the verb determination depends on whether the writer has in mind one person or thing (requiring a singular verb) or two or more (requiring a plural verb): “None of the protesters was willing to risk arrest” (not one was willing). “None of the protesters were willing to risk arrest” (not any were willing).

allegedly, reportedly, reputedly. The three mean “supposedly,” but they have slightly different shades of meaning: Allegedly carries the sense of “claimed or charged but not proved.” Reportedly implies that the information has been reported formally. Reputedly means “generally considered or estimated but not necessarily claimed openly.” See also qualifiers.

all ready, already. All ready means that everyone or everything is ready; already means “before” or “previously.”

all right, alright. All right is the correct term; alright is substandard.

all together, altogether. All together means “collectively” or “in unison.” Altogether means “entirely, completely.” Note: When all together is appropriate, the words in the sentence can be rearranged so that all and together are separated by other words: “The workers arrived all together” can be changed to “All the workers arrived together.”

almost. See most, mostly and only.

alongside, alongside of. Alongside is adequate without of.

along with. This phrase (and others such as as well as, in addition to, like, and together with) frequently follows immediately after a subject of a sentence. The prepositional phrase and its object(s) do not affect whether the verb in the sentence is singular or plural. For example, in “The governor, along with members of his staff, is traveling to the coast,” the verb is singular (is) because the subject

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(governor) is singular and the prepositional phrase *along with members of his staff* has no impact on whether the subject and verb are singular or plural. If, however, a writer were to state that same idea like this—"The governor, and members of his staff, are traveling to the coast"—the verb must be plural (*are*) because the subject is plural (*the governor and members of his staff*); the presence of commas around *and members of his staff* does not keep the subject from being compound and therefore plural. (Moreover, the commas should be removed.)

a lot, alot. Use *a lot*, as *alot* is not a word.

alternate, alternately, alternative, alternatively. *Alternate* and *alternately* usually refer to occurring successively or by turns. *Alternative* and *alternatively* refer to one from a set of possible courses of action or choices. Although traditionalists would limit alternatives to only two possibilities, use in connection with multiple choices is acceptable.

although, though, even though, while. *Although*, *though*, and *even though* are often interchangeable for the sense of "in spite of the fact that." *Although* is more formal than *though* as a conjunction, but *though* can also serve as an adverb, as in "They raised objections, *though*." *Even though* emphasizes the sense of "in spite of" or "regardless." *While* has become a common substitute for *although* in informal usage; however, in this sense *while* means "at the same time that," and in writing it should be reserved for sentences requiring a sense of time.

altitude, elevation. Use *altitude* in relation to something in the air—for example, "The missile was ineffective at altitudes below 5,000 meters." *Elevation* is in relation to the ground or sea level—for example, "The facility is at an elevation of 75 meters."

amid, amidst, among, amongst. *Amid* and *among* are preferred.

among, between. [See tone box.]

amount, number. Use *amount* with things involving weight, bulk, or sums—things measured with a total; use *number* with things that must be counted individually: "the amount of water in the mixture," "the amount of the gross national product," "the number of gantry cranes in the port."

ample, enough. Although these commonly are interchanged, *ample* carries a second meaning of "abundant, more than enough." Therefore, phrases such as "more than ample," "barely ample," or "scarcely ample" are nonsensical.

an. See *a, an*.

and/or. This combination with the slash refers to one or the other or both. Avoid its use, especially with more than two alternatives.

any. See *all, any, half* (and other fractions), *more, most, none, part, percent, percentage, some*.

Among and Between

Between is appropriate when just two entities are involved—for example, "an agreement between France and the United Kingdom." Numerous writers have insisted that *among* always should be used when more than two entities are involved, but current English usage and modern dictionaries do not support this position. When more than two entities are being considered, choosing between *among* and *between* depends on whether the writer is discussing separate entities acting independently or entities considered collectively.

- In "conflicts between the four nations," each nation is considered to be acting independently of the others, with conflict one on one.
- "Conflicts among the four nations" allows for coalitions, including the possibility of the coalitions changing over time.
- In "rockets struck between the entrance to the compound, portal 1, and portal 3," the rockets are considered to have impacted literally between the named points without hitting any of them.
- In "rockets struck among the entrance to the compound, portal 1, and portal 3," the rockets are considered to have impacted in the general area of the named entities and may or may not have struck them.
- If named points or entities define the extent of an area, use *between*, as in "the rockets impacted in the area between the entrance to the compound and portals 1 and 3."

anyone, anybody. Each of these usually is written as one word (except in the sense of "any one of a group"). They take singular verbs and singular pronoun references. If you have trouble remembering that these words are singular, try thinking of them as "any-single-one" and "any-single-body."

apparent, evident. These words share a sense of "obvious" or "open to view" but differ slightly: *apparent* suggests use of reasoning; *evident* suggests a basis of facts or external signs. *Apparent* also means "seeming but not necessarily true." Before a noun that meaning is clear ("her apparent concern"); however, after a form of *to be*, *apparent* can mean either "obvious" or "seeming," so the context needs to be worded to make the meaning clear.

apparently. See *qualifiers*.

approximately, about, roughly, some. Do not use any word of approximation with an exact number: "approximately 5,600" but not "approximately 5,613." See also *about, around*.

apt, liable. Although these words are interchanged in informal usage, their meanings remain distinct. Reserve *apt* for instances in which the subject has a natural tendency: "He is apt to settle the issue without consultation." In this sense, *liable* means "susceptible" and suggests a probability for something unwanted or burdensome: "Temperatures are liable to drop below freezing in higher elevations."

arch-, arched-. *Arch-* can be used with *shaped* in a unit modifier: "an arch-shaped structure." Modifiers in names of structural components use *arched-* ("arched-roof segments"), whereas the name of the completed structure uses *arch-* ("an arch-roofed bunker").

around. See *about, around*.

as, because, for, since. *Because* is the strongest of these conjunctions expressing cause or reason; *since*, the next most strong; and *as*, the weakest. Use caution with *since*, which may be read as meaning "from a specific time." *As* works best with a dependent clause that ends a sentence; a comma precedes it when *as* appears as a conjunction showing a causal relationship. *For*, a coordinating conjunction, shows a causal relationship between independent clauses.

as if, as though, like. Both *as if* and *as though* are acceptable as conjunctions (for example, "The exterior of the building looked as if it had been raked by gunfire"). Either is preferable to *like* for introducing a clause.

as per, as regards. Replace these with *according to, concerning, or about*.

assess. See *access, assess*.

as such. As such requires an antecedent, as in "Applicants will not be treated as U.S. persons unless identified as such" [identified as U.S. persons]. Avoid using *as such* to mean "therefore"; don't write "As such, we expect a dropoff in applicants."

assure, ensure, insure. Similar in the sense of making certain, these words require different usages. *Assure* refers to a person—setting that person's mind at ease by making him or her certain of something. Use *ensure* for the sense of making a thing certain. Reserve *insure* for guaranteeing life or property from risk.

as to. This phrase should be replaced or deleted. In a sentence such as "She was uncertain as to the proper answer," replace *as to* with *about*. In expressions such as *as to whether, as to where, or as to which, the as to is unnecessary*.

as well as. See *along with*.

attributive nouns. See *nouns as adjectives*.

average, median, mean. *Average* is that which is midway between two extremes. Common usage has made it synonymous with an arithmetic mean (the result of dividing the sum of a series of figures by the number of figures). *Mean* is a more precise term when you actually want to refer to a mathematical result,

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but average is acceptable for general usage. A median is the middle figure in an arithmetically arranged list of figures; half the numbers are less than the median, and half are greater than the median. Each of the three terms refers to a single figure, so a sentence such as “The tide averages between 2 and 4 meters” should be replaced by “The tide averages 3 meters” or “The mean tide is 3 meters.”

averse. See *adverse, averse*.

awhile, a while. *Awhile* is an adverb meaning “for a time”; *while* is a noun meaning “a period of time.” Both imply a short time. *For* is a part of the sense of *awhile* and should not be used with it. Thus, “stay for a while” is correct, but “stay for awhile” should be “stay awhile.”

back of, in back of, behind. Use *behind* in place of *back of* and *in back of*.

bad, badly. *Bad* (the adjective) is correct after linking verbs such as *feel* and *look*.

because. See *as, because, for, since*.

because (reason is). In “The reason is because ...,” replace *because* with *that* when the following material is a clause.

begin, commence, start, initiate. *Begin, commence, and start* usually are interchangeable; in general senses, *commence* is less desirable than either of the other two because it is more formal. However, *commence* has a stronger sense of initiative—of some person or force initiating an action. *Start* is particularly appropriate when action must begin following a period of inactivity. *Initiate* refers to taking the first steps in a process and does not refer to what follows.

believe. Avoid using “DIA believes.” Assessing or judging requires weighing the data; believing does not. By contrast, *believe* can be appropriate when describing what the subject of DIA analysis thinks about something: “The defense minister probably believes that the arms purchase will strengthen the military.”

below. See *above, below*.

beside, besides. Use *besides* for the senses of “except for” and “in addition to”: “No vehicles were present besides one staff car outside the headquarters building.” “Besides the commander, the chief of staff also attended.” *Beside* means “at the side of.” Thus, “No one entered the room beside me” and “No one entered the room besides me” state different things.

between. See *among, between*.

biannual, biennial, bimonthly, biweekly. In standard usage, *biannual* means “happening twice each year” or “semiannual,” whereas *biennial* means “happening every second year” or “lasting for 2 years.” However, both *biannual* and *biennial* have secondary meanings that can greatly confuse the timeframe. *Bimonthly* means “once in 2 months,” and *biweekly* means “once in 2 weeks.” Because of the possibility for confusion, writing “occurring every other year,” “occurring twice a year,” “every 2 weeks,” “twice a week,” and so on, is safer.

blatant, flagrant. *Blatant* means “unpleasantly noisy” or “offensively conspicuous”—stressing offensiveness and noisiness. *Flagrant* emphasizes wrongdoing or evil intent. Thus, the difference between a “*blatant act*” and a “*flagrant act*” is the degree of intent.

blond, blonde, brunet, brunette. *Blond* and *brunet* should be used with either gender; avoid *blonde* and *brunette*.

boat, ship. A *ship* is large and travels the sea lanes. A *boat* is relatively small, stays mostly in shallow or sheltered waters, and can be carried on a *ship*. *Boat* also is acceptable in reference to a submarine.

border. When identifying the border between two countries, use the noun rather than the adjective form of the countries' names: *Libya-Tunisia border* instead of *Libyan-Tunisian border*.

born, borne. Both of these words are correct spellings for the past participle of the verb bear. However, *born* is used only as a passive construction in relation to birth: "She was born in the former Soviet Union." *Borne* is used for the active voice in relation to birth ("She had borne three children before entering politics.), as well as for all other senses of *to bear* ("a vehicle-borne improvised explosive device").

both. In sentences such as "Both sides have reached agreement on the plan," *both* is redundant; use "The two sides have reached agreement...."

boycott, embargo. A *boycott* is a refusal to buy or use a product or service. An *embargo*, a legal restriction on trade, can apply to either buying or selling.

but also. See *not only ... but also*.

cadre, cohort. A *cadre* is a core of trained personnel around which a larger unit is to be built or a member of such a group. A *cohort* can be a united band or group, or it can be a companion or associate. Current usage no longer restricts these terms to just groups rather than individuals.

capability, capacity. See *ability, capability, capacity*.

capital, capitol. *Capital*, a noun, has only one meaning—the building in which a legislature meets. As a noun, *capital* has to do with wealth or resources, an uppercase letter, or a town or city that is the seat of government; the latter meaning, of course, is the one that generates confusion with *capitol*.

capital standing for nation. In intelligence writing we commonly substitute the name of a nation's capital for the name of the nation and use either to represent the national government. For example, we might write either "The United Kingdom anticipates withdrawing...." or "London anticipates withdrawing...."

- A notable exception is Israel. Avoid using either Tel Aviv or Jerusalem to represent Israel.

casualty. A *casualty* could be injured, captured, missing in action, or killed.

cement, concrete. Cement as a powder is a component used in making concrete. Concrete is made from aggregate (sand, gravel, and so forth), cement, and water (and possibly additives to enhance the concrete properties). The concrete gains its strength from a chemical reaction between the cement and the water.

censor, censure. To *censor* is to examine and remove objectionable material. To *censure* is to find fault or condemn.

center around. Because it is a point, *center* can be paired with *on, upon, in, or at*—but not with *around*.

certain, some. *Certain* means "fixed" or "definite." In some instances it equates more generally to "some." Problems come with the general sense in an expression such as "modifications of certain procedures." This statement begs for an explanation of just what procedures are to be modified. Replacing *certain* with *some* reduces the strength of the expression but does not totally eliminate the need for further explanation. If you do not intend to define which procedures are to be modified, omitting the adjective may be a better choice.

China, Chinese, Taiwan, Taiwanese. *China* and *Chinese* refer to the mainland country and its people. The offshore island is *Taiwan*; its adjective form also is *Taiwan*. *Chinese* is the noun and adjective for people on Taiwan in general; *Taiwanese* refers only to the indigenous inhabitants of the island. To distinguish the people on Taiwan from those on the mainland, use people "on Taiwan," "from Taiwan," or "of Taiwan."

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cite, sight, site. These words sometimes are confused because they are homonyms. *Cite*, a verb, has several meanings: to quote or mention as an authority or example; to officially praise or formally honor, especially for military merit; or to summon before a court. *Sight*, a noun or verb, has to do with seeing. A *site* is a location or setting; in relation to computers and the Internet, *site* also is a variant of the more specific *website*.

claim. To *claim* means to assert that something is the case, typically without providing evidence or proof. *Claimed* can have a slightly negative connotation, so consider whether *stated* or *reported* would work better in context.

clearly. See *qualifiers*.

climactic, climatic. *Climactic* refers to the climax, the highest point. *Climatic* refers to weather.

close proximity. *Proximity* is redundant in this phrase.

cohort. See *cadre, cohort*.

collective nouns. A collective noun—such as *committee, company, enemy, group, team, and the like*—takes a singular verb when the group acts as a whole but a plural verb when its members or parts act separately.

The committee has decided to recommend banning chemical weapons. [The committee's decision is a collective action.]

The committee have returned to their offices. [Each member must act separately in such a situation.]

The second construction sounds awkward to many ears, though, so a better choice may be to insert a plural noun, as in “The committee members have returned to their offices.” Be particularly careful to ensure that the verb connected to a collective noun and any pronoun reference to the same collective noun are either both singular or both plural—as with *have* and *their* in the second example.

colocated. See *adjacent, contiguous, colocated*.

combined, joint. In reference to military exercises, a *combined exercise* involves forces from more than one country; a *joint exercise* involves forces from two or more services of the same country.

commence. See *begin, commence, start, initiate*.

communication, communications, telecommunication, telecommunications. Both the singular and the plural forms are acceptable as modifiers: “the communication system,” “the communications system.” The singular forms (*communication* and *telecommunication*) are preferable for most uses, especially when the next word in a sentence begins with s (“telecommunication system”). Either form is preferable to *communicational*.

comparatively, relatively. Use these modifiers only when the comparison they refer to is clear. In “There was relatively little debate about the president’s proposal,” what does *relatively little* really mean?

compare, contrast. *Compare* to points out similarities between inherently dissimilar things; *compare with* points out both similarities and differences. *Contrast* with points out differences.

complement, compliment. *Complement* refers to something that completes. A *compliment* is flattery or praise.

Compose, Comprise, Constitute, Include

Comprise means “to consist of” or “to contain”—the whole comprises the parts. *Compose* means “to constitute or make up”—the parts compose the whole. *Constitute* is interchangeable with *compose*. *Include* is similar to *comprise* in the sense of containing parts; *comprise* should be used when all parts are named and *include* when only some of them are named. Never use *is comprised of* or *are comprised of*.

complex, complicated. Both refer to things with many interrelated parts that are hard to understand or operate. *Complex* emphasizes the number of varying parts, whereas *complicated* emphasizes the elaborate relationship of parts rather than their number.

compose, comprise, constitute, include. [See tone box.]

conceivably. See *qualifiers*.

concept, conception. A *concept* is a general idea or understanding, whereas a *conception* is a particular mental picture or understanding of a concept.

concrete. See *cement, concrete*.

condition. Authors frequently use *condition* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "The building was damaged" rather than "The building was in a damaged condition" and "He was weak" rather than "He was in a weakened condition."

conduct. Writers overuse *conduct* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change "officials conducted an inspection of the facility" to "officials inspected the facility."

consensus. This is opinion held collectively or generally, not simply by a majority. In *consensus of opinion*, delete *of opinion*.

consequence, effect, implication. A *consequence* is the result of an event that has occurred, but the term implies only a weak causal relationship. An *effect* results from a causative act or agent. An *implication* is a possible future effect or result and is preferable to "potential consequence."

constitute. See *compose, comprise, constitute, include*.

contact. Use of *contact* as a noun equating to "source" is acceptable in intelligence writing (for example, "His contact was a member of the resistance group").

contiguous. See *adjacent, contiguous, colocated*.

contingent. See *accidental, fortuitous, contingent, incidental, opportune*.

continual, continuous, continued, ongoing. *Continual* refers to something that occurs intermittently or repeats at intervals: "Arguments over procedures were continual." *Continuous* refers to something that occurs without interruption in space or time: "Rainfall during the day was continuous." Something *continued* has remained in the same state (*persisted*), has existed for a long time (*lasted*), or has begun again after an interruption (*resumed*). Something *ongoing* is occurring at the moment—in progress or evolving.

continues, remains. Writers overuse these two terms. A sentence such as "Drug trafficking continues to provide most funds for the insurgents" can be stated more directly with "Drug trafficking provides most funds for the insurgents" because the present tense verb (*provides*) establishes that the activity is continuing. Similarly, a sentence such as "The insurgency remains concentrated in the south" can be stated simply as "The insurgency is concentrated in the south."

contrast. See *compare, contrast*.

convince, persuade. Though related, these words differ in application: we *convince* someone of the truth of a statement but *persuade* the person to act in a particular way.

could, may, might. These are low-confidence assessment terms and should be used with care in intelligence writing. Limit *could* to discussions of capability: "The missile could be targeted against the city" (the city is within the missile's range). Use *may* or *might* for judgments or predictions: "The missile may be targeted against the city" (possibly the enemy intends to employ the missile for that purpose). *Might* traditionally expresses a stronger sense of doubt than *may* or a contrary-to-fact hypothetical: "The city might

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have been targeted if the rebels had captured more missiles." All three terms include the idea of possibility and should not be accompanied by modifiers such as *possibly* or *conceivably*.

council, counsel. *Council*, a noun, refers to a deliberative assembly, its work, or its members. *Counsel*, either a noun or a verb, refers to advice and the person(s) giving it.

country names. Except when making a point about the full formal name of a nation, use the common English name for a country rather than its formal name—what *The World Factbook* calls the "conventional short form" name rather than the "conventional long form" name. For example, use *Bulgaria* rather than *Republic of Bulgaria*; *China* rather than *People's Republic of China*; *South Korea* rather than *Republic of Korea*; *North Korea* rather than *Democratic People's Republic of Korea*; and so on.

(See also *capital* standing for nation and *China*, *Chinese*, *Taiwan*, *Taiwanese*.)

country, nation. Both are neuter and require gender-neutral pronouns (for example, *it* or *its*).

credible, creditable. *Credible* means "believable" or "plausible." *Creditable* means "deserving credit or praise."

crisis. Reserve *crisis* for actual or potential international conflict, not for minor national or international disruptions. A *governmental crisis* is the period between the fall of a parliamentary government and the election of a new one.

current, currently. Analysts frequently include these terms when they do not need them. For example, in "current status," *current* is superfluous, since readers will expect to learn about the current state unless the writer establishes a different timeframe. If the context of a passage indicates that an activity is ongoing, *currently* is superfluous. In "A pilot project currently is testing the system," *is testing* indicates that the pilot project is ongoing, so *currently* is unnecessary and should be deleted.

dangling modifier, dangling participle. See *participles*.

data. [See *tone box*.]

dates as modifiers. Be careful in using dates as modifiers. "The 1973 Middle East War" is acceptable because it distinguishes a particular war in the region from others in other years. However, "his 1988 death" implies that he has died more than once—an absurdity.

definite, definitive. Although both mean "clearly defined," *definitive* carries the additional meaning of "authoritative and complete."

defuse, diffuse. To *defuse* is to remove the fuze from an explosive device or to reduce tension, hostility, or danger. To *diffuse* is to spread around or scatter.

degenerate, deteriorate. Although both refer to a decline in quality, *degenerate* refers particularly to a loss of worth or virtue, whereas *deteriorate* refers to a wearing away or weakening.

desires, feels, hopes. In intelligence writing, be careful with words that have an emotional connotation, such as *desires*, *feels*, and *hopes*. If the source material does not give an emotional context, try instead more neutral terms, such as *seeks*, *thinks*, or *plans*.

device, devise. The noun *device* refers to an implement that serves a particular purpose, especially a machine to perform a task. Except in its unique senses in law related to property, *devise* is a verb meaning to plan or arrange.

Data

Although for years writers have insisted that *data* can be used only in the plural (because *data* is the plural of *datum* in Latin, the source of the English word), in current usage *data* appears primarily in the singular, in the sense of a body of information, as in "When we receive the *data*, we can interpret it" or "Little test *data* is available." Use of *data* as a plural noun still occurs, particularly in scientific or technical writing, though this usage is becoming less common.

different from. Use this rather than *different than* or *different to*.

dilemma. This applies to a choice between evenly balanced alternatives (normally all are unattractive). Do not use *dilemma* when you mean merely a “predicament” or a “problem.”

directional terms. See *east*, *eastern* (*and similar directional terms*).

disburse, disperse. To *disburse* is to pay out, as from a fund. To *disperse* is to scatter or spread widely, disseminate, or make disappear.

disclose, divulge, expose, reveal. *Disclose* refers to making public something that has been private. *Divulge* refers to making public something that has been secret. *Expose* refers to making public something reprehensible. *Reveal* implies unveiling something not previously known.

discreet, discrete. Often confused because of the similarity in their spellings and pronunciation, these words have no meanings in common. *Discreet* is “lacking pretension” or “showing a judicious reserve in one’s speech or behavior.” *Discrete* means “constituting a separate thing” or “consisting of unconnected distinct parts.”

disinterested, uninterested. *Disinterested* means impartial. *Uninterested* means not having interest in something.

due to. *Due to* modifies nouns and is normally used after a form of the verb *to be*, as in “The minister’s fall was due to a bribery scandal.” It works the same way as *attributable to*. Avoid using *due to* to modify verbs (“The minister fell due to a bribery scandal”); try *because of* instead.

during, over. Although one of the lesser meanings for *over* is “throughout the duration of something,” this is the primary meaning of *during*, which is preferable for a passage such as “during the past 3 years.”

each. As a subject, *each* takes a singular verb and singular pronoun references: “Each has separate duties.” However, when *each* follows a plural subject, it does not affect the verb; the verb remains plural to correspond with the plural subject: “The president and the vice president each have separate duties.”

east, eastern (*and similar directional terms*). Indefinite or general directional references end with *-ern*: “In the eastern part of the country.” Definite directional references use the shorter form: “on the east bank of the river,” “in the east end of town.”

economic, economical. *Economic* is an adjective pertaining to finance or production and management of material wealth. *Economical* is an adjective pertaining to prudent or thrifty management—that which is not wasteful.

effect. See *affect*, *effect* and *consequence*, *effect*, *implication*.

either ... or, neither ... nor. When both parts of an *either ... or* or *neither ... nor* construction are singular or plural, the corresponding verb is singular or plural, respectively. However, when one element is singular and one plural, the verb corresponds with the number of the nearer part: “Either the president or his advisers want the conflict to continue.” You can avoid an awkward (albeit correct) sentence by

Endemic, Indigenous, Native

Something that is *endemic* occurs commonly in a place or region or among a particular people. How the thing or person became endemic, whether by birth or creation or movement, is not at issue. A disease can be *endemic* in or *endemic to* a geographic area, but a geographic area cannot be *endemic for* a disease. Someone *indigenous* originates in a place rather than moving into or being brought into it. Something *indigenous* to a locale occurs there naturally, so *indigenous* should not be used to refer to things produced in a locale; instead, refer to *domestic production*. *Native* emphasizes birth or creation in a particular place, region, or country.

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ensuring that the plural part of the construction is nearer the verb. Also, if you combine *not* with either, the companion construction uses *or; not nor*: “The guerrillas were not interested in either the deserted camp or the remains of the shack that has served as its headquarters.”

elevation. See *altitude, elevation*.

embargo. See *boycott, embargo*.

emigrate, immigrate. *Emigrate*, to leave a place permanently, usually is followed by *from*: “He emigrated from Germany.” *Immigrate*, to come to a place permanently, usually is followed by *to*: “He immigrated to Wisconsin.” When a sentence includes the idea of both, *immigrate* can be eliminated: “He emigrated from Germany to Wisconsin.”

eminent, imminent. A person who is *eminent* is prominent, of high rank, noteworthy, distinguished, or well known. Something that is *imminent* is impending, about to occur.

employ. See *usage, use, employ, utilize*.

endemic, indigenous, native. [See tone box.]

enemy. See *collective nouns*.

enough. See *ample, enough*.

ensure. See *assure, ensure, insure*.

entrance, entryway, entranceway. See *adit, entrance, entryway, entranceway, portal*.

equal, equivalent. *Equal* emphasizes quantitative likeness: “The weapon inventories of the two countries are nearly equal.” *Equivalent* applies to qualitative similarities: “Although their inventories are not equal, the combat capabilities of the two countries are roughly equivalent.”

every. See *only*.

everyone, everybody. Although these words have a plural sense, they are singular and require singular verbs and singular pronoun references. If you have trouble remembering that they are singular, try thinking of them as “every-single-one” and “every-single-body.”

evident. See *apparent, evident*.

evidently. See *qualifiers*.

execute. Writers overuse *execute* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change “insurgents executed an attack” to “insurgents attacked.”

explicit, implicit. *Explicit* refers to something clearly stated rather than implied. *Implicit* is the opposite—something implied, not expressly stated.

explosive, explosives. Use *explosive* for a specific reference to a bursting or propelling charge: “a high-explosive round.” Normally use the plural form in an expression such as “explosives storage area.”

expose. See *disclose, divulge, expose, reveal*.

extort. To extort is to obtain (something) by coercive means; the thing is extorted, not the person who has it. Write “Militants extorted money from villagers” rather than “Militants extorted villagers.”

farther, farthest, further, furthest, furthermore. *Farther* and *farthest* refer to physical or literal distance. *Further* and *furthest* are concerned with figurative or notional distance—degree, time, quantity. *Furthermore*, an adverb meaning “moreover” or “in addition,” is preferable for a passage such as “Furthermore, the Shia are likely to....”

fewer, fewer than, less, less than. Use *fewer* and *fewer than* with numbers or units counted individually: “*fewer* gantry cranes,” “*fewer* than seven main battle tanks.” Use *less* and *less than* with quantities of things measured with a total (weight, bulk, sums) or conceptually: “*less* water,” “*less* gross national product,” “*less* enthusiastic,” “*less than* 125 metric tons of stainless steel plates.” See also *amount, number*.

financial, fiscal, monetary. *Financial* is the broadest of these terms, though it sometimes refers more specifically to large-scale transactions. *Fiscal* applies to governmental policies and procedures related to money. *Monetary* applies to the money itself—to the coinage and currency or to the policies relating to their circulation.

first, second, third, and so on. Use these terms for reference to a list or sequence rather than *firstly, secondly, thirdly*, and so forth.

flagrant. See *blatant, flagrant*.

flaunt, flout. To *flaunt* is to show off; to *flout* is to show contempt.

flounder, founder. To *flounder* is to struggle clumsily or helplessly, as in confusion. To *founder* is to cave in or sink, as in a ship filling with water and sinking.

foot, feet. Use *foot* with a modifier preceding a noun: “a 6-foot pole.” Use *feet* if the modifier follows the noun: “a pole 6 feet long.” (However, keep in mind that in most circumstances DIA intelligence products should be using metric units.)

for. See *as, because, for, since*.

forego, forgo. To *forego* is to precede in time or place; to *forgo* is to do without something.

foreword, forward. A *foreword* is a prefatory or introductory note. *Forward* usually is a directional reference for “at or near the front,” although it has a number of other meanings. In a publication, a *foreword* is an introduction that comes forward of the main body of the publication.

former, latter. These terms refer to one of a series of two things, not more than two. In referring to parts of a series of three or more things, use terms such as *first* or *last*.

fortuitous. See *accidental, fortuitous, contingent, incidental, opportune*.

for which. See *where, in which, for which*.

from ... to, from ... through. An expression such as “paid from 13 July to 7 August” does not include the final day (“7 August” in this instance). Using *through* rather than *to*, however, would include the final day.

further, furthest, furthermore. See *farther, farthest, further, furthest, furthermore*.

geographic, geographical. Use the simpler *geographic*.

governmental crisis. See *crisis*.

group. See *collective nouns*.

half (and other fractions). See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

hanged, hung. Use *hanged* for the past tense of *hang* when referring to executions. For other senses, use *hung*.

headquarters. *Headquarters* is a plural noun that can take either a singular or plural verb. Use of a plural verb is more common, especially when the emphasis is on location: “The company’s headquarters are in Washington, DC.” Use of a singular verb is common when the emphasis is on authority: “Corporation headquarters has issued new rules for trading commodities.”

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helicopter, rotary-wing aircraft. Avoid the wordy *rotary-wing aircraft* when you mean *helicopter*. *Rotary wing* is acceptable in uses such as “*rotary-wing UAV*.”

historic, historical. Although their meanings overlap, common usage restricts *historic* to famous or particularly important events in history and applies *historical* to general events of the past and to things related to history or its study. “*Gettysburg, Pennsylvania, was the site of a historic battle.*” “*The president hoped emblems in his office would suggest comparison of him with historical leaders from the nation’s past.*” “*She is doing historical research in open sources.*”

If, whether. In informal usage, either *if* or *whether* can introduce a clause that expresses uncertainty, but for general usage, *whether* is preferable for introducing such a clause. “*We cannot confirm if a suitable candidate has been selected*” should be written instead as “*We cannot confirm whether a suitable candidate has been selected.*”

immigrate. See *emigrate, immigrate*.

imminent. See *eminent, imminent*.

impact. *Impact* is usually a noun: “*The impact of these changes will be clearer in time.*” As a verb, it means to strike forcefully: “*The missile impacted downrange.*” Avoid using *impact* as a verb to mean “affect”: “*These changes will impact [affect] all employees.*”

impending. See *pending, impending*.

implication. See *consequence, effect, implication*.

implicit. See *explicit, implicit*.

imply, infer. To *imply* is to state something indirectly. To *infer* is to draw a conclusion or deduce something.

important, importantly. To introduce a second, more worthy consideration, use *more important* rather than *more importantly*. “*Hoarding has decreased; more important, shops now have items that have been unavailable for months.*”

in addition to. See *along with*.

In back of. See *back of, in back of, behind*.

incident. Reserve *incident* for minor occurrences of momentary importance. “*An incident took place last month when traffickers fired on a police outpost.*” *Incident* is not suitable for a major conflict or catastrophe.

incidental. See *accidental, fortuitous, contingent, incidental, opportune*.

include. See *compose, comprise, constitute, include*.

Indigenous. See *endemic, indigenous, native*.

initiate. See *begin, commence, start, initiate*.

In order to. This phrase can often be whittled down to just *to*, especially at the beginning of a sentence. However, *in order to* can be helpful when the sentence contains another infinitive nearby: “*The speaker plans to delay in order to reach a wider audience after the holiday.*”

Inside of. See *outside of, inside of*.

Instead of, Rather Than, Vice, Versus

Instead of and *rather than* are synonyms, and either is preferable to *vice* or *versus* as a preposition—“*The insurgent fired a rocket-propelled grenade rather than an antitank guided missile at the tank*” instead of “*The insurgent fired a rocket-propelled grenade vice an antitank guided missile at the tank.*”

instead of, rather than, vice, versus. [See tone box.]

Insure. See assure, ensure, insure.

Interagency. This term is a problem because an “*Interagency*” does not exist. When *Interagency* is used as a noun, the passage frequently is something like “interaction among DIA, CIA, NGA, and the Interagency”; in this context *Interagency* means, roughly, “other U.S. Government organizations.” When the term is used in relation to liaison or coordination, writers generally mean liaison or coordination with DIA’s counterparts throughout the Federal Government. No matter how it is used, *Interagency*, as the proper name for some sort of body, lacks a clear definition and should not be used. However, *interagency*—without the initial capitalization—is an acceptable adjective associated with something involving two or more agencies, so “*interagency coordination*” is fine, but “*Interagency coordination*” is not. The bottom line: whereas *interagency* is acceptable as an adjective, do not use *Interagency* as a noun.

in which. See where, in which, for which.

in, within. These terms are generally synonymous, but *within* emphasizes being “inside” or “in the inner part of.” For this reason, write the more general “an incident in Georgia” rather than “an incident within Georgia” unless you need to emphasize that something is occurring well inside the country.

Islamist, Islamicist, Moslem, Muslim. An *Islamist* is a person following Islamic beliefs, especially one who has Islamic fundamentalist beliefs and holds that they apply to politics as well as to religion; the term applies especially to followers of Islamic revivalist movements. Of *Islamist* and *Islamicist*, *Islamist* is the simpler and preferred term for such a follower of Islam. Of *Moslem* and *Muslim*, *Moslem* is the older spelling but today is considered outdated and possibly offensive; *Muslim* is preferred for an adherent of Islam.

it is, there are (and similar expressions). Avoid beginning a sentence with one of these phrases. They are indirect, delaying the point; are inherently wordy; usually invert the sentence structure; and frequently are connected with passive voice. “It is clear that....” just adds words to “Clearly....” We can change “There are several conclusions that can be drawn from these hypothetical scenarios” to “Several conclusions can be drawn from these hypothetical scenarios” just by deleting *There are* and *that*. Then we can improve the sentence further by correcting the passive voice that the writer used with the inverted sentence structure: “We can draw several conclusions from these hypothetical scenarios.”

Its. *Its* is the possessive form of *it*. *It's* is the contraction for “it is” or “it has.”

-ize. Use caution with words that end in -ize, which can be trendy but not widely accepted. Some of these terms, such as *economize*, *jeopardize*, and *terrorize*, are well established and fine to use in formal writing, but avoid new words with the -ize suffix, such as *incentivize* and *Afghanize*.

Joint. See combined, joint.

Just. See only.

Leaders, Leadership

Using *leadership* as a collective noun for the leaders of a nation or organization implies that the leaders act as a unit. If the people at the top are not in agreement or are acting independently, especially against each other, *leaders* is the better choice. Change a passage such as “supporting other national leadership” to “supporting other national leaders.” In addition, beware of a sentence such as this: “The leadership has shown interest in arms deals that produce kickbacks to line their pockets”; *leadership* cannot take both a singular verb (*has shown*) and a plural pronoun reference (*their*).

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last, latest, past. *Last* indicates finality, especially in referring to things that come at the end of a chronology or sequence: "This report is the last he prepared before retiring." *Past* refers to things gone by or in recent time; it is preferable in a passage such as "violence during the past 3 years" because this deals with an occurrence in time recently gone by rather than the end of a grand chronology or sequence. *Latest* can mean only "most recent": "This report is the latest on the subject."

latter. See *former, latter*.

lay, lie. *Lie* is an intransitive verb (the kind that does not take an object) meaning to recline (its most common usage) as well as to occupy a position or to remain in a given condition: "He wants to lie on the beach for a week"; "The paper lies on the desk"; "The facility lies 15 kilometers south of Baghdad." *Lay* is a transitive verb (it requires an object) meaning to place something: "Lay the report on the desk after you read it"; the past tense is *laid*: "She laid her timesheet in the inbox." Most confusion between the two verbs results because *lay* also is the past tense of *lie*: "He lay on the beach for a week"; "The paper lay on the desk."

leaders, leadership. [See tone box.]

less, less than. See *fewer, fewer than, less, less than*.

liable. See *apt, liable*.

likely. Preferred usage for *likely* as an adverb is with a modifier such as *most* or *quite*: "He *most likely* will decide tomorrow." As an adjective, however, it does not require modification: "He is *likely* to decide tomorrow."

like, such as. *Like* introduces a comparison: "Hills in this part of the country are low and rounded *like* those near the coast." *Such as* introduces an example from a group: "hills in the Midwest *such as* those along the Ohio River." For *like* as a conjunction introducing a clause, see *as if, as though, like*. See also *along with*.

located. An overused term in intelligence writing, *located* often can be omitted: "The factory is located 60 kilometers west of Karachi" can become "The factory is 60 kilometers west of Karachi."

logistic, logistics, logistical. *Logistics* is the noun form. For the adjective, either *logistic* or *logistics* is acceptable, though *logistic* is preferred. Either is preferable to *logistical*.

long term, short term. Use these terms only when the context gives the reader an idea of the timeframe. Otherwise, be more specific, such as "within 5 years." See also *near term*.

loose, lose. *Loose* means not attached, restrained, or confined. *Lose* means mislaying something, not having it anymore, being unable to control something, or failing to win.

majority. Meaning "the greater part of something" or "more than half of a total," *majority* by itself is not synonymous with *most*, which in this sense means "the greatest part." When modifiers such as *great* and *vast* are used with *majority*, the combined sense corresponds with that of *most*, and *most* is an effective substitute. When *majority* refers to a vote total, the term is singular: "The prime minister's majority in parliament for health care was only three votes." However, when it refers to a group of people or things, *majority* is a collective noun that can take either a singular or a plural verb. If the sense is oneness, use a singular verb: "The majority of parliament supports the legislation." If members of the majority are acting as individuals, use a plural verb: "The majority of the members of parliament represent working class districts."

material, materiel. *Material* is any substance from which something is made. *Materiel* refers to arms, ammunition, and equipment.

may. See *could, may, might* and *qualifiers*.

meantime, meanwhile. *Meantime* is usually a noun: "In the meantime, she waited." *Meanwhile* is usually an adverb: "Meanwhile, she waited."

media. *Media* is the plural of *medium* (*mediums* also is an acceptable plural) and usually takes a plural verb. However, when *media* is used with *the*, it is a collective noun equating roughly to “the press” or “the press and other mass communication entities.” As a collective noun, *media* can take either a singular or plural verb, depending on whether the collective group is acting as a unit (singular) or as separate parts (plural): “The national media has consistently supported the prime minister, but the local media have begun to demonstrate differences, with some supporting the prime minister and some supporting the opposition.”

median, mean. See *average, median, mean*.

merely. See *only*.

methodology. If you mean *method, means, or system*, use one of those words rather than *methodology* (the study of the science of methods or a group of procedures or rules for an inquiry or branch of study). For example, change “The oil company has not found an effective methodology for cleaning the spilled oil from the beaches” to “The oil company has not found an effective means for cleaning the spilled oil from the beaches.” However, *methodology* is appropriate in “The professor explained his students’ methodology for surveying the people’s satisfaction with the wage supplement.”

might. See *could, may, might and qualifiers*.

militate, mitigate. *Militate* means “to have weight or effect” for or against: “The facts militate against your interpretation.” *Mitigate* means “to moderate or alleviate”: “The new social order will mitigate the suffering of the poor.”

monetary. See *financial, fiscal, monetary*.

more. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

more important. See *important*.

more than one. Although plural in sense, this phrase almost always takes a singular verb: “More than one factor was involved in her decision.”

Moslem. See *Islamist, Islamicist, Moslem, Muslim*.

most. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; majority; and only*.

most important. See *important*.

most, mostly. *Most* is not an appropriate substitute for *almost*: “almost everyone” rather than “most everyone.” *Most* rather than *mostly* is the correct word to mean “to the greatest degree”: “those most affected” rather than “those mostly affected.” *Mostly* means “for the greatest part” or “usually”: “The attacks were mostly unplanned.”

Muslim. See *Islamist, Islamicist, Moslem, Muslim*.

nation. See *country, nation*.

Not Only ... But Also

The difficulty in using these correlative conjunctions is maintaining the parallel structure of the pieces that follow them: specifically, the part of speech or grammatical construction following *but also* should parallel the part of speech or construction following *not only*. For example, a noun should parallel a noun; an infinitive, an infinitive; a clause, a clause. Therefore, “The unit not only sent the message to its higher headquarters but also to the main directorate” should be changed to “The unit sent the message not only to its higher headquarters but also to the main directorate.” Here “to the main directorate,” following *but also*, parallels “to its higher headquarters,” following *not only*. The sentence also could be changed so that the parallel pieces are “sent the message to its higher headquarters” and “sent the message to the main directorate.” In addition, *also* is optional, especially when the pieces following the correlative conjunctions are short.

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native. See *endemic, indigenous, native*.

near-, nearly. Use *nearly* rather than *near-* to modify most adjectives—for example, “*a nearly complete proposal*” rather than “*a near-complete proposal*.” An exception is *near-* in *near-real-time*—“*near-real-time detection*.” Also see *only*.

near term. This expression is open to broad interpretation—does it mean days, weeks, months, even years? When possible, replace “*in the near term*” with more precise language, such as “*in the next 3 to 6 months*.” See also *long term, short term*.

neither ... nor. See *either ... or, neither ... nor*.

none. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

not only ... but also. [See *tone box*.]

nouns as adjectives. Nouns used as adjectives (*attributive nouns*) are part of standard English usage: for example, “communications intelligence” is preferable to the cumbersome “communicational intelligence.” Normally you should not use a noun as an adjective when an adjectival form of the word is available—provided the two words mean the same thing. Often they do not: clearly a “cloud chamber” differs from “a cloudy chamber.” In general, stringing a number of attributive nouns together is undesirable; for example, the string “*weapon system development and acquisition cost reductions*” should be broken up, becoming “*cost reductions from weapon system development and acquisition*.”

number. When *the* precedes *number*, *number* takes a singular verb: “*The number of mistakes has decreased*.” When *a* precedes *number*, *number* takes a plural verb: “*A number of mistakes result from carelessness*.” See also *amount, number*.

obsolete, obsolescent. *Obsolete* means “no longer in use”; *obsolescent* means “becoming outdated or out of use.” Thus, something *obsolescent* is becoming *obsolete*.

obviously. See *qualifiers*.

offload. *Unload* is preferable.

off of, out of. *Of* generally is unnecessary when *off* or *out* is used in the sense of motion: “*jump off the roof*” or “*jump out the window*,” but “*move out of the building*.”

ongoing. See *continual, continuous, continued, ongoing*.

onload. *Load* is preferable.

only. Place *only* close to the word it limits, usually so it adjoins the word. Observe the change in meaning when *only* is shifted within the following sentence:

Only the soldier fired the gun. [No one else fired it.]

The only soldier fired the gun. [No other soldiers were involved with this incident.]

The soldier only fired the gun. [He did nothing else with it or to it; for example, he did not load it.]

The soldier fired only the gun. [He fired nothing else.]

The soldier fired the only gun. [No other gun was associated with this incident.]

The soldier fired the gun only. [He fired nothing else.]

The most common placement problem—one almost all of us commit when we speak—is placing the limiting word in front of a sentence’s verb (as in the third sample above). Rarely do we actually

Parliamentarian

This is an expert on parliamentary rules and procedures or a member of a parliament, though “member of parliament” is preferred for that second meaning.

mean to limit the meaning of the verb; usually we intend to limit the meaning of the verb's direct object (as in the fourth sample above).

Similarly, take care with placing *almost*, *every*, *just*, *merely*, *most*, *nearly*, *primarily*, *principally*, and *scarcely*.

opportunity. See *accidental*, *fortuitous*, *contingent*, *incidental*, *opportunity*.

oral, verbal. *Oral* refers to spoken words; *verbal*, to either spoken or written words.

ordinance, ordnance. An *ordinance* is an order, a command, a regulation, or a statute. *Ordnance* is military materiel, cannon or artillery, supplies (particularly explosives) used with the military materiel, or the department responsible for weapons and their supplies. An EOD team is an explosive ordinance disposal team, not an "explosive ordinance disposal" team.

out of. See *off of*, *out of*.

outside of, inside of. When outside is a preposition, *of* is unnecessary: "outside the building," "outside the realm of possibility." The same is true of *inside*.

over. See *during*, *over*.

pair, pairs. For more than one pair, *pairs* is preferable: "two pairs of antennas."

parliamentarian. [See *tone box*.]

part. See *all*, *any*, *half* (and other fractions), *more*, *most*, *none*, *part*, *percent*, *percentage*, *some*.

participles. The chief usage problem connected with participles is with participial phrases that open sentences. Readers expect a modifier that begins a sentence to refer to the subject of the sentence. When a participial phrase cannot logically modify the subject of the sentence, we say the modifier "dangles"—a dangling participle or dangling modifier. In "Popping up from behind the hill, the tank was fired upon by the helicopter," the participial phrase dangles because it cannot modify the subject *tank*. The sentence should read "Popping up from behind the hill, the helicopter fired on the tank."

past. See *last*, *latest*, *past*.

pending, impending. *Pending* means "yet to come" or "not yet settled." *Impending* has a similar basic meaning but also connotes a sense of threat or menace.

people, persons, personnel. *Persons* is applicable to a specific, relatively small number: "He killed 10 persons." *People* is acceptable in this sense as well and is the word of choice for a large number of individuals, whether collectively or individually. *Personnel* is a collective noun referring to employees of an organization or members of a group. It should be avoided as a substitute for *people* or *persons*: "six persons" or "six people" rather than "six personnel exited the building." See also *populace*, *population* for related usage issues.

percent, percentage. See *all*, *any*, *half* (and other fractions), *more*, *most*, *none*, *part*, *percent*, *percentage*, *some*.

perhaps. See *qualifiers*.

period of time. *Period* almost always conveys a sense of time, so *of time* generally is unnecessary.

persuade. See *convince*, *persuade*.

populace, population. *Population* refers to all the people in a specific area or to the number of people in a group, class, or race in a specific area. *Populace* refers particularly to the masses—the general public—and

Predominant, Predominate,
Predominantly, Predominately

Predominant is an adjective meaning having the greatest importance, influence, or authority, especially for a particular period: "the predominant weapon during the early days of the insurgency." *Predominate* is a verb meaning to prevail, to gain power or authority: "His views predominate in all government decisions." *Predominantly* is the preferred adverb.

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is not a good substitute for *population* in a statement such as “the population of the lower White River valley speaks a variant of French.” See also *people*, *persons*, *personnel* for related usage issues.

portal. See *adit*, *entrance*, *entryway*, *entranceway*, *portal*.

portend, presage. *Portend* means “to serve as an omen or warning.” *Presage* connotes a feeling or premonition, a presentiment. Therefore, *portend* is preferable for use with something inanimate, such as an event: “An increase in security violations could portend more serious problems within these forces.”

possibly. See *qualifiers*.

practical, practicable. *Practical* indicates useful, effective, or sound. *Practicable* applies to things or concepts that are feasible or achievable and cannot apply to persons.

predominant, predominate, predominantly, predominately. [See tone box.]

presage. See *portend*.

preventive, preventative. Use *preventive*.

primarily. See *only*.

principally. See *only*.

principal, principle. *Principal* is an adjective meaning “most important” or a noun referring to a key official or to money. *Principle*, always a noun, refers to a standard of conduct, an essential element, or a general truth.

prioritize. To *prioritize* is to arrange items in order of priority, as in “prioritize work, school, and family.” Avoid using *prioritize* with a single item; in that case, try “place a priority on” or “give priority to.”

probably. See *qualifiers*.

pronouns for countries or ships. Use the gender-neutral forms *it* or *its*.

proved, proven. *Proved* is the preferred past participle for the verb: “The story has proved false.” *Proven* is the preferred adjective: “a proven success.”

provided, providing. Either term is acceptable as a conjunction: “You can use this method, provided [providing] your supervisor agrees.” Neither should be used when the word *if* expresses a simple possibility: “The ceremony will be canceled if the rain continues.”

publically, publicly. Use *publicly*.

purportedly. See *qualifiers*.

purposely, purposefully. *Purposely* means “intentionally.” *Purposefully* indicates determination to reach a goal.

quagmire. *Quagmire* raises particular problems in intelligence writing. The standard definition is a difficult, precarious, or entrapping position. However, the word is so strongly associated with Vietnam that readers may question the parallels with that conflict. Try *predicament* or *quandary* instead.

qualifiers. Intelligence analysts must use qualifiers to remain objective and accurate. They should not, however, habitually hide judgments behind words such as *allegedly*, *apparently*, *conceivably*, *evidently*, *likely*, *may*, *might*, *perhaps*, *possibly*, *probably*, *purportedly*, *reportedly*, *reputedly*, *seemingly*, and *virtually*. Conversely, they should not strengthen judgments based on weak evidence with words such as *obviously*, *undoubtedly*, and *clearly*. Moreover, multiple qualifiers (for example, *may possibly*) are never justified.

Represent

This means “to depict” or “to symbolize,” not “to constitute.” “The dotted line represents the department boundary” is proper usage. “South African gold represents most of the world’s output” is not.

question as to whether. See *as to*.

quote, quotation. Except in informal usage, *quote* is a verb; *quotation* is the noun. *Quote* should not be used as a noun to replace *quotation* in general writing.

range, vary. In the elements of their meanings for which *range* and *vary* are similar, *range* refers to changing or differing within limits, whereas *vary* refers to changing in succession. “Elevations range between 500 and 1,500 meters above sea level.” “Temperatures vary from season to season.”

rare, scarce. Both mean “infrequently occurring” or “uncommon.” *Rare* connotes high value. *Scarce* connotes that supplies are insufficient.

rather than. See *instead of, rather than, vice, versus*.

real. See *actual, real, virtual*.

rebut, refute. Though these terms are somewhat synonymous, *rebut* means “to offer opposing arguments,” whereas *refute* connotes success in winning an argument.

recurrence, reoccurrence. Recurrence has the sense of happening repeatedly or periodically, whereas *reoccurrence* suggests simply happening again.

regards. *In regards to* is substandard. Use *in regard to, with regard to, regarding, about, or on*.

rein, reign. A *rein* is a strap attached to a bridle, used to control a horse—hence the expressions “take the reins” and “rein in.” Do not confuse it with *reign*, which refers to a monarch’s rule.

relatively. See *comparatively, relatively*.

reluctant, reticent. *Reluctant* means “unwilling to act.” *Reticent* means “uncommunicative” or “reserved.”

remains. See *continues, remains*.

reportedly. See *allegedly, reportedly, reputedly* and *qualifiers*.

represent. [See *tone box*.]

reputedly. See *allegedly, reportedly, reputedly* and *qualifiers*.

respectively. *Respectively* means “one at a time, in the order indicated.” It is particularly useful for matching sets of data, as in this example: “Terrorists attacked markets in Baghdad and Basrah with a vehicle-borne improvised explosive device and rocket-propelled gre-

Omitting That

Some writers routinely eliminate *that* when it is a relative pronoun introducing a dependent clause. Leaving out *that* generally works well when the dependent clause simply modifies another word in the sentence. For example, in “The building that the team was watching was unoccupied,” omitting *that* causes no problem for readers: “The building the team was watching was unoccupied.” We might even argue that the sentence is easier to read without *that*. However, when the dependent clause is the direct object of a sentence’s verb, omitting *that* may cause momentary problems for some readers. Consider the following versions of the same thought:

Moderate Muslim clerics emphasize Islam does not condone terrorism.

Moderate Muslim clerics emphasize that Islam does not condone terrorism.

Omitting *that* from the first version of the sentence causes many readers to initially read “Moderate Muslim clerics emphasize Islam.” Because the sentence continues and because that initial thought is simplistic (as Muslim clerics of course “emphasize Islam”), those readers quickly reread the beginning of the sentence to look for a clause that clarifies the thought. This momentary disruption does not occur with the second version of the sentence because the relative pronoun *that* is a marker readers have learned to recognize; it alerts readers to look for the clause that follows. Using *that*—rather than leaving it out—provides the marker readers are accustomed to seeing and alerts them to the structure of the sentence.

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nades, respectively." Here *respectively* tells readers that the vehicle-borne improvised explosive device attack was against the market in Baghdad, while the rocket-propelled grenade attack was against the market in Basrah. *Respectively* serves little useful purpose if used at the end of a single set of data—"Terrorists attacked markets in Baghdad and Basrah, respectively"—and usually should be deleted.

reticent. See *reluctant, reticent*.

reveal. See *disclose, divulge, expose, reveal*.

rotary-wing aircraft. See *helicopter*.

roughly. See *approximately, about, roughly, some*.

Sahara desert. Because *Sahara* is Arabic for "desert," use simply *Sahara* or *the Sahara*.

sanction. *Sanction* has meanings that are almost in opposition: from approval and encouragement to penalty or coercion. Therefore, use *sanction* only if context will make its meaning clear.

scarce. See *rare, scarce*.

scarcely. See *only*.

second. See *first, second, third, and so on*.

seemingly. See *qualifiers*.

-shape, -shaped. Use *-shaped*, rather than *-shape*, in a unit modifier: "an H-shaped administration building," "an L-shaped lot." Do not combine either *-shape* or *-shaped* with a modifier that already names a shape; for example, change "a square-shaped structure" to "a square structure." In addition, use "irregularly shaped" rather than "irregular-shaped."

ship. See *boat, ship*.

short term. See *long term, short term*.

should. In intelligence writing, limit *should* to cases that carry a sense of obligation or duty. Use *if* to express a condition. Instead of "Should the outer defenses fail, guards will respond," write "If the outer defenses fail, guards will respond."

sight. See *cite, sight, site*.

significant, significantly. These words suffer from overuse in intelligence writing, especially when applied to ordinary activities or momentary changes. The alternative is to state the facts and let their significance speak for itself.

since. See *as, because, for, since*.

site. See *cite, sight, site*.

situation. Authors frequently use *situation* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "emergency" by itself rather than "emergency situation" and "deteriorating security" rather than "deteriorating security situation."

-size, -sized. Use *-sized* in a phrase such as "medium-sized barrel."

some. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; approximately, about, roughly, some; and certain, some*.

stalemate. This term may mislead some people because in chess, a stalemate is permanent and cannot be broken. When referring to a predicament that might be resolved eventually, try *impasse* instead.

start. See *begin, commence, start, initiate*.

stationary, stationery. Something stationary is still, not capable of moving, or unchanging. Stationery refers to paper for writing, or more generally paper and envelopes or office supplies.

such as. See *like*, *such as*.

suppose, supposed. Suppose is the present tense of a verb that means to assume, to believe, or to consider something to be likely. Supposed is the past tense and past participle of the same verb. As the past participle, supposed is an adjective that means presumed, intended, expected, or permitted: "The missile was supposed to fly at least 250 kilometers, but it failed shortly after launch."

table. As a verb, table can mean "to introduce something for consideration" or "to set an issue aside." If you use table as a verb, be sure the context is unmistakable, or use a different verb.

Taiwan, Taiwanese. See *China, Chinese, Taiwan, Taiwanese*.

team. See *collective nouns*.

telecommunication, telecommunications. See *communication, communications, telecommunication, telecommunications*.

that, which, who. Use that to introduce a restrictive (defining) clause—one with information that is necessary for full identification of the person or thing the clause modifies. "The platoon that was pinned down held its position" implies that although two or more platoons were involved, only one of them was pinned down, so "platoon that was pinned down" clearly defines which platoon is being discussed. Use which with a nonrestrictive (nondefining) clause—one with information that is not essential to fully identify the thing the clause modifies. "The platoon, which was pinned down, held its position" indicates only one platoon is being identified; it cannot be confused with any other platoons, so "which was pinned down" is not required to fully identify the platoon under discussion. Notice that a set of commas accompanies the nonrestrictive clause to set it off from the main part of the sentence; these commas are required in standard English usage. Use who only when people are involved; who can be used with either restrictive or nonrestrictive modifying clauses, so commas are essential to set off the nonrestrictive uses. Do not use who to introduce clauses modifying organizations; an organization is a thing, even though it represents a group of people. In some sentences with restrictive clauses, that and who may be omitted to tighten wording, although their sense will still be present. See also tone box "Omitting That."

there are. See *it is, there are (and similar expressions)*.

third. See *first, second, third, and so on*.

though. See *although, though, even though, while*.

ties. Use ties to rather than ties with. Relations with often works as an alternative.

together with. See *along with*.

to include. To include has become a bureaucratic way of saying *including*. The infinitive is appropriate in a sentence such as "The Army will expand training to include live-fire exercises." Otherwise, *including* is preferred: "The regime has supplied militias with military equipment, including [not to include] rockets."

toward, towards. Use toward.

undoubtedly. See *qualifiers*.

uninterested. See *disinterested, uninterested*.

unknown, uncertain, unclear, undetermined. As an adjective, unknown can mean both "not known to anyone" and "not part of the writer's/speaker's knowledge." The usage problem for intelligence writing occurs when someone obviously must know whatever is being discussed but the context suggests that no one knows. One solution to this problem is to substitute *uncertain, unclear, or undetermined*, though those terms

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will not always improve the situation. The preferred fix is to clearly identify that the author does not know, with something like "DIA does not know whether...." or "We do now know whether...." Serious shortfalls in the knowledge base can be addressed in a tone box dealing with intelligence gaps.

usage, use, employ, utilize. In the most basic sense, these terms are interchangeable; *use*, the shortest term, is the best choice except when you need the more specialized connotation of one of the other terms. *Usage* fits for the way a language or its elements are used, interrelated, or pronounced: "She studied usage of French in Canada." *Employ* is particularly applicable for obtaining or maintaining the services of an individual or object: "During World War II, U.S. companies employed many women in manufacturing." *Utilize* is suitable for something's being useful for a new function, including for an unintended purpose: "He utilized a chair to reach the top shelf."

vary. See *range, vary*.

verbal. See *oral, verbal*.

very. As an adverb, *very* means "in or to a high degree" and often is used to intensify adjectives or other adverbs: "very happy," "very annoyed," "very concerned," etc. The problem comes with overuse of *very* for this purpose, especially with terms for which degrees of intensity are questionable. Few people would argue with dropping *very* from a phrase such as "very complete," as something either is or is not "complete." However, what real meaning does *very* add if we write "very nearly complete"? Even if the author has a difference in mind between "nearly complete" and "very nearly complete," are readers likely to understand that difference in intensity? When you see *very* modifying an adjective or another adverb, ask yourself whether *very* adds anything useful or should be deleted.

vice, versus. See *instead of, rather than, vice, versus*.

virtual. See *actual, real, virtual*.

virtually. See *qualifiers*.

way, ways. Use *way*: "She was a long way from home."

weapon, weapons. Both singular and plural forms are acceptable as modifiers, though the singular (*weapon*) is preferred in most instances, especially when using *weapons* would duplicate the *s* sound in both modifier and word modified: for example, *nuclear weapon storage* rather than *nuclear weapons storage*; *chemical and biological weapon problems* rather than *chemical and biological weapons problems*.

website. See *cite, sight, site*.

where, in which, for which. Because *where* is associated with locations, *in which* and *for which* are better choices than *where* when the context of a passage has nothing to do with a place or places. "In other cases, *where* U.S. involvement is not a factor, the working group recommends...." would be better written as "In other cases, *in which* U.S. involvement is not a factor, the working group recommends...." Similarly, "individuals involved in special assignments, *where* overtime requirements are likely to exist, *should....*" would be better as "individuals involved in special assignments, *for which* overtime requirements are likely to exist, *should....*"

whether. See *if, whether*.

which, who. See *that, which, who*.

while. See *although, though, even though, while*.

with. Avoid using *with* as a conjunction similar to *and*. For example, write "Attention has focused on maritime security, *and* the president has signed an order to create a coast guard" instead of "Attention has focused on maritime security, *with* the president signing an order to create a coast guard."

within. See *in, within*.

Economy of Words

Concise wording makes reading easier. The key is compression, not omission. In particular, watch for unnecessarily wordy phrases that have become habitual in our writing. One small connecting word often can do the work of several. In addition, watch for redundancies—eliminating the duplicative idea compresses and sharpens the expression.

<i>For</i>	<i>Try</i>
abortive coup attempt	abortive coup
absence of	no
absolutely essential	essential
acute crisis	crisis
adequate enough	adequate
a distance of 14 kilometers	14 kilometers
advance planning	planning
afford an opportunity	let, permit, allow
after the conclusion of	after
aggregate total	total
a large portion of	many, much of
all-time record	record
along the lines of	like, such as
am (is, are) going to	will
a myriad of details	myriad details
appear to be	appear
appointed to the post of	appointed
around the world	worldwide
at a later date	later
at the present time	now, currently, at present
at this point in time	now, currently, at present
back up	back
before long	soon
blue in color [also applies to other colors]	blue [or other named color]
bring an end to	end
built a new	built a
by means of	by, with
by the time	when
close confidant	confidant
close proximity	close, near, proximity
close scrutiny	scrutiny
collaborate together	collaborate
combat environment	war, battlefield
combine together	combine
come in contact with	meet
commented to the effect that	commented that
completely unanimous	unanimous
completely untrue	untrue

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<i>For</i>	<i>Try</i>
complete monopoly	monopoly
conduct a raid	raid
consensus of opinion	consensus
contingent upon	depends, hinges on
continue to maintain	maintain
continue to remain	remain
cooperate together	cooperate
cost the sum of	cost
cover over	cover
crisis situation	crisis
dates back from (to)	dates from (to)
depart from	leave
despite the fact that	although
destroyed by fire	burned
divide up (off)	divide
due to the fact that	because, since, hence
during such time as	while
during the time that	while
each and every one	each
economic situation	economy
eliminate altogether	eliminate
end product	product
end result	result
entirely absent	absent
entirely complete	complete
entirely eliminated	eliminated
established a new	established
estimated at about	estimated at
famine condition	famine
few in number	few
filled to capacity	filled
final outcome	outcome
final settlement	settlement
firm commitment	commitment
foreign import	import
form a new unit	form a unit
for the amount of	for
for the most part	usually
for the purpose of	for, to
fresh beginning	beginning
full complement of	complement of
future prospect	prospect
galvanize into action	spur, prompt
gave a briefing	briefed

<i>For</i>	<i>Try</i>
general public	public
has (have) the ability (capability, capacity) to	can
hope for the future	hope
hour of noon	noon
important essentials	essentials
in addition . . . also	in addition
in an effort to determine	to determine
in a number of cases	some, sometimes
in a position to	can, able to
inasmuch as	because
in a suspicious manner	suspiciously
in case	if
include among them	include
in conjunction with	and, or
in connection with	in, on, about, with
individual persons	individuals
in lieu of	instead
in order that	so
in order to	to
in regard to	regarding, on, about, concerning
in relation to	concerning, regarding, about
in short supply	scarce
insofar as	because, since, as
in terms of	in, for
in the amount of	for
in the city (town) of	in
in the course of	in, during, while
in the event that (of)	if
in the interest of	for
in the interim period between	in the interim
in the majority of instances	usually
in the midst of	amid
in the month of	in
in the near future	soon, shortly
in the process of fighting	fighting, while fighting
in the vicinity of	near, around
in this day and age	today
in 2 years' time	in 2 years
in view of the fact that	since, because, although
join together	join
just recently	recently
large in size	large
last of all	last, finally
launch a new operation	launch an operation, begin
link together	link

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<i>For</i>	<i>Try</i>
located at	in, at
major breakthrough	breakthrough
make a decision	decide
make arrangements	arrange
make preparations	prepare
many in number	many
may possibly suggest	suggest
meet up with	meet
merge together	merge
more paramount	paramount
more perfect	perfect
most unique	unique
multitude of	many
never before in the past	never before
new discovery	discovery
new initiatives	initiatives
new recruits	recruits
of an indefinite nature	indefinite
of great importance	important
on a few occasions	occasionally
on a regular basis	consistently, regularly
on a timely basis	fast, quickly, rapidly
on condition that	if
one of the last remaining	one of the remaining
one of the purposes (reasons)	one purpose (reason)
on the occasion of	when, for
on the part of	by, for, among
owing to the fact that	because, since, hence
pare down	pare
passing phase	phase
penetrate into	penetrate
personal friend	friend
plan ahead	plan
plan in advance	plan
plethora of	many
pressing for the imposition of a curfew	pressing for a curfew
primarily focused on	focused on
prior to	before
prominent and leading	prominent
provided that	if
provide support to	support
reason is because	reason is
reason why	reason
recalled back	recalled
recur again	recur

<i>For</i>	<i>Try</i>
reduce down	reduce
repeat again	repeat
resume again	resume
retain his position	remain
revert back	revert
rise up	rise
separate out	separate
serious crisis	crisis
serve(s) as	is, are
SIGINT reports [or other INT]	SIGINT [or other named INT]
skirt around	skirt
small in size	small
still remains	remains
subsequent to	after, since
substantial portion	much, large part
succeeded in defeating	defeated
succeeded in ending	ended
sworn affidavit	affidavit
take action on	act on
temporary reprieve	reprieve
true facts	facts
under active consideration	being considered
until such time as	until
usual customs	customs
violent explosion	explosion
when and if	if
whether or not	whether
with reference to	on, about, concerning
with regard to	regarding, on, about, concerning
with the exception of	except, except for
with the result that	so
worst ever famine	worst famine

Simple Words

Keep writing simple and direct. In many cases using the following simple words will strengthen the writing and make it easier to read.

For

accomplish
adequate
advantageous
advise
ameliorate
approximately
ascertain
assistance
attempt
citizency
commence
concerning
construct
contradistinction
customary
deem
demonstrate
dialogue
dispatch
dwell
effectuate
endeavor
evince
exacerbate
fabricate
facilitate
finalize
frequently
heretofore
impact
implement
inaugurate
individual flotation device
induce
initial
initiate
innumerable
materialize
maximum
minimum

Try

do
enough
helpful
report, say, tell
improve, better
about, nearly, roughly, some
learn, find out
help, aid
try
citizens
begin, start
about, on
make, build
opposite
usual
think
show
conversation, discussion, talks
send
live
cause
try
show
aggravate, worsen
make, build
ease, help
complete, finish, conclude
often
before, until now
effect
carry out, fulfill, do
begin, start
lifejacket
persuade
first
begin, start
many
happen, appear
most, greatest
least, smallest

<i>For</i>	<i>Try</i>
necessitate	force, cause
notwithstanding	although, despite
obfuscate	hide, mask
objective	goal, aim
opine	think, believe
optimum	best
output	product, yield
per	a, each
perceive	believe, see
populace	people
prerogative	privilege
prioritize	rank
procure	get, buy
proliferate	spread
rail infrastructure	railroads
regarding	about, on
request appropriations for	ask for money for, ask for funds for
reside	live
rotary-wing asset	helicopter
spaceborne platform	satellite
stated	said
stockpile	stock
subsequently	later
sufficient consideration	enough thought
terminate	end, finish
transmit	send
transpire	take place
ultimate	final
upon	on
utilize	use
vice	instead of, rather than
virtually	almost
weaponry	weapons
whenever	when

Current Usage

CHAPTER 6: Punctuation

What the semicolon's anxious supporters fret about is the tendency of contemporary writers to use a dash instead of a semicolon and thus precipitate the end of the world. The main reason people use the dash is that they know *you can't use it wrongly*—which, for a punctuation mark, is an uncommon virtue.

—Lynn Truss, *Eats, Shoots & Leaves*

CHAPTER 6: Punctuation

Punctuation is intended to promote readability. It helps clarify the structure of written material and provides clues for how to read material aloud. Sometimes punctuation is critical for readers' understanding of what an author intended to say.

Apostrophe

For Possessives

The Basic Rule. Form the possessive case of singular nouns, indefinite pronouns, and abbreviations by adding an apostrophe and a lowercase s. For most plural nouns add only an apostrophe; however, for irregular plurals (ones that do not end in s), add an apostrophe and a lowercase s.

boy: the boy's book	boys: those boys' books
woman: the woman's briefcase	women: the women's briefcases
Jones: the elder Jones's papers	Joneses: the Joneses' home
Thai: that Thai's passport	Thai: those Thai's passports
CO: the CO's orders	COs: those COs' orders
Shiite: the Shiite's factory	Shia: those Shia's neighborhood
each other: each other's territory	

The basic rule applies to proper names and abbreviations ending in sibilants (the hissing sound of an s, x, or z). However, leave off the s after the apostrophe if the extra sibilant is not normally pronounced.

Gibbons: General Gibbons's tactics	Marx: Marx's manifesto
Juarez: Juarez's troops	Berlioz: Berlioz's music
CBS: CBS's broadcasting	Damascus: Damascus's intentions
HAMAS: HAMAS's activities	but the Netherlands' policy the Philippines' interest

Some Complexities. One exception is for common nouns ending in s or ce when followed by a word beginning with s: in these cases the possessive of the common noun is formed with only an apostrophe.

for goodness' sake	for convenience' sake
--------------------	-----------------------

For corps (both singular and plural and whether as a common or proper noun), add only an apostrophe.

the corps' barracks	the two corps' mission
11th Corps' field hospital	the Second Artillery Corps' strategic missiles

For compound titles, make the last word—the word closer to the thing possessed—possessive.

the secretary general's speech	the secretaries general's speeches
the commander in chief's decision	the commanders in chief's decisions
the assistant chief of staff's policies	the assistant chiefs of staff's policies

To show joint possession for two or more nouns, make only the last one possessive.

Phil and Dick's collaboration on the Sudan report was a success.

However, to show individual possession, make each noun possessive.

Phil's and Dick's draft reports on Sudan did not agree on two key points.

Follow the form of the original for geographic names; names of firms, organizations, and institutions:

CHAPTER 6

and titles of publications. Of note, most place names today—but not all—do not include apostrophes, and some that did at one time (such as Harper's Ferry in the beginning) no longer have the apostrophe.

Harpers Ferry

Lloyds Bank; follow Lloyds's lead

Johns Hopkins University

Martha's Vineyard

Lloyd's insurance; follow Lloyd's lead

Reader's Digest

What we call the possessive case often is used when ownership is not involved. Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case—which came to be called the possessive case in the 18th century—and does not involve possession. These forms are perfectly acceptable.

2 hours' pay

the room's furnishings

for pity's sake

a dollar's worth

the airplane's speed

for old times' sake

Do not use an apostrophe with the possessive form of personal pronouns. Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has"). Generally avoid contractions in intelligence writing.

his

hers

its

ours

yours

theirs

Apostrophes and Descriptives

Do not use an apostrophe after the name of a state, country, or most other bodies ending in *s*, or after words more descriptive than possessive, except when the plural does not end in *s*.

Massachusetts laws

Bureau of Ships report

writers guide

officers club

commanders conference

dockworkers strike

but children's hospital

Commission on the Status of

Women's headquarters

Congress's priorities

For a date, be careful to distinguish between the plural (formed with a lowercase *s*, as in *1970s*) and the possessive (formed with an apostrophe and a lowercase *s* for a singular date, as in *1970's*, or with just an apostrophe for the plural possessive, as in *1970's*). The plural *1970s* refers to the years in that decade (1970 through 1979), whereas the possessive *1970's* refers to something belonging to that year and the plural possessive *1970's* to something belonging to that decade.

For Some Plurals

Except as noted in the exceptions below, use an apostrophe and a lowercase *s* to form the plural of an abbreviation that ends in a lowercase letter or to form the plural of a single letter or digit.

cy's

dotting i's and crossing t's

7's and 8's

- Do not use an apostrophe for the plural for an abbreviation that is treated as a word:

emails

medevacs

scubas

lasers

radars

sonars

- Do not use an apostrophe and a lowercase s for the plural of a unit of measure, as units of measure appear the same for both singular and plural instances.

67 km (not 67 kms)

550 t (not 550 t's)

- Do not use an apostrophe for the plural of an abbreviation ending in an uppercase letter or a number.

ICBMs

SS-25s

MiGs

H-1s

Brackets

Square Brackets

Use square brackets—[]—for the following:

- To enclose a parenthetical expression inside a set of parentheses.

The temperature in the room (20 °Celsius [80 °Fahrenheit]) was the main reason the meeting broke up early.

- To enclose an interpolation, such as an editorial remark, within a direct quotation. However, a parenthetical remark that is part of the original material being quoted and that is within parentheses would remain in parentheses.

The defense minister stated that he would “resolve the apparent policy shift with him [the prime minister] before the meeting.”

If you need to label a mistake, such as a misspelling or wrongly used word, within a direct quotation, you can show sic (in roman rather than italic type) within square brackets immediately following the error you are labeling.

The article seemed to be cursed from the start, as its title first appeared as “Elections in Chili [sic] Likely To Topple President.”

This interpolation tells readers that you are aware of the mistake and did not introduce it. Use this technique sparingly, however, as readers also may wonder why you felt the need to quote erroneous material. A better alternative, if it is available, is to present the quotation in a way that will allow you to omit the erroneous text.

Angle Brackets

Use angle brackets—< >—for Intelink and Internet URLs (uniform resource locators), email addresses, and account names when you present them in text, but omit angle brackets with live links. This technique was devised to clearly distinguish between punctuation that is part of an electronic address and punctuation for the sentence. It also allows for a break to be made in a URL that is too long to appear on a single line; make such a break at internal punctuation within the URL, and do not add any sort of punctuation at the break in the line. You may have to insert the angle brackets a second time to make them appear in text if Word automatically converts the URL to a hyperlink.

The World Factbook is available on JWICS at <<https://www.cia.us.qlat/DI/Factbook/index.html>> and on NIPRNET at <<https://www.cia.gov/library/publications/the-world-factbook/>>.

Angle brackets are unnecessary when referring to a website name, even if “.com” is part of the name.

The group used Twitter to spread word of the demonstration.

The online newspaper Boston.com carried a photo of the suspect.

Bullets

Marking Bulleted Items

Use a bullet (•) or caret (>), depending on the product line, to set off each item of an indented list.

Using subordinate levels below the bullet level is discouraged. If subbullets are necessary in publications and correspondence, mark each with an en-dash (–), which Word makes available for this type of bullet.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.
- The third item in the bulleted list.

Keep indentation as formatted in DI's current product line templates for bulleted lists. However, for correspondence, such as info memos, action memos, and response memos, align bullets with the left margin. The left end of the en-dash that marks a subbullet should be aligned on the left with the start of the text for the primary bullets.

Presenting Bulleted Items

For textual products (but not briefing slides), use an initial capital letter for the first word of the material in each bulleted item (or each subbulleted item), and end the material with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. Of course, a bulleted item also could have multiple sentences, and these would be punctuated as normal sentences. Most of the formats DIA uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DIA uses slightly different presentation. Each bulleted item begins with an initial capital letter, but the bulleted items have no end punctuation unless a bulleted element has multiple sentences; then only the final sentence has no end punctuation.

Colon

Use a colon (:) for the following:

- At the end of a sentence to point to material that summarizes or expands on the thought in the preceding portion of the sentence. Any grammatical unit can follow the colon: a word or phrase, a series of words or phrases, a dependent clause or clauses, or even a sentence or series of sentences.

The foreign delegation visited three cities in the United States: New York, Chicago, and Los Angeles.

The general is well qualified to serve as Army commander: he has served 5 years as the vice commander and previously held key leadership posts in each of the military districts.

If a single sentence follows a colon for this purpose, begin that sentence with a lowercase letter—essentially linking it to the previous sentence, as in the second sample above. However, if a series of sentences follows the colon, begin each of them with a capital letter.

- To introduce a list set off from the rest of the text by indentation (as with the colon in the last example in the box below).
- To introduce some direct quotations. A colon is the normal punctuation mark to introduce a direct quotation when a long quotation is indented as a block to separate it from a paper's body text or after a formal introduction such as "as follows" or "the following."

The prime minister said the following in a speech outside the parliament building on 27 March 2010:

My government is not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

Improper Colon Use

Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- Not:** The Army wants several U.S. military systems, such as: attack helicopters, Patriot missiles, and Humvees.
- But:** The Army wants several U.S. military systems: attack helicopters, Patriot missiles, and Humvees.
- Or:** The Army wants several U.S. military systems, such as attack helicopters, Patriot missiles, and Humvees.
- Or:** The Army wants several U.S. military systems:
 - Attack helicopters.
 - Patriot missiles.
 - Humvees.

For the introduction to the indented list above, the sentence could have been written like this: "The Army wants several U.S. military systems, such as"; even though this introduction would not be grammatically wrong, the *such as* is unnecessary, as the colon by itself is sufficient to introduce the list that follows.

Punctuation for Source Reference Citations (Endnotes) in Intelligence Products

Placement of Reference Numbers in Text in Relation to Sentence Punctuation. Endnote references in the text of a product are numbered sequentially, beginning with 1, and should be placed as close as reasonably possible after the text to which the number refers—but always at the end of a clause or phrase and after ending punctuation (comma, semicolon, period, and quotation marks). Often the endnote reference number can go at the end of a sentence, as in the first sample below.

... end of sentence.¹ New sentence....

Two days later the so-called Green Revolution began;² young members of the People's Progressive Party rioted in the capital.

Although the prime minister insisted that his administration was not responsible for the rioting in the capital,³ he offered little justification for the brutality of the repressive measures he is believed to have ordered to bring quiet to the city's streets.

Punctuating Multiple Reference Numbers in the Same Location. For writing in academia, authors almost never need multiple footnote or endnote reference numbers in the same location. Instead, they use a single reference number, which corresponds to a footnote or endnote presenting information for the multiple sources. This practice is not practical for DIA's intelligence products, however, because of the coding DIA uses for posting products and because selected endnotes may have to be sanitized for some dissemination. As a result, DIA products sometimes have multiple endnotes in the same location. Multiple reference numbers should be separated with a comma and a space after each reference number.

... end of sentence.^{4, 5, 6} New sentence....

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Note, however, that other punctuation marks, such as a comma or em-dash (or no punctuation at all), also may be appropriate before a direct quotation, depending on how the quoted material fits into the writer's sentence pattern. For example, the sample above could have been written like this instead:

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

(See also page 130 for use of a comma to introduce a short quotation.)

- Between a title and a subtitle.

"Russia: Outlook for Key Military Reforms"

An em-dash can fulfill this same function, though a colon is more common. Moreover, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em-dash for the other rather than using two colons or two em-dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

- To show a ratio. If the ratio is used as an adjective, however, use hyphens and to.

Her chances are 15:1.

but She has a 15-to-1 chance.

Comma

Use a comma (,) for the following:

- To separate two words or figures that otherwise might be misunderstood.

Of the total, profit from the first sale raised the most concern.

In 2009, 870 tractors were completed.

(But in 2009 only 870 tractors were completed.)

- After every item in a series except the last item. This rule applies whether the items in the series are single words, phrases, or clauses.

Exports include copper, lead, zinc, and tin.

Copper, lead, zinc, and tin are exported.

If any item within a series itself requires commas, use semicolons to separate the items of the series. However, the same rule still applies for semicolons for the major parts of the series and for commas within any of the parts.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Serial Comma

Note that DIA uses a comma after the next-to-last item in a series (serial comma). Advocates of "open" punctuation leave out the comma after the next-to-last item in a series of three or more things—a style some popular periodicals employ. Generally, however, this is a disservice to readers. Because items within a series may be compound, if you leave out the comma after the next-to-last item, readers cannot tell when they see and or or in a series whether that word joins parts of a compound element within the series or whether it precedes the final item of the series. Always providing the comma after the next-to-last item in the series will eliminate the need for rereading to correctly understand the series.

- Before a coordinating conjunction that joins two independent clauses (full sentences). Coordinating conjunctions are *and*, *or*, *nor*, *for*, *but*, and sometimes *so* and *yet*.

Traffickers smuggle in both cocaine and marijuana, but domestic marijuana is available in small quantities.

Note: Do not confuse a coordinating conjunction that joins independent clauses with one that joins verbs in the same clause. No comma is required before *and* in the following sentence:

He served in the Air Force until 1988 and has worked for DIA since then.

- After a dependent clause that begins a sentence.

Because they needed funds to expand their operations, the insurgents became involved with drug trafficking.

A comma usually is not necessary before a dependent clause that ends a sentence, especially a dependent clause that is closely related to the meaning of the main clause. In the following example, for instance, the ending dependent clause explains why the main clause is true.

The insurgents became involved with drug trafficking because they needed funds to expand their operations.

However, a dependent clause that follows a sentence's main clause and is not essential to the meaning of the main clause—usually because it provides additional information or departs from the main clause in a new direction—may require a comma at the start.

Insurgents in the mountains are well protected, whereas those attempting to operate in the lowlands are more vulnerable to interdiction.

- After a dependent clause immediately following a coordinating conjunction that joins two independent clauses. (The coordinating conjunction in the following example is *but*.)

The Army commander initially claimed that guerrillas had attacked the convoy, but after operational details appeared in the press, he revealed that friendly troops had fired on the trucks.

Note: Advocates of “close” punctuation also would use a comma between *but* and *after*—at the beginning of the dependent clause that follows the coordinating conjunction—because the dependent clause interrupts the primary flow of thought in the sentence. That way of punctuating the sentence, however, would result in commas on both sides of *but*, which many readers find excessive, so most writers and readers today are more comfortable with the comma at the end of the dependent clause (following *press*) but would not use a comma at the start of the dependent clause (before *after*).

- After a long phrase that begins a sentence. No clear guidance defines *long* for this purpose. The role of the comma is to aid readers—by pointing out where the sentence changes from introduction to main clause—so look at the sentence as readers would. Usually you'll want a comma after an introductory phrase of more than three words. A comma is optional but may aid readability after a short introductory phrase followed by a capitalized word.

Because of his need for control, he expanded the operations of his organization.

After his operation he retired from the firm.

In March, Andorra announced the establishment of a national riverine surveillance system.

- Both before and after a long phrase or clause that occurs between the subject and the verb of a sentence.

The platoon, having been ordered to prepare to disable the bridge, attached explosive charges to the bridge supports.

A clause or phrase such as this one between a sentence's subject and verb may interrupt the flow of thought too much and may make a sentence unnecessarily complex. Moving the interrupting clause to the beginning of the sentence (or occasionally to the end) may result in a better sentence.

CHAPTER 6

Watch for Dangling Modifiers

When a sentence includes a modifying phrase or clause but lacks a word the modifier can reasonably modify, the modifier "dangles."

- The most common dangling modifier occurs at the beginning of a sentence. Readers expect a modifier at the start of a sentence to modify the sentence's subject. When that relationship is not reasonable, the modifier dangles.

Consider the following:

Arriving at the forward operating base after the attack had begun, the perimeter was quickly secured by the company.

This sentence literally says that the perimeter arrived at the forward operating base after the attack had begun. Because that is nonsensical, the opening long modifying phrase dangles. One way to repair the sentence is to put the appropriate term in the subject position:

Arriving at the forward operating base after the attack had begun, the company quickly secured the perimeter.

Be particularly careful with sentences beginning with *Based on ...*, especially when such a sentence opening is paired with a passive voice construction, like this one:

Based on the sequence of operations just prior to the failure, the system design is considered to have caused the failure.

This sentence says that the system design based something "on the sequence of operations just prior to the failure." We cannot tell from this sentence who assessed the failure on the basis of the sequence of operations, but we know it was not the system design itself. The sentence needs to be rewritten.

Having been ordered to prepare to disable the bridge, the platoon attached explosive charges to the bridge supports.

- To set off a nonrestrictive word, phrase, or clause. Restrictive material is essential for the definition of whatever it modifies and is not set off from it. Nonrestrictive material is not essential for definition of whatever it modifies, interrupts the flow of the sentence, and is separated from the thing modified with a comma or set of commas.

She briefed on three topics that were of high interest.

She briefed on three topics, which were of high interest.

The first of those sentences implies that more than three topics existed and says that three of them were high-interest topics. Because *were of high interest* restricts the definition of *three topics*, the modifier is essential to the meaning and is not set off with a comma. The second sentence says three topics existed; no more definition is required, though the sentence adds the nonrestrictive information that the three topics were highly interesting. If the nonrestrictive material had come in the middle of the sentence, it would have needed commas on both sides.

The supervisor, who was dismissed in 1972, was rehired the next year.

Marking Interruptions

Three types of punctuation marks can set off interrupters: commas, parentheses, and em-dashes. Choosing among them depends on the amount of emphasis you want to give to the interrupter:

- Commas set off the interrupting material, marking it as nonrestrictive, without affecting the emphasis on the interruption. That is, commas provide standard emphasis.
- Parentheses take emphasis away, making the words set off like a whispered aside.
- Em-dashes add emphasis to the words they set off.

What if more than one supervisor had been fired—one in 1972 and one in 1978? Then who was dismissed in 1972 would be necessary for the definition of supervisor and the sentence would have no commas:

The supervisor who was dismissed in 1972 was rehired the next year.

- To set off a nonrestrictive word, phrase, or clause used in apposition to a noun. An appositive (the material in apposition to the noun) is a special type of interrupter that provides an explanatory equivalent for the noun it follows. Like other interrupters, it can be either restrictive or nonrestrictive, depending on whether the appositive is necessary for understanding the noun it accompanies. Nonrestrictive appositives are set off from the noun for which they are equivalents—usually with a set of commas (though parentheses or em-dashes could be used instead)—whereas no punctuation should be used to set off a restrictive appositive.

Two of Saddam Husayn's children, Uday and Qusay, died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

The appositive *Uday and Qusay* is nonrestrictive because we can understand the main point of the sentence, that two of Saddam's children were killed, without the names of which children died in the firefight.

Saddam's children Uday and Qusay died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

Here the appositive *Uday and Qusay* is restrictive—and not set off with commas—because not all of Saddam's children died in the firefight.

Beware of Comma Splices

A comma splice—a misuse of the comma—occurs when a writer joins two independent clauses with only a comma.

He worked for the company for 20 years, he took a leave of absence from 1952 to 1954.

Few authors in DIA would make that mistake. A more common error introduces a comma splice when a conjunctive adverb comes between the two clauses but the writer uses only a comma before the conjunctive adverb:

He worked for the company for 20 years, however he took a leave of absence from 1952 to 1954.

or

He worked for the company for 20 years, however, he took a leave of absence from 1952 to 1954.

A conjunctive adverb and a comma or commas cannot join two independent clauses in that fashion. Changing the first comma to a semicolon is one way to correct the error.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

- To set off a contrasting statement in a sentence.
Stanley, not Jameson, won the trophy.
Workers completed construction, but neither on time nor within the budget.
- After a conjunctive adverb unless it is the last word in the sentence. Conjunctive adverbs are words like *however, moreover, nevertheless, and therefore*. A conjunctive adverb in the middle of a clause needs commas on both sides; if it is the last word in a sentence, it will be preceded by a comma.

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He worked for the company for 20 years. However, from 1952 to 1954 he took a leave of absence.
He worked for the company for 20 years; however, from 1952 to 1954 he took a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954, however, he took
a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954 he took a leave of
absence, however.

- To separate coordinate adjectives (unless they are joined by *and*).

It will become a neutral, nonaligned state.

Coordinate adjectives independently modify a noun or noun phrase. In the sample sentence above, both *neutral* and *nonaligned* modify *state* independently. This is not the case with cumulative adjectives. In "illegal drug trafficking," *illegal* modifies not just *trafficking*, but *drug trafficking*. Therefore, *illegal* and *drug* are not coordinate, so no comma should go between them.

Of course, modifier chains can include both coordinate and cumulative adjectives. Consider the modifiers in the following sentence.

Several short, swift tributary streams crossed the clearing.

Short and *swift* are coordinate adjectives; both modify *tributary streams* separately and are separated by a comma. However, *several* modifies *short, swift tributary streams*, and the *short, swift* combination modifies *tributary streams* (not just *streams*), so no comma comes after *several* or after *swift*.

- To introduce some direct quotations. A comma is the normal punctuation mark to introduce a short direct quotation, separating it from the identification of the speaker.

The minister said, "We must avoid hostilities."

"We must avoid hostilities," the minister said.

However, do not use the comma with a quotation that is only part of a sentence. A sentence that includes a partial quotation requires only punctuation that would be normal for the sentence itself—with nothing besides quotation marks to set off the quoted material.

The minister said his nation "must avoid hostilities."

In addition, do not use a comma to set off an indirect quotation. An indirect quotation captures the thought from the original material through a summary or paraphrase but does not directly quote the original.

The minister said his nation needed to steer clear of fighting a war.

(See also page 124 for use of a colon to introduce a long quotation indented as a block or a quotation that follows a formal introduction.)

- To indicate that a word or words have been omitted.

Profit in 2008 was \$4 million; in 2010, \$10 million.

- To separate an individual's title and an organization's name when *of* and *of the* are not present.

John Smithson, director, Research Department, Stockton Company....

Coordinate and Cumulative Adjectives

Because of the independence of coordinate adjectives, you can check for two characteristics that help distinguish them.

- Coordinate adjectives are reversible; cumulative adjectives are not. You could write *non-aligned, neutral state*, but *drug illegal trafficking* just sounds peculiar.
- And fits naturally between coordinate adjectives, but not between cumulative adjectives. You could write *neutral and nonaligned state* but not *illegal and drug trafficking*.

- To set off a province, state, or country from a city name; Jr., from a person's name; and Inc, Ltd, or SA, from a corporate name.

Born in Baltimore, Maryland, Franco Garibaldi, Jr., now directs Recycling, Inc.

- To separate digits in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

2,973

but during 2009

3,946,834

the 1028th Brigade

1400 hours

job number 518225/10

3,732.14592

pages 3614 and 3617

1812 kHz (but 15,117 kHz and 1,832 MHz)

Dashes and the Hyphen

Dashes—the em-dash and the en-dash—and the hyphen differ in length. Theoretically a hyphen is half the length of an en-dash, which is half the length of an em-dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an em-dash (—) is longer than an en-dash (–), which is longer than a hyphen (-).

More important are the differences in uses for these punctuation marks. This chapter covers em- and en-dashes. Hyphens are used in compounding, which Chapter 7 covers in detail.

All three marks are produced without spaces on either side:

em-dash: She participated in this attack—as she did in four earlier attacks.

en-dash: 13 December 2009–5 January 2010

hyphen: self-propelled

Dashes

Em-Dash

Use an em-dash (—) for the following:

- As with commas or parentheses, to set off an interrupter in a sentence. If the interruption ends the sentence, only one dash, at the beginning, sets off the material. When an interrupter occurs inside a sentence, a set of dashes is required. Em-dashes that set off interrupting material emphasize the interrupter. The interrupter could be an appositive that the writer wishes to emphasize, as in the third sample below, or a point that abruptly changes the flow of thought in a sentence, as in the fourth sample.

He was a key player in upsetting the coup attempt—as he was with two previous attempts.

In this coup attempt—as with two previous attempts—he was a key player in upsetting the work of the coup plotters.

Before Saddam Husayn was captured, his two sons who were significant in his regime—Uday and Qusay—died in a firefight with U.S. troops in Mosul.

Workers completed construction in April—almost half a year later than projected.

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Do not use an em-dash as a substitute for a semicolon simply to connect two independent clauses. Clauses connected with an em-dash should have a stronger connection than the following example demonstrates:

The minister traveled to Rome—later he continued to Istanbul.

- As with a colon, at the end of a sentence to point to material that summarizes or expands on the material in the preceding portion of the sentence. A word or phrase, a series of words or phrases, a dependent clause, or an independent clause can follow the dash. Unlike the colon, however, a dash would not precede a series of sentences.

The foreign delegation visited three cities in the United States—New York, Chicago, and Los Angeles.

- Like a colon, between a title and a subtitle.

"Russia—Outlook for Key Military Reforms"

A colon is more common for that purpose. However, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em-dash for the other rather than using two colons or two em-dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

En-Dash

Use an en-dash (–) for the following:

- To connect two parts of continuing or inclusive numbers, whether page references, dates, or time.

When continuing numbers are joined in this manner, the range means "to and including" or "through."

pages 1214–33

August–September 2010

1400–1430 hours

13 December 2009–5 January 2010

However, do not use an en-dash (or a hyphen) to replace to in "from x to y" or and in "between x and y":

not from 10–12 August

but from 10 to 12 August

between 2008–10

between 2008 and 2010

- To replace to in election results, scores, and directions. This is similar to the use above in continuing or inclusive numbers, but the en-dash no longer occurs in a numerical range.

The election resulted in a 153–13 vote.

The game ended in a 2–2 tie.

The Rome–Naples rail line was flooded 17 kilometers southeast of Rome.

- In place of a hyphen to connect two parts of a compound term when one part of the compound is hyphenated or consists of more than one word. However, as the examples below illustrate, the width difference between a hyphen and an en-dash is not dramatic, so using to may be preferable to using an en-dash to connect compound terms when one part is hyphenated.

first-stage–third-stage operations [better: first-stage to third-stage operations]

pages 6–3–6–5 [better: pages 6-3 to 6-5]

post–Operation ENDURING FREEDOM

Joint Intelligence Operations Center–Afghanistan

United States Forces–Iraq

Ellipsis

An ellipsis—three spaced periods (...)—marks an omission of a word or words within a direct quotation. When a quotation clearly is not a complete sentence, you do not need an ellipsis to show that material has been left out at the beginning or end of the quotation. No ellipsis is needed with the following quotation because *must avoid hostilities* obviously does not constitute a complete sentence:

The minister said his nation “must avoid hostilities.”

However, when your editing results in what appears to be a complete sentence, use an ellipsis at the beginning, end, or both (depending on where you cut material) to show that you have modified the original. Consider the following source paragraph:

Writing in 1890 about Custer's defeat on the Little Bighorn River in 1876, Charles King described three factors that appeared to have contributed to Custer's mistakes. Dividing his command into columns to converge on the Indian village from different directions was a tactic that had worked for Custer and the 7th U.S. Cavalry at the Battle of Washita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn River hid much of the Sioux encampment from sight, making the village appear smaller than it was. Finally, when he saw evidence of heavy activity where he expected the Sioux village to be, Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing, justifying an immediate attack.

Using “Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing” from that source passage would appear to quote a complete sentence, so the quotation would need an ellipsis at the beginning and one at the end to make clear that the quotation truncates the original:

In analyzing Custer's mistakes at the Little Bighorn, Charles King indicated that “... Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing....” For that reason he attacked without conducting thorough reconnaissance of the battle area. Unfortunately for Custer and the 7th Cavalry, the Sioux were preparing to fight rather than retreating.

This sample also demonstrates the two primary format styles associated with using an ellipsis:

- When an omission occurs inside a sentence or at the beginning, the result looks like the following or like the first ellipsis in the preceding sample.
“Tin and lead ... are the primary exports.”
- When an omission occurs at the end of a sentence, use four spaced periods without a space in front of the first period (a period for the sentence plus the three spaced periods for the ellipsis).
“Exports are primarily tin and lead.... Imports include copper and zinc.”

Exclamation Point

Because of the impartial tone that characterizes intelligence writing, the exclamation point normally is not useful for DIA products.

CHAPTER 6

Italics

Use *italic type* for the following:

- To emphasize a word or words in a passage.

Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- For titles of works published separately, including online—titles of books or pamphlets, periodicals (magazines, journals, and newspapers), or works of art (plays, films, radio and television programs, paintings, and sculptures).

an article in the *Defense Intelligence Digest*

an issue of the *Washington Post*

a news story on *Today*

an opinion piece in *Slate*

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using italics with document titles, etc., does not apply to source reference citations.

- For foreign words.

The *adhan* (Islamic call to prayers) issued from the mosque five times a day.

Foreign terms whose meanings have become commonly understood can be used without translation. However, for a non-English term that may not be understood, show the term in italics and follow it with a translation or explanation in parentheses, as above.

Do not use italic type or diacritical marks for the following terms, which were “foreign” but which have been brought into English:

ad hoc	cabana(s)
aide-de-camp, aides-de-camp	cafe(s)
aide-memoire [singular and plural]	cafeteria(s)
a la carte	caique(s)
alter ego(s)	caliph(s)
amir(s)	caliphate(s)
angstrom(s)	canape(s)
aperitif(s)	carte blanche, cartes blanches
applique(s)	caudillo(s)
a priori	cause celebre, causes celebres
apropos	chateau(s)
avant-garde	circa
bazaar(s)	cliche(s)
bazaari(s)	communique(s)
Bedouin [singular and plural]	confrere(s)
blase	consomme(s)
blitzkrieg(s)	cortege(s)
bona fide [adjective]	coulee(s)
bona fides [noun, singular and plural]	coup de grace, coups de grace

coup d'etat, coups d'etat	in absentia
coupe(s)	in extenso
critique(s)	in extremis
cum laude	in loco parentis
debacle(s)	in medias res
debris	in situ
debut(s)	inter alia
de facto	inter alios
de jure	inter nos
denouement(s)	in toto
depot(s)	in vitro
devotee(s)	in vivo
eclat(s)	ipso facto
elan	ipso jure
elite(s)	jihad(s)
emir(s)	kolkhoz(es)
ennui	kosher
en rapport	laissez faire
en route	machismo [noun]
entree(s)	macho [adjective]
esprit de corps	madrassa(s)
ex cathedra	melee(s)
exemplar(s)	metier(s)
exemplum, exempla	modus operandi, modi operandi
ex hypothesi	modus vivendi, modi vivendi
ex libris [singular and plural]	muezzin(s)
ex nihilo	mujahid, mujahideen [If a variation of mujahideen appears in a group's name, use the source's spelling.]
ex officio	mullah(s)
ex parte	naive
ex post facto	naivete
facade(s)	nee
fait accompli, faits accomplis	noblesse oblige
fatwa(s)	nom de guerre, noms de guerre
faux pas [singular and plural]	nom de plume, noms de plume
fedayee [singular rarely used], fedayeen	nouveau riche, nouveaux riches
felucca(s)	obkom(s)
fete(s)	oblast(s)
forte(s)	ombudsman, ombudsmen
habeas corpus	par excellence
habitue(s)	per capita
hadith(s)	per diem
hajj, hajjes	per se
hajji(s)	persona non grata
halal	piece de resistance
hawala(s)	premiere(s)
imam(s)	

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prima facie	Shiite, Shia [both noun and adjective]
pro forma	shura(s)
protege(s)	sic
quid pro quo, quid pro quo(s)	sine qua non, sine qua nons
Quran	soiree(s)
Ramadan	status quo
rapporteur(s)	Sunna
rapprochement(s)	Sunni(s)
raykom(s)	tete-a-tete(s)
rayon(s)	ulama (variant of ulema)
regime(s)	ulema (plural noun)
risque	verbatim
samizdat(s)	vice versa
seance(s)	vis-a-vis
sharia	zakat
Shilism	

Do not use italic type for the following terms, which were "foreign" but which have been brought into English, but do use diacritical markings as indicated, as these terms have entered English with diacritical markings from the original languages:

attaché	émigré(s)
chargé d'affaires, chargés d'affaires	entrepôt(s)
déjà vu	exposé (s)
démarche(s)	précis [singular and plural]
détente(s)	raison d'être, raisons d'être
	résumé(s)

- For *imeni* ("named after") in names of Russian organizations or institutes.

the Leningrad Naval Institute *imeni* A.K. Popov

However, do not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like when a name is being used as if it were an English-language name for a similar type of entity. Because DIA's writing focuses on foreign information, we of course write about numerous foreign organizations, businesses, etc., as a normal part of our production. For most of these foreign proper names, then, we treat them as if they are in English and do not italicize elements of the proper names that are in or translated from a foreign language.

The Russian natural gas company Gazprom	debated in the Bundestag
the Cuban news agency Prensa Latina	the Parti Quebecois
the Buddhist organization Soka Gakkai	the Al-Aqsa Mosque

Nevertheless, if you clearly are providing the foreign language translation for something, show the foreign words in italics even though the subject of the discussion may be a foreign organization, institute, governmental body, political party, educational institute, corporation, Internet service provider, etc.

Gazprom is a contraction from *Gazovaya Promyshlennost*, or "gas industry."

The Gestapo (*Geheime Staatspolizei*, or "Secret State Police") was Nazi Germany's official secret police organization.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

In addition, do not italicize the original language or English translation of names of geographic features (mountains, rivers, islands, etc.) or place names.

At the time of the Bay of Pigs invasion, the large island off the southwest coast of Cuba was named the Isla de Pinos (Isle of Pines), but in 1978 it was renamed the Isla de la Juventud (Isle of Youth).

- When citing a letter as a letter, a word as a word, or a phrase as a phrase. That is, these items are italicized when they are being used not for their meanings but as things or terms.

For the possessive, add an apostrophe and a lowercase s.

Do not confuse the possessive its with the contraction it's.

Along with and other phrases such as as well as, in addition to, like, and together with frequently follow immediately after a subject of a sentence.

- For the proper name (but not the type or class) of a ship, aircraft, or spacecraft.

seizure of the <i>Pueblo</i>	but the Dolgorukiy class SSBN <i>Yuriy Dolgorukiy</i>
the USS <i>Wisconsin</i>	the Chinese Shang class SSN
the <i>Spirit of St Louis</i>	the Indian Talwar II class FFG
launched the <i>Soyuz-3</i>	a Soyuz-series space launch vehicle

- For a plant or animal genus and species. The genus also has initial capitalization, though the species does not. After first use of a genus, it can be abbreviated, though it still is uppercase and in italics. Higher divisions of plants and animals—phylum, class, order, and family—have initial capitalization but appear in roman type.

<i>Clostridium botulinum</i> ; <i>C. botulinum</i>	<i>Escherichia coli</i> ; <i>E. coli</i>
but <i>Anthropoda</i> [phylum]	Mammals; <i>Mammalia</i> [class]
<i>Rodentia</i> [order]	<i>Hominidae</i> [family]

- To mark the family name with the first use of a person's name (such as one in Spanish) for which the family name may not be obvious. This is not a style for general use in most intelligence products but is intended for special use in products such as military leadership profiles or papers with a protocol function, as this presentation device indicates the name to be used to refer to the person. If only a first name and family name are cited, no italics are required, since the family name then is obvious. Subsequent use of a family name should not continue the italic face.

One trafficking organization reportedly employed Juan Carlos Martinez to pilot several illegal flights. Carlos and a companion, Pedro Rodriguez, also were reported to be dealing with ranchers to establish runways on their properties.

When the format for a product calls for italic type for a portion and you need to use italics for an element within that portion, make that "italic" element roman instead. For example, the following passage might occur in the opening paragraph of a report for which the product format requires the first paragraph to be in italic type; the reference to *Escherichia coli* within the paragraph then appears in roman type (the reverse of italic type):

Dr. Harriet Smith has studied the effects of exposure to pathogenic *Escherichia coli* from contaminated food. This research may prove useful for developing foodborne biological agents.

CHAPTER 6

Parentheses

Use a set of parentheses—()—for the following:

- As with commas or dashes, to set off an interruption within a sentence. When parentheses are used with an interruption, they reduce the emphasis on it, making it like a whispered aside.

The country's exports (tin and lead) are not sufficient for a favorable trade balance.

The country's trade balance suffers from inadequate exports (tin and lead only).

In the second example above, the final parenthesis precedes the sentence period. If a complete sentence (or sentences) is used parenthetically, the end punctuation goes inside the final parenthesis, as in the following:

The country's trade balance suffers from inadequate exports. (Only tin and lead were exported in 2009, and those were at low levels.)

For a parenthetical expression within a parenthetical element, see the rules for using square brackets (page 123).

- To enclose a cross-reference.

Exports of tin were only slightly greater than those for lead (Figure 2).

Exports of tin were only slightly greater than those for lead. (See Appendix A.)

- To enclose numbers or letters that mark items in a series within a sentence.

The Defense Ministry wants to acquire (1) attack helicopters, (2) Patriot missiles, and (3) main battle tanks.

Note: This example is to illustrate the mechanics of presenting the parenthetical elements; such a simple series normally does not need numbering of its items.

- To enclose translations or explanations, particularly for foreign expressions.

Memories of the Anschluss (Nazi Germany's annexation of Austria) still influence Austrian politics today.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has").

Period

A period brings a reader to a full stop at the end of a sentence. DIA also uses periods for the following:

- For bulleted material as part of a product's body text. For textual products (but not briefing slides), end each bulleted item (or each subbulleted item) with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. If a bulleted item has multiple sentences, punctuate these as normal sentences.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.

For briefing slides, although each bulleted item begins with an initial capital letter, the bulleted items normally have no end punctuation. If a bulleted element has multiple sentences, only the final one has no end punctuation.

- At the end of an in-paragraph heading. In-paragraph headings normally are bolded, and the period that ends such a heading also should be bolded. For example, the following is the beginning of a passage from Chapter 3 of this style manual and uses an in-paragraph heading.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases."

DIA normally does not use periods for the following:

- With standalone headings. In-paragraph headings end with a period because body text immediately follows on the same line. Standalone headings, however, should have no such ending punctuation. See for example the first-level heading that comes below for "Question Mark." The rare heading that is a question, however, should end with a question mark.
- With table headings and for short comments within a "remarks" or "comments" type of table cell. However, if remarks are sufficiently lengthy or complex to require divisions within the comments, punctuation such as commas, semicolons, or even periods may be needed to separate parts of the table's comment field. Moreover, if periods are needed for one comments-type cell in a table, then use periods for all of that type of table cell in the same table.

Question Mark

Use a question mark (?) for the following:

- At the end of a direct question.

How can the funds be raised?

However, do not use a question mark with an indirect question.

He asked how the money could be raised.

- To show uncertainty or ignorance. In a table this can be done by using a question mark rather than information in a data field. A similar application can be used in text, although such use should be avoided as much as possible.

The country's first prime minister, Dodson Wainwright (?–1721), began the custom.

- For a title that asks a question.

"Military for Sale: Can Commercial Ventures Save the Armed Forces?"

Quotation Marks

Double Quotation Marks

Use a set of double quotation marks (" ") for the following:

- To enclose a direct quotation.

The minister said, "We want to avoid hostilities."

"At all cost," the minister said, "we want to avoid hostilities."

"We want to avoid hostilities," the minister said.

When a long quotation is set off by block indentation within the margins of a page or within a text column, the indentation serves as a set of quotation marks, so none is required unless the passage has internal quoted material. The block-indented passage below is a direct quotation, but the material has no quotation marks because the indentation represents a set of quotation marks. If something within the indented passage had quotation marks in the original, then double quotation marks should appear with that internal quotation.

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In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

U.S. Versus British Use of Quotation Marks

Conventions for using double and single quotation marks differ between U.S. and British publishing. The most striking differences are these:

- British use of double and single quotation marks generally is the reverse of U.S. use.
- The rules for how other punctuation marks appear relative to quotation marks also differ somewhat.

Epigraphs. An epigraph is a quotation

related to body text—usually to suggest a theme—but not a part of it; although epigraphs can appear at the beginning of a chapter or section, they are more common at the start of a document. Epigraphs occasionally occur in intelligence products, including in briefings, though by no means are epigraphs usual elements of our products. Wherever it appears in a document, an epigraph is a special type of block quotation. An epigraph generally leaves out some elements of other direct quotations: because epigraphs often quote a well-known source, they usually attribute the quotation to only the person's name or to the person's name and the work in which the original passage occurred, and other documentation is eliminated. Presenting an epigraph in a classified product presents a special formatting problem because putting "(U)" at the start of a quotation from, say, Sun Tzu looks a bit silly. Follow these formatting rules for presenting an epigraph:

- Present the quotation without quotation marks (unless quotation marks are needed within the epigraph).
- Double-space after the quotation to find the line for naming the author, right-justify the author's name or the author's name and the work in which the quotation appears, and precede the author's name with an em-dash.
- To avoid having to show a portion classification marking on the quotation in the epigraph, put the epigraph in a tone box and mark the quotation outside the box in the upper left corner. Generally you will not show a title for the tone box (though one could be used if needed).

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu, *The Art of War*

- To enclose the titles of works that are published as parts of longer works—poems, short stories, songs, articles, notes, essays, headlines, chapter titles, and other parts of a book or periodical. Online works follow this rule as well.

"Russia: Outlook for Key Military Reforms" was an article in a recent issue of the *Defense Intelligence Digest*.

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using quotation marks with article titles, etc., does not apply to source reference citations.

Spacing Between Colocated Single and Double Quotation Marks

Occasionally material will require single and double quotation marks to appear in a line together—for example, “a quotation that includes a ‘quoted word’”—which looks strange. You can modify this spacing to improve readability by inserting a thin space between the single and double quotation marks. Two ways are available to add the thin space in Word 2007:

Using the Insert Symbol Function

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. On Word 2007’s Insert ribbon, at the far right side, select Symbol.
3. In the drop box, select More Symbols.
4. In the box that opens, change the font to Arial Unicode MS.
5. In the Character code box type 2009.
6. Choose the Insert button, followed by the Close button.

Using a Keyboard Shortcut

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. Type 2009, followed immediately by Alt+; the 2009 will change into the thin space.

The result should look like this: “a quotation that includes a ‘quoted word’”—with a thin space between the single and double quotation marks.

- To set off a word or phrase used in a special sense (a meaning different from the normal sense) or to indicate the standard meaning of a word or phrase.

The refugees were offered “voluntary” repatriation.

He invited me for a “working lunch,” but I did all the work and he ate all the lunch.

Do not confuse its (the possessive of it) with it’s (a contraction for “it is” or “it has”).

Use caution when presenting a word or phrase in a special sense. The quotation marks with the term indicate something is unusual about it, but readers must easily understand the special sense of the material. Using this device to be clever may result instead in a failure to communicate.

- To set off words or phrases following terms such as entitled, named, endorsed, signed, cited as, or referred to as (unless rules for using italics call for italic type instead).

The document was signed “G. Washington.”

Rome’s Leonardo da Vinci International Airport also is referred to as “Fiumicino,” the suburb of Rome where the airport is located; failure to know both names can get a driver lost, as road signs for the airport sometimes show one name and sometimes the other.

However, quotation marks usually are not necessary for expressions following terms such as known as, called, or so-called.

The change is not likely to affect the so-called extremist Islamic states.

Beryllium is known as glucinium in some European countries.

The system is called profit and loss, but the profits may not be apparent.

Even after these terms, however, quotation marks may be used to give special emphasis to the quoted or verbatim nature of an expression, especially if irony, sarcasm, or bad grammar is involved.

The government’s antiterrorism battalion nearly eliminated the village with an operation staged under its so-called “pacification” program.

CHAPTER 6

Single Quotation Marks

Use a set of single quotation marks (' ') to enclose quoted material within a quotation that already is marked with double quotation marks. (A quotation within a block-indented quotation would take double rather than single quotation marks.)

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

Some U.S. writers believe they should use only single quotation marks around a single word or short phrase used in a special sense. That convention is true for British use of quotation marks but not for U.S. use. Instead, see the third bulleted guidance above for double quotation marks.

Punctuation With Quotation Marks

Place periods and commas inside quotation marks.

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

"I think you should read 'Russia: Outlook for Key Military Reforms,'" he said.

Place semicolons and colons outside quotation marks.

He said I should read "Russia: Outlook for Key Military Reforms"; he thought it would be good for me.

He said I should read "Russia: Outlook for Key Military Reforms": he thought it would be good for me.

Place a question mark or exclamation point inside quotation marks if the quotation is a question or exclamation; this rule applies whether or not the sentence as a whole is a question or exclamation. However, put the question mark or exclamation point outside quotation marks if the sentence is a question or an exclamation but the quotation is not.

She asked, "Do you remember reading the article?"

The author also wrote "Why Can't Johnny Read?"

Why should I read "Russia: Outlook for Key Military Reforms"?

Semicolon

Use a semicolon (;) for the following:

- To separate the elements in a series when one or more of the series elements itself requires commas. Semicolons generally are not needed if only the last element has internal commas.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Rescue workers focused on building temporary shelters, securing potable water, and gathering blankets, medical supplies, and food.

- To separate two independent clauses closely related in meaning but not joined by a coordinating conjunction.

He served in the Army until 1988; he has worked for DIA since then.

He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

- To separate two independent clauses when the second one is joined to the first with a conjunctive adverb. Common conjunctive adverbs are *first* (*second*, etc.), for example, *for instance*, *furthermore*, *however*, *moreover*, *nevertheless*, *nonetheless*, *therefore*, and *thus*.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

Slash

Use a forward slash (/)—also called a virgule—for the following:

- To indicate a period occurring partially in one year and partially in another.

FY 2010/11

He flew three illegal flights in 2008/09.

- For two special commonly used representations.

9/11

24/7

- To represent per in an abbreviation.

km/h

rd/min

- To separate alternatives.

Many factors need to be considered in program/budget decisions.

Note: In this application the slash is intended to mean "and/or." Thus, the sample above refers to "program decisions or budget decisions or program and budget decisions." However, a caution is necessary here: some writers use this punctuation device to avoid making a decision about what term is correct. In "our goal/objective is," no useful distinction exists between the alternatives, so the writer should pick one rather than demonstrating indecision.

- To indicate a word combination when one or both of the elements in the combination already contain a hyphen.

The insurgents were armed with Cuban-/Russian-supplied weapons.

Again the slash equates to "and/or": thus, the sample refers to "Cuban-supplied and/or Russian-supplied weapons." If the writer wants only an "or" or an "and" relationship, then the sentence should be recast:

The insurgents were armed with Cuban- or Russian-supplied weapons.

The insurgents were armed with Cuban- and Russian-supplied weapons.

- To indicate azimuthal direction.

ENE/WSW runway

CHAPTER 7: Spelling and Compounding

In large letters, [a dentist sign] gives this command: Fear Free Dentistry. Maybe these dentists intend to scare people away from free dentistry. Probably, though, they intend to advertise fear-free dentistry. The hyphen changes it to dentistry that is free of fear. (How many customers do you think their omission scares away? Who would want someone that sloppy coming at them with a drill?)

—Mignon Fogarty, *Grammar Girl's Quick and Dirty Tips for Better Writing*

CHAPTER 7: Spelling and Compounding

The spelling and compounding list that makes up the bulk of this chapter combines preferred spellings (when alternative spellings exist) and spellings for compound words in their various functions in a sentence (as nouns, verbs, adjectives, unit modifiers, and so on). These words are combined into a single list with more than 10,000 entries.

The word list can help with the following types of spelling decisions:

- Choosing between alternative spellings. (Should you use *analog* or *analogue*?)
- Determining whether to double the consonant at the end of a word when you add a suffix. (Should you use *canceled* or *cancelled*?)
- Determining whether to use an anglicized spelling of the plural of a Latin word or the Latin spelling. (Should you use *forums* or *fora* as the plural of *forum*?)
- Choosing between possible spellings for a compound word or phrase: as two (or more) words, with a hyphen (or hyphens), or solid as a single word. (Should you use *time consuming*, *time-consuming*, or *timeconsuming*?)

The following guidance includes points that cannot be covered adequately by entries in a word list. In addition, spelling and compounding rules are provided for users who need to understand the logic applied in the choices in the word list, especially for compounding.

Spelling Rules

Geographic Names

The authority for spellings of place names is the U.S. Board on Geographic Names (BGN). The National Geospatial-Intelligence Agency provides a text-based BGN search function on JWICS at <<http://names.nga.ic.gov/namesgaz/>> and on NIPRNET at <<http://geonames.nga.mil/namesgaz/>>. Another useful source is *The World Factbook*.

The National Geospatial-Intelligence Agency's Geographic Names Server reflects foreign place names sanctioned by the BGN. This database provides "Approved" spellings (which generally have diacritics and often special endings for some names), "Variants" (which normally will include a spelling without the diacritical marks), and, when they exist, "Conventional" spellings (which reflect the spelling commonly used in English).

Numerous spellings typically come up in a BGN search for a place name. Check the "Feature Designation" column first; "primary administrative division" generally indicates a province or governorate, and "populated place" indicates a city or town. In the appropriate row, look for either the "Conventional" or the "Approved" spelling.

- If the search result shows a "Conventional" spelling for a place name, we generally will use that spelling.
- Thus, instead of *Moskva*, the "Approved" spelling, use the "Conventional" name of *Moscow*. Instead of the "Approved" spelling for North Korea's capital—*P'yongyang*—use the "Conventional" spelling of *Pyongyang*.
- When an "Approved" spelling has diacritical marks, use that spelling without the diacritics. Thus, instead of *Islamabad*, the "Approved Short" spelling for the capital territory in Pakistan, use *Islamabad*. Do not confuse apostrophes with diacritical marks; retain the apostrophe in place names such as *N'Djamena*.

Diacritical Marks

Although diacritical marks appear in the place names on some maps and sometimes in *The World Factbook*, we generally will not use them in text for intelligence publications. Diacritical marks indicate phonetic distinctions, whereas writing for which precise pronunciation is not particularly important normally uses conventional, commonly used spellings instead.

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When possible, spellings in text and on maps should agree. For example, beware of showing Rhodes in text but showing Rhodos or Rhodus on an accompanying map.

American Versus British Spellings

When American and British spellings of common English words differ, use the American spelling. However, when the words are part of a proper name for a party, organization, office, etc., use the British spelling, but only within the proper name.

labor relations of the Labour Party

defense intelligence reports from the Australian Defence Intelligence Organisation

Industrialisation Board rulings on industrialization issues

Plurals of Compound Terms

For plurals of compound terms, form the plural on the significant word or words. If no word is significant or all parts are equally significant, form the plural on the last word.

significant word first: adjutants general, aides-de-camp, courts-martial, goings-on

significant word in middle: deputy chiefs of staff, assistant surgeons general

significant word last: major generals, provost marshals, trade unions

both words equally significant: gentlemen farmers, women writers

no word significant: also-rans, go-betweens, pick-me-ups

Compounding Rules

Compounding conveys an idea by combining two or more words to form a thought. The result can be separate words in an unconnected sequence, words linked with a hyphen or hyphens, or words joined as a solid, single word. Current language trends lead to closing up many word sets that have become associated in readers' minds through frequent use.

General Rules

Separate Words

One compounding form is to write words in sequence, without joining them or linking them with a hyphen, if this form causes no ambiguity in sense or sound.

blood pressure

real estate

early warning

training ship

Joined or Hyphenated Words

Often words are joined (written solid) or linked with hyphens to express ideas that would not be as clear if the words remained unconnected.

bookkeeping

cross-reference

newsprint

do-gooder

whitewash

right-of-way

Derivatives

Derivatives of a compound usually retain the hyphenated or solid form of the original.

footnote, footnoting

cost-effective, cost-effectiveness

praiseworthy, praiseworthiness

ill-advised, ill-advisedly

Solid Compounds

When two nouns form a compound that has only one primary accent, the compound is written solid, especially when the prefixed noun has only one syllable or when one of the elements loses its original accent.

bathroom	but bomb bay
bookseller	coal mine
pipeline	night shift

Parts of Speech and Compounding

A noun formed from a short verb and an adverb usually is written solid, but it is hyphenated when the solid compound would interfere with comprehension. The verb form usually remains two words.

breakdown (verb: break down)	cut-in (verb: cut in)
buildup (verb: build up)	run-in (verb: run in)
setup (verb: set up)	tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
horse (horseplay)	snow (snowbank)
house (housekeeping)	way (wayside)
mill (millcourse)	wood (woodland)
play (plaything)	work (workday)

Compound terms beginning with *cyber* may be written either solid or as multiple separate words, depending on meaning. When *cyber* terms began appearing in English-language dictionaries, the dictionaries showed solid terms, treating *cyber* as a combining form requiring solid compound words. The *Yahoo! Style Guide*, published in July 2010, treats the terms similarly, indicating that *cyber* usually would be combined with root words except when the root word begins with a capital letter. Typical early dictionary and *Yahoo!* entries included *cyberattack*, *cybercrime*, *cybernetics*, *cyberphobia*, *cyberpunk*, *cyberspace*, and *cyberterrorism*.

- Because of the growing importance of *cyber* terms for U.S. security operations, Defense Intelligence has a need to consider a multitude of terms dealing with infrastructure, funding, resources, and other aspects of managing intelligence operations related to the *cyber* realm. Most likely many of these terms will never appear in English-language dictionaries. Consider just one of these terms—how to label intelligence analysts dedicated to *cyberintelligence*. Should such an analyst be a *cyberanalyst* or a *cyber analyst*? Showing *cyberanalyst* as a solid word would seem to suggest that the analyst exists in *cyberspace*, an ethereal analyst, like an *avatar*, rather than a flesh-and-blood analyst. For things or concepts such as this, multiple separate words are more appropriate.
- For this reason, we make a distinction for *cyber* terms based on meaning:
 - *Cyber* terms related predominantly to *things inside or integral to the cyber realm*—for which we join *cyber* with the root word to form a solid term: for example, *cyberactivity*, *cyberattack*, *cybercrime*, *cyberoperation*, *cybersecurity*, *cyberterrorism*, *cyberthreat*.
 - *Cyber* terms related predominantly to *things about the cyber realm or managing it*—for which we keep *cyber* separate, resulting in multiple separate words: for example, *cyber analyst*, *cyber collection*, *cyber community*, *cyber doctrine*, *cyber offensive and defensive operations*.

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Less frequently, *cyber* also may be joined by a hyphen to another word when the combined term is being used as a unit modifier—for example, *cyber-related data*. When in doubt, follow the current trend of joining the terms as a solid word.

Compounds ending in the following usually are solid when the initial word has one syllable. (When the initial word has multiple syllables, the compound is less often solid: *spaceborne*, but *satellite-borne*, *helicopter-borne*.)

board (cardboard)	person (salesperson)
boat (rowboat)	piece (fieldpiece)
book (textbook)	plane (airplane)
borne (bloodborne; foodborne; spaceborne; waterborne; but tick-borne; vector-borne; food-, water-, and vector-borne)	power (airpower) proof (blastproof) room (chartroom) shop (toolshop) site (damsite) smith (gunsmith) stone (lodestone) store (bookstore) tight (airtight) time (halftime) ward (homeward) water (bluewater; freshwater [adjective]; groundwater; saltwater; seawater; wastewater; but drinking water; fresh water [noun]; surface water; well water [noun and adjective])
bound (landbound)	way (seaway; waterway)
box (gearbox)	wide (worldwide)
boy (lowboy)	wise (edgewise)
craft (aircraft)	woman (spokeswoman)
field (airfield)	wood (firewood)
fish (crawfish)	work (artwork)
girl (schoolgirl)	worker (pieceworker)
grower (foodgrower)	working (woodworking)
headed (clearheaded)	worm (ringworm)
hearted (halfhearted)	worthy (seaworthy)
holder (shareholder)	writer (speechwriter)
house (boathouse)	writing (checkwriting)
keeper (beekeeper)	yard (shipyard)
keeping (bookkeeping)	
land (farmland)	
light (moonlight)	
like (boxlike)	
line (pipeline)	
load (boatload)	
maker (automaker)	
making (cementmaking)	
man (airman)	
mate (teammate)	
monger (scaremonger)	
over (crossover)	
owner (homeowner)	

Write solid the compounds of *any*, *every*, *no*, or *some* with *body*, *thing*, or *where*. When one is the second element, write the compound as two words if it means a particular person or thing. Always write *no one* as two words to avoid mispronunciation.

anybody	nowhere
anything	someone
<i>but:</i> Anyone can be in charge, and any one of you can volunteer.	

Unit Modifiers

Authors frequently encounter problems with compound modifiers that immediately precede the words they modify. When the words make sense only as a unit, the compound is a unit modifier and usually is written with a hyphen.

- In “short, swift streams,” both *short* and *swift* modify *streams* independently (they are coordinate adjectives), and no hyphen is used to join the modifiers. (There is a comma, however, because the adjectives are coordinate; see comma usage in Chapter 6.)
- In “*short tributary streams*,” *tributary* modifies *streams*, and *short* modifies *tributary streams*; the adjectives are cumulative, and no special mark is used to join them. Note, however, that each adjective logically could modify the noun separately; that is, “*short streams*” and “*tributary streams*” both make sense, even if these are not what the writer means.
- In “40-horsepower engine,” neither *40* nor *horsepower* logically can modify *engine* by itself; the modifiers make sense only as a unit—hence the term “unit modifier.”

Part of the confusion for many authors is that a compound modifier receives different treatment when it follows the word it modifies:

I bought an engine that is rated at 40 horsepower.

I bought a 40-horsepower engine.

As a result of the conference, we now have standards that are agreed upon.

As a result of the conference, we now have agreed-upon standards.

Thus, the special treatment for a unit modifier is situational. Users of the word list in this chapter must bear this in mind. A compound modifier marked *urn* in the list and linked with a hyphen retains the hyphen only when it precedes the word it modifies.

Hyphenated

Unit modifiers immediately preceding the word or words they modify usually are hyphenated.

drought-stricken area	state-of-the-art technology
English-speaking nation	U.S.-owned property
fire-tested material	1-inch diameter
lump-sum payment	2-inch-diameter pipe
most-favored-nation clause	4-percent increase

Use a hyphen in a unit modifier with an ordinal number in its literal sense (unless the modifier is a proper noun).

first-stage booster	second-class treatment
fourth-quarter earnings	third-party statement

In addition, use hyphens in unit modifiers containing prepositional phrases.

fly-by-night establishment	quality-of-life incentives
out-of-area operations	under-the-counter sales

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Joined

Some unit modifiers are written solid rather than being hyphenated.

aboveground shelter	indepth assessment
airdrop mission	lockdown angle
blackout curtains	mineclearing equipment
breakaway republics	onboard computer
broadband radio	sealane defense
deadweight tons	sweptwing fighter
firsthand experience	understrength division

Unhyphenated

Especially when the compound is a well-established phrase, hyphens sometimes are omitted from a unit modifier, and the modifier is written as separate words.

air defense artillery	ground support aviation
air intercept regiment	hard currency loan
ballistic missile submarine	law enforcement efforts
broad gauge railroad	mine warfare task force
drug trafficking organization	missile support unit
early warning radar	nuclear delivery system
free market system	open pit mining
general purpose vehicle	throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

command and control echelons	middle or late 1980s
medium and high altitudes	warm but cloudy day

However, improvised compounds that contain conjunctions do use hyphens.

bread-and-butter issues	hard-and-fast rule
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Predicate Adjectives

As indicated in the introduction to unit modifiers, compound predicate adjectives usually have no hyphens.

<i>Unit Modifier</i>	<i>Predicate Adjective</i>
The attack took place on U.S.-owned property.	The property where the attack took place was U.S. owned.
She gave an in-depth assessment.	The assessment she gave was in depth.
We are to get a 4-percent raise.	The raise is to be 4 percent.

The word list in this chapter contains some hyphenated compound adjectives (*adj*); they retain their hyphens when they are predicate adjectives.

The study used all-source intelligence.	The intelligence in the study was all-source.
We watched a combined-arms exercise.	The exercise we watched was combined-arms.

Comparatives and Superlatives

Hyphens usually are omitted from two-word modifiers when the first word is a comparative or superlative.

little-developed country	low-priced model
less developed country	lower priced model
least developed country	lowest priced model

Note that *lower* is the comparative of *low*, with *lowest* the corresponding superlative. However, *lower* also is the opposite of *upper*, which is not a comparative and has no superlative (*uppest?*). In its sense opposing *upper*, *lower* is joined (solid) or linked (with a hyphen) to the other words in a modifier.

uppercase letters	lowercase letters
upper-class neighborhood	lower-class neighborhood
upper-middle-class housing	lower-middle-class housing

Hyphens also are retained in many three-word modifiers that include a comparative or superlative.

higher-than-market price	most-favored-nation clause
less-than-perfect solution	most-sought-after assignment
lighter-than-air craft	

Adverbs Ending in *-ly*

Do not use a hyphen in a two-word unit modifier when the first word is an adverb ending in *-ly*.
(Do not confuse adjectives ending in *-ly* with adverbs.)

eagerly awaited moment	but	only-child complex
recently designed building		lonely-hearts club
wholly owned subsidiary		

Sometimes a comparative or superlative needs to be combined with the word it precedes to ensure clarity. If we write “older technology mines,” the phrase can be misunderstood as indicating “technology mines” that are “older.” Adding a hyphen to connect *older* and *technology*—“older-technology mines”—makes clear that we mean mines employing older technology.

Three-Word Modifiers

Do not use hyphens in a three-word unit modifier when the first word is an adverb modifying the second word.

unusually well preserved specimens
very well defined usage
exceptions:
very-high-frequency broadcast
very-low-frequency transmission

However, if the first word of a three-word modifying phrase modifies the other two words as a unit, use a hyphen between those two parts of the unit.

a nearly right-angle corner
a formerly well-known person

Foreign Phrases

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

bona fide transaction	ex officio member
carte blanche policy	per capita tax
ad hoc tasking	

CHAPTER 7**Proper Nouns**

Do not use a hyphen or en-dash in a compound proper noun or capitalized coined name used as a unit modifier (unless the basic noun form includes a hyphen or en-dash).

Cold War tension	<i>but</i>	Spanish-American heritage
Latin American states		French-English descent
Iraqi Army operations		Franco-Prussian War
World War II period		North American-South American sphere

Quotation Marks

Do not use hyphens in a unit modifier enclosed in quotation marks unless the modifier normally is hyphenated, and do not use quotation marks in lieu of hyphens.

- a "spare the rod" approach to parenthood
- the "one-man woman" plots of many operas
- but* a right-to-work law

Chemical Terms

Do not use a hyphen in a unit modifier composed of chemical terms.

carbon monoxide poisoning	methyl bromide solution
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Letter or Number Elements

Except in established military equipment designators, do not use a hyphen in a unit modifier with a letter or numeral as its second element.

Annex B maps	<i>but</i>	An-22 transport
Article III provisions		MiG-29 fighter
Mod 3 missile		T-80 tank
Number 2 fuel oil		

Common Basic Elements

When two or more hyphenated compounds in a series have a common basic element and this element is omitted in all but the last or first term, retain the hyphens.

2- or 3-year period	<i>but</i>	mid- and late 1990s <i>but</i> mid-to-late 1990s
8-, 10-, and 16-km segments		early or mid-1990s <i>but</i> early-to-mid 1990s
ground- and air-launched missiles		
U.S.-owned and -operated companies		
low- to high-altitude coverage		
medium- to long-range missiles		

Suspending Hyphens

When two or more solid compounds in a series have a common basic element and this element is omitted in all but the last or first term, use a suspending hyphen with the incomplete forms.

- first- and secondhand access
- low- and midlevel operatives
- postearthquake and –tsunami operations
- but*
- oil and gas fields or oilfields and gasfields (not oil and gasfields)

Prefixes and Suffixes

Prefixes (except *ex*, *self*, *quasi*, and *vice*) and suffixes (except *free*, *designate*, and *elect*) usually form a solid compound with a noncapitalized word.

With Prefixes

byproduct	ex-serviceman
cooperate	self-centered
counterintelligence	quasi-military
hydroelectric	vice-chairmanship
multipurpose	
neofascist	
nonferrous	

With Suffixes

clockwise	rent-free
fourfold	minister-designate
lifelike	President-elect Jones
northward	councilor-elect
forcewide	
geocentric	
but youth-centric, brigade-centric, etc.	

However, retain hyphens that appear in proper names.

Directorate General for Inter-Services Intelligence

Except for the short prefixes *co*, *de*, *pre*, and *re*—which generally are written solid—use a hyphen to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

With Prefixes

anti-insurgent	but	cooperate
contra-acting		deescalate
semi-independent		preexisting
ultra-ambitious		reentry

With Suffixes

hull-less	but	nonnuclear
shell-like		subbasement

Even for prefixes that normally form solid compounds, use a hyphen if its omission would lead to mispronunciation, cause confusion with a word spelled identically but without a hyphen, or create an illogical compound.

mid-ice
mini-state
under-ice
co-op (but cooperate)
multi-ply (several plies)
pre-position (position in advance)
pro-state (in favor of the state)
re-form (form again)

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re-present (present again)
un-ionized
non-civil-service position
non-scientific and technical intelligence

Use a hyphen to join duplicated prefixes.

counter-countermeasures	counter-counternarcotics
sub-subcommittee	sub-subparagraph

Use a hyphen to join a prefix or suffix in a compound with a capitalized word.

anti-Castro	Africa-wide
neo-Nazi	Latin America-wide
non-U.S. NATO	Truman-like
pro-British	
exceptions: nonMIRVed, unMIRVed	

A prefix (except *un*) normally forming a solid compound often is followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	but	antiballistic missile
non-missile-equipped		superhigh-frequency
non-nuclear-powered		ultrahigh-frequency
post-target-tracking		uncalled-for
semi-land-mobile		unself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound.

antigunrunning	postreentry
nonlifelike	submachinegun
nonoceangoing	ultrarightwing

Numerical Compounds

Use a hyphen between the elements of compound numbers from 21 to 99 when they are spelled out. (In most contexts, the numbers in this range will be presented as numerals, not written out as words; see Chapter 4 for rules on writing numbers as words or numerals.)

twenty-one	ninety-nine
twenty-first	one hundred twenty-one
one thousand four hundred twenty-one	

Use a hyphen in an adjective compound with a numerical element first.

two-sided question	8-kg box
the Six-Day War	18-year-old student
.22-caliber cartridge	10- to 20-year period
500-km-range missile	

When an adjective numerical compound appears in a listing (such as a table) with the compound following but reading back to the word or words modified, use a hyphen in the compound and use the compound in its singular form.

motor, 3-phase, 60-cycle, 115-volt
belts: 2-inch, 1.25-inch, 0.25-inch

Use a hyphen between elements of a fraction, whether the fraction is a noun or an adjective.

two-thirds of the vote

a two-thirds majority

Other Compounds

Do not use hyphens in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large

manager-director

commander in chief

minister-counselor

vice president

secretary-treasurer

but under-secretaryship, vice-presidency

Except for titles, hyphens appear in some—but not all—noun compounds containing a prepositional phrase.

government-in-exile

but next of kin

grant-in-aid

prisoner of war

man-of-war

state of the art

mother-in-law

state of war

Use hyphens in improvised compounds.

first-come, first-served basis

roll-on/roll-off ship

hard-and-fast rule

stick-in-the-mud

know-it-alls

technical know-how

Hyphenate the verb form of compound nouns that are written as two words.

to blue-pencil galley proofs (but proof with a blue pencil)

to cold-shoulder an idea (but turn a cold shoulder)

to cross-brace a structure (but a structure with a cross brace)

to flight-test a missile (but a missile in flight test)

Join a single capital letter to a noun or participle with a hyphen.

H-bomb

V-necked

I-beam

X-ray, X-raying

T-shaped

X-ed out

but I band, K band, P band, L band, etc.

Using the Spelling and Compounding List

The following list contains both preferred spellings and preferred formations for compounds (multiple words, hyphenated words, or solid words).

The following abbreviations appear in the list:

adj (adjective)

masc (masculine)

adv (adverb)

n (noun)

cf (combining form)

pref (prefix)

etc (and so on)

um (unit modifier)

fem (feminine)

v (verb)

Frequently the abbreviations indicate that a compound appears in the form shown only for the specific function or functions shown. For example:

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- *fire-resistant (um)* means that the compound is hyphenated as a unit modifier but not, for instance, as a predicate adjective:

We chose a fire-resistant material.

The material we chose was fire resistant.

- *low-key (adj)* means that the compound is hyphenated both as an adjective preceding the word modified (like a unit modifier) and as an adjective following the word modified:

She gave a low-key speech.

Her speech was low-key.

- *human rights (adj, n)* means the compound is written as separate words in both adjective and noun functions:

It was a human rights issue.

Human rights was the issue of the moment.

- *anti-American (etc)* means that the same compounding structure applies to similar compounds, such as *anti-British* or *anti-German* in this case.

- *counter (cf)* means that the compounding structure applies when forming a compound but not when the terms are simply juxtaposed in a sentence:

The team focused on counterrebel operations.

The team dug in to counter rebel advances.

Gender Neutrality

Be aware that modern publishing standards call for gender-neutral terms. Even though many terms containing *man* are part of the military lexicon, these terms are not always the best choice. For such terms shown in the following list, consider using them in reference to specific individuals but choosing gender-neutral terms for general reference.

Spelling and Compounding List

Numerical Terms

24/7

3-D

3G, 4G

9/11

A

aberration
 able-bodied (um)
 able-minded (um)
A-bomb
 about-face
 above-average (um)
 aboveboard
 above-cited (um)
 abovedeck
 aboveground (adj)
 above-mentioned (um)
 above-named (um)
 above-water (um)
 above-written (um)
 abridgment
 absentminded
 accessory
 accommodate
 accursed
 across-the-board (um)
 acknowledgment
 acoustic
 acre-foot
 active-duty (um)
 adapter
 addendum, addenda
 add-on (adj, n)
 address book
 ad hoc
 adjuster
 ad-lib (adj, n, v),
 -bed, -bing
 adviser
 advisor (law)
 aegis
 aerial refueling (adj, n)
 aero (cf)
 all one word
 afoot
 afore (cf)
 all one word
 A-frame

African-American
 after (cf)
 afterward
 all one word
 after-action (um)
 ageless
 agenda, agendas
 age-old (adj)
 aging
 agreed-upon (um)
 agro (cf)
 agroindustrial
 all one word
 aid (n, v)
 aide (assistant)
 aide-de-camp,
 aides-de-camp
 aimpoint
 airbag
 airbase
 airblast
 air-blasted (um)
 airborne
 airborne warning and
 control system aircraft
 airbrake
 air-breathing
 airbrush
 airburst
 aircargo
 air-conditioner
 air-conditioning
 air-cool (v)
 air-cooled (um)
 air cover
 aircraft
 air crash
 aircrew
 air-cushion (um, v)
 air defense (adj, n)
 air-deliver (v)
 air-delivered (um)
 air-dried (um)
 air-driven (um)
 airdrome
 airdrop (adj, n, v)
 airdroppable
 air-dry (v)
 airfare
 airfield

airflow
 airfoil
 air-formed (um)
 airframe
 airfreight
 airgap
 airhammer
 airhole
 airhose
 air intercept (adj, n)
 airlanding
 airplane
 air-launch (v)
 air-launched (um)
 airlift
 airline
 airliner
 airlink
 airlocked
 airmail
 airman
 airmass
 airmobile
 airmobility
 airpark
 airpath
 air policing (adj, n)
 airport (all meanings)
 air-portable (um)
 airpower
 but naval and air power
 air raid
 air-refueling (um)
 airscoop
 airship (n)
 air-ship (v)
 air show
 airsick
 airspace
 airspeed
 air station
 airstream
 airstrike
 but naval and air strikes
 airstrip
 air surveillance
 airtight
 airtime
 air war
 airwave

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airway	amperemeter	antiestablishment
air wing	ampere-second	antiextremist
airworthy	amphi (pref)	antigovernment
aka	<i>all one word</i>	anti-guided-missile
a la carte	ampoule	antigunrunning
alter ego	analogous	anti-icer
algae	analogue	anti-imperial
align	analog (science, computer)	anti-inflationary
all-aged (um)	anchor light	anti-infrared
all-American (etc)	anemia	anti-insurgent
all-around (um)	anesthetic	antijam
all-clear (n, um)	aneurysm	antimissile
all-day (um)	angio (cf)	anti-missile-missile (um)
all-encompassing	<i>all one word</i>	antinuclear
all-inclusive (um)	anglicize	anti-nuclear-weapons
all-knowing	Anglo (cf)	antioccupation
all-out	Anglo-American (etc)	antipersonnel
all ready (prepared)	<i>rest one word</i>	antisatellite
already (previous)	angstrom unit (etc)	anti-Semitism
all right	anhydr(o) (cf)	anti-tactical-ballistic missile
all-purpose (um)	<i>all one word</i>	antitank
all-source (adj)	ankle-deep (um)	anti-theater-ballistic missile
all-star	annul, -led, ling	antitrust
all-terrain (um)	annulment	antivirus
alltime (adj)	anomalous	<i>rest one word</i>
all time (n)	anonymous	antro (cf)
all together (collectively)	ante (pref)	<i>all one word</i>
altogether (completely)	ante bellum (etc)	anybody
all-weather	ante-Christian (etc)	anyhow
allies, allied	antedate	anyone
but Allies, Allied (WWI and WWII)	ante mortem	anyplace (adv)
alongshore	<i>rest one word</i>	anyway (adv)
alongside	anteater	aorto (cf)
alphanumeric	antenna, antennas	<i>all one word</i>
al-Qaida	antennae (zoology)	apo (pref)
also-ran	antero (cf)	<i>all one word</i>
altocumulus	<i>all one word</i>	A-pole
altostratus	anthill	appall, -ed, -ing
alumna, alumnae (fem)	anthra (cf)	apparatus, apparatuses
alumnus, alumni (masc)	<i>all one word</i>	appendix, appendixes
ambassador at large	anthropo (cf)	applecart
amber-colored (um)	<i>all one word</i>	a priori
ambi (cf)	anti (pref)	apropos
<i>all one word</i>	antiaircraft	aquaculture
amidships	anti-American (etc)	aqualung
amino (pref)	antiapartheid	aquamarine
amino acid	antiarmor	aquarium, aquariums
as prefix, one word	anti-arms-control	arabic numerals
amir (emir is preferred)	antiballistic missile	archbishop
ampere-hour	antichrist	archduke
	anti-cruise-missile	arched-roof (adj)

archenemy
 archeo (cf)
 all one word
 archi (pref)
 all one word
 archo (cf)
 all one word
 arch-Protestant (etc)
 archrival
 arc-over (adj, n)
 arctic clothing (etc)
 arc-weld (v)
 areo (cf)
 all one word
 aristo (cf)
 all one word
 arithmo (cf)
 all one word
 armband
 armchair
 armor-clad (um)
 armor-heavy (um)
 armor officer
 armored brigade
 armored unit
 armor-piercing (um)
 armorplate
 armor-plated (um)
 armpit
 armrest
 arms control
 arm's length (adj)
 arm-twisting
 army-group-level (um)
 armywide
 Army-wide
 around-the-clock (um)
 arrester
 arrowhead
 arrow-shaped (um)
 arseno (cf)
 all one word
 arterio (cf)
 all one word
 artesian well
 arthro (cf)
 all one word
 artilleryman
 artwork
 ascendance, -ant

ascent (rise)
 assent (consent)
 ashcan
 ash-colored (um)
 ash-gray (um)
 ashtray
 assembly line
 assemblyman
 assembly room
 associate's degree
 astro (cf)
 all one word
 attaché
 atomic energy (adj, n)
 at-large (um)
 at-sea (um)
 attorney at law
 attrit
 attrited, -ting
 audio (cf)
 audiofrequency
 audiogram
 audiosurveillance
 audiotape
 audiovisual
 all one word
 auri (cf)
 auri-iodide
 rest one word
 authorship
 auto (cf)
 auto-objective
 autogiro
 automaton,
 automatons
 autopilot
 rest one word
 automaker
 autoworker
 avante garde
 avatar
 awe-inspiring (um)
 awhile (adv)
 a while (n)
 ax
 axis, axes
 axo (cf)
 all one word

B

Baathist
 baby boomer
 babyface
 babysit
 bachelor's degree
 backache
 backbencher
 backbite (v)
 backbone
 backbreaker
 back-brief (v)
 back burner
 back channel (n)
 back-channel (adj, v)
 back-country (um)
 backdate
 backdoor (adj)
 backdown (adj, n)
 backdrop
 backface
 backfill
 backfire
 backfit
 backflow
 background
 backhand
 backhoe
 back-in (adj, n)
 backlash
 backlist (v)
 backlog
 backpacker
 backpay
 backpayment
 backpedal (v)
 backrest
 backroom (adj)
 backroad (adj)
 backscatter
 backseat
 backslide
 backspace
 backspin
 backstage
 backstop
 backstory
 backstroke
 backswept
 backswing
 backtalk

CHAPTER 7

backtrack	baseball bat	bedside
backtrail	base camp	bedsore
backup (adj, n)	baseline	beekeeper
back up (v)	base line (surveying)	beeswax
backwall	baseplate	beetle-browed (um)
backward	basi (cf)	beforehand
backwash	<i>all one word</i>	before-mentioned (um)
backwater	basis, bases	before-named (um)
backyard	basketball	bell-bottomed (um)
bagful	bas-relief	bellringer
baggage room	bastille	bellwether
bagpipe	bathrobe	bellyache
bag-shaped (um)	bathroom	below-grade (um)
Bailey bridge	bathtub	below-ground (um)
bailout (adj, n)	bathyscaphe	below-market (um)
bail out (v)	battalion	belt-driven (um)
balance-of-payments (adj)	battalion-sized (um)	belt-tightening
baldfaced	battleax	benchmark (nonliteral)
Balkanize	battlefront	bench mark
Balkanization	battleground	(surveying)
ball bearing	battle group	benchwarmer
ballistic missile (adj, n)	battleline	benefited, -ing
ballistic missile	battle management	benzo (cf)
early warning (um)	battle-scarred (um)	<i>all one word</i>
ball-like	battleship	best man
ballpark	battlespace	bestseller
ballplayer	battle-tested (um)	beveled, -ing
ballpoint (adj, n)	battlewagon	beyond-visual-range (um)
ballot box	battle-weary (um)	bi (pref)
bandanna	batwing	bicentennial
bandsaw	bazaar	bifocal
bandstand	bazaar-i	bi-iliac
bandwagon	beachhead	<i>rest one word</i>
bandwidth	beadroll	biased, -ing
bangup (adj, n)	beamwidth	big data
banknote	beanbag	bigmouthed
bankside (stream)	beanpole	big-power (adj)
bantamweight	bean-shaped (um)	big shot
bareback	bedchamber	big-ticket (adj)
barebones	bed check	billfold
barefaced	bedclothes	billhook
barefoot	bedcover	bio (cf)
barehanded	bed-down (um)	bio-osmosis
bargainer	bedframe	<i>rest one word</i>
bark (ship)	Bedouin	bird's-eye (adj)
barnstormer	bedpan	birdshot
barreled, -ing	bedpost	birdwatcher
barrel-roll (v)	bed rest	birdwatching
barrel-shaped (um)	bedridden	birthday
bartender	bedrock	birthmark
baseball	bedsheet	birthplace

birthrate	blowback (adj, n)	bomb bay
birthright	blowby (adj, n)	bomb blast
bitmap	blowdown (adj, n)	bombdrop
bitstock	blowgun	bombload
bitstream	blowhard (adj, n)	bombmaker
bittersweet	blowhole	bombmaking
blackball (nonliteral)	blowoff (adj, n)	bombproof
black-eyed (um)	blowout (adj, n)	bombshell
blackface	blow out (v)	bombsight (device)
blackguard	blowpipe	bomb site (location)
blackjack	blowtorch	bombthrower
blacklist	blowup (adj, n)	bomb-throwing (um)
blackmail	blow up (v)	bona fides (n, singular and plural)
black market (adj, n)	blueblood	bone-dry (um)
black-market (v)	bluecoat (n)	bone-hard (um)
black-marketeer	blue-collar (nonliteral) (adj)	bonemeal
blackout (adj, n)	blue-eyed (um)	bone-white (um)
blacktop	bluegrass	boobytrap, -ped, -ping
blase	blue-gray (um)	bookbinder
blasthole	blue-green (um)	bookcase
blastmark	bluejacket	bookkeeping
blastproof	bluenose	book-lined (um)
bleary-eyed (um)	blue-pencil (adj, v)	booklist
blight-resistant (um)	blueprint	booklover
blind-bomb (v)	blue-ribbon (nonliteral)(adj)	bookmark
blind-flying (um)	bluestreak (nonliteral)	bookmobile
blindfold	bluewater	bookseller
blindspot	blunderbuss	bookshelf
blitzkrieg	blunt-edged (um)	bookstall
bloc (group)	blunt-spoken (um)	bookstand
block (grants)	boardwalk	bookstore
blockbuster	boatbuilder	book-taught (adj)
blog	boatcrew	boomtown
blood-alcohol (um)	boathook	boondoggle
bloodbath	boathouse	bootblack
bloodborne	boatload	boot camp
bloodcurdling	boatswain	bootlace
blood-drenched (um)	boatwright	bootleg
blood-giving (um)	boatyard	bootstrap
bloodhound	bobcat	border-crossing (um)
bloodletting	bobsled	borderland
blood pressure	bodybuilder	borderline
blood-red (um)	bodyguard	borehole
bloodshed	bohemian	boresafe
bloodshot	boildown (adj, n)	boresight
bloodstain	boil down (v)	born (birth)
bloodstock	boilerplate	borne (carried)
bloodstream	boldface	born-again (n, um)
bloodsucker	boltcutter	bottle-fed (um)
bloodthirsty	bolthead	bottleneck
bloody-nosed (um)	bolthole	bottle-nosed (um)

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bottom land	breechloader	brush holder
bottom-line (adj)	breech-loading (um)	brushoff (adj, n)
bottom-up (um)	breechlock	bucketful
bouillon (soup)	bribe-free (um)	bucket-shaped (um)
bullion (metal)	bribegiver	bucksaw
boulder	bribetaker	buckshot
bowie knife	bric-a-brac	bugbite
bowknot	brick-built (um)	buildingways (singular and plural)
bowlegged	brick-colored (um)	building-block (adj)
bowsprit	bricklayer	buildup (adj, n)
bowstring	brick-red (um)	build up (v)
boxcar	bridgebuilder	buildout (adj, n)
boxlike	bridgehead	built-in (um)
brachio (cf)	bridgeway	built-up (um)
<i>all one word</i>	bridgework	bulkhead
brachy (cf)	briefcase	bulldog
<i>all one word</i>	brier	bulldoze
braille	brigade-centric (adj)	bulletproof
brainchild	bright-colored (um)	bullfight
brainstorm	bright-eyed (um)	bullpen
brain trust	brilliant-cut (um)	bullring
brainwash	brilliant-green (um)	bull's-eye (nonliteral)
brakedrum	brinkmanship	bullwhip
brassworks	broadacre	bunghole
breach (gap)	broad-area (um)	bureau, bureaus
breech (lower part)	broadax	burdensharing
bread-and-butter (adj)	broadband (adj, n)	burned
breadbasket	broad-based (um)	burned-out (um)
breadcrumb	broad-beamed (um)	burned-up (um)
breadfruit	broadcast	burn-in (adj, n)
breadwinner	broadcloth	burnout (adj, n)
breakaway (adj, n)	broad gauge (adj, n)	burn-through (adj, n)
breakbulk	broadleaf (n)	burnup (adj, n)
breakdown (adj, n)	broad-leaved (um)	bus, bused, buses,
break down (v)	broadleg (adj, n)	busing
break-even (um)	broadloom	busdriver
breakfront	broadminded	but schoolbus driver
break-in (adj, n)	broadside	busfare
break in (v)	broadsword	bushwhacker
breakneck	broken-down (um)	businesslike
breakoff (adj, n)	broken-legged (um)	busline
breakout (adj, n)	broncho (cf)	busload
break out (v)	<i>all one word</i>	busybody
breakpoint	bronze-clad (um)	busywork
breakthrough	broomstick	butter-yellow (um)
breakup (adj, n)	brotherhood	buttondown (adj, n)
break up (v)	brother-in-law	buttonhole
breastbone	browbeat	buttonhook
breastplate	brown bag (adj, n)	butt-weld (v)
breathtaking	brown-eyed (um)	buyback (adj, n)
breechblock	brownout (adj, n)	buy-in (adj, n)

buy-out (adj, n)
 buzzword
 by (cf)
 by-and-by
 byelection
 bylaw
 bypass
 byproduct
 by-the-way (n, um)
 by-your-leave (n, um)
 rest one word

C

cabana
 cabdriver
 cabfare
 cable-laid (um)
 cab owner

 cabstand
 caco (cf)
 all one word
 cactus, cactuses
 cafe
 caffeine
 caique
 calci (cf)
 all one word
 caldron
 caliber
 caliper
 caliph
 caliphate
 calk
 callback (adj, n)
 call back (v)
 call-in (adj, n)
 call-off (adj, n)
 callous
 callout (adj, n)
 call-over (adj, n)
 call sign
 callup (adj, n)
 call up (v)
 camelback
 camel's-hair (um)
 campfire
 campground
 camshaft
 canalside
 canape

canceled, -ing
 cancellation
 candlelit
 candlestick
 candlewick
 can-do (um)
 candor
 cane-backed (um)
 canebrake
 canister
 cannonball
 cannot
 canvas (cloth)
 canvass (solicit)
 canvas-covered (um)
 capful
 capital (city)
 capitol (building)
 capital-intensive (um)
 capscrew
 carabao (singular and plural)
 carat (gem weight)
 caret (omission mark)
 carbarn
 car-bomb (adj)
 car bomb (n)
 car-bomb, -ing (v)
 carbureted, -ing
 carburetor
 carcino (cf)
 all one word
 cardboard
 cardio (cf)
 cardio-aortic
 rest one word
 cardplayer
 cardsharp
 cardstock
 carefree
 caretaker
 careworn
 carfare
 car ferry
 carjack
 carload
 cargo(es)
 cargo-handling (um)
 carhop
 caroled, -ing
 carotene
 carpetbagger
 carpet-covered (um)

carpetweaver
 carpet-weaving (um)
 carpool
 carport
 carrier-based (um)
 carrierborne
 carryall (adj, n)
 carryback (adj, n)
 carry-in (adj, n)
 carry-on (adj, n)
 carryout (adj, n)
 carryover (adj, n)
 carry over (v)
 carsick
 carte blanche
 cartwheel
 carwash
 case-by-case (um)
 caseworker
 cash-and-carry (adj)
 cash-flow (adj)
 cashier's check
 castaway (n, um)
 caster (roller)
 castor (oil)
 cast-by (um)
 castout (n, um)
 Castroite views (etc)
 casual (unimportant)
 causal (cause)
 catalog, -ed, -ing
 catchall
 catchphrase
 catchup (adj, n)
 catch up (v)
 catchword
 catercorner
 caterwauling
 catgut
 cation
 cat-o'nine-tails
 cat's-eye (nonliteral)
 cat's-paw (nonliteral)
 cattle breeder
 cattle-raising (um)
 cattle ranch
 catwalk
 caudillo
 cause celebre,
 causes celebres
 causeway
 cavedweller

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cave-dwelling (um)	charge-coupled (um)	chiseled, -ing
cave-in (adj, n)	chargé d'affaires,	chitchat
caviled, -er, -ing	chargés d'affaires	chloro (cf)
cease-fire (adj, n)	chargeout (adj, n)	chlorophyll
cease fire (v)	chartroom	rest one word
cell phone	chassis (singular and plural)	chockablock
cement-covered (um)	château	chock-full (adj)
cementmaking	chat room	chocolate-brown (um)
census taker	cheapskate	chokepoint
census-taking (um)	checkbook	chole (cf)
center field	checkbox	all one word
center-left	check-clearing	chopstick
centerline	check-in (adj, n)	chromo (cf)
centermost	check in (v)	all one word
centerpiece	checklist	chrono (cf)
centerpole	checkmark	all one word
center-right	checkoff (adj, n)	chuckwagon
centi (cf)	checkout (adj, n)	churchgoer
centimeter-gram-second	check out (v)	cigarette
rest one word	checkpoint	cigar-shaped (um)
centri (cf)	checkpost	cine (cf)
all one word	checksheet	all one word
centro (cf)	checkup (adj, n)	circa
all one word	check up (v)	circuit breaker
cephalo (cf)	check valve	circum (pref)
all one word	cheekbone	circumarctic
cerebro (cf)	chemical-weapons-free (um)	circumpacific
cerebro-ocular	chemico (cf)	rest one word
rest one word	all one word	cirro (cf)
cesarean	chemo (cf)	all one word
cesspit	all one word	cis (pref)
cesspool	cherrypick (v)	cisalpine
chain-driven (um)	chickenfeed	cisatlantic
chain link	chickenpox	rest one word
chain of command	chicken yard	city-born (um)
chainsmoke (v)	chief justice	city-bred (um)
chainsmoker (n)	chief-justiceship	city dweller
chairman	chief mate	cityfolk
chairperson	chief of staff	cityscape
chair-shaped (um)	chiefs of staff	citywide
chairwoman	childbearing	civil defense (adj, n)
chalkboard	childbirth	civil society (adj, n)
chalk-white (um)	child care	clambake
chancellery	childhood	clamor
chancellor	childlike	clampdown (adj, n)
changeable	chill-cast (um, v)	clamshell
changeover (adj, n)	china shop	class-conscious (um)
change over (v)	chin-high (um)	claw-footed (um)
channeled, -ing	chinstrap	clawhammer
chaperon	chiro (cf)	claybank
charcoal	all one word	clay-colored (um)

claymore	clothesline	cocksure
claypit	clothespin	cock-tailed (um)
clayworks	cloudbase	coconut
clean-cut (um)	cloudburst	codename
cleanhanded	cloudcap	codenamed
cleanout (adj, n)	cloud-hidden (um)	codeword
clean room	cloverleaf	coffeebreak
clean-shaved (um)	cloud cover	coffee-colored (um)
clean-smelling (um)	cloud-covered (um)	coffeegrower
cleanup (adj, n)	clubfoot	coffee-growing (um)
clean up (v)	club-shaped (um)	coffeehouse
clear-cut (distinct)	co (pref)	coffeepot
clearcut (forestry) (n, v)	coauthor	cofferdam
clear-eyed (um)	cochair	cogwheel
clearheaded	cohost	coin-operated (um)
clearinghouse	co-op	coke oven
clear-sighted (um)	cooperate	coldblooded
clearup (n)	co-opt	coldbloodedness
clear up (v)	co-optation	cold-chisel (v)
clew (nautical)	co-orbital	coldcuts
clue (other)	co-owner	cold-flow (v)
cliche	coproduction	cold-forge (v)
clifdweller	rest one word	cold-hammer (v)
cliff-dwelling (um)	coal-black (um)	cold-hammered (um)
cliffhanger	coalboat	coldpack
cliffside	coal car	cold-press (v)
clifftop	coalfield	cold-roll (v)
clip art	coal-fired (um)	cold-rolled (um)
cloak-and-dagger (adj, n)	coal gas	cold-shoulder (v)
clockface	coalition (generic)	Cold War
clockwatcher	Coalition (specific U.S.-led alliance)	cold-work (v)
clockwise	coal-laden (um)	coli (cf)
close air support	coal loader	all one word
close-connected (um)	coal mine	collarbone
close-cut (um)	coal miner	collateral
closed-circuit (adj)	coal-mining (um)	colocated
closed-door (um)	coalpit	colo (cf)
closedown (n)	coal-slurry (um)	all one word
closed shop	coast guard	colorblind
closefisted	coastline	colorblindness
close-hold (adj)	coastside	color-code (v)
close-in (um)	coathanger	colorfast
close-knit	coatrack	combatant
closerminded	coattails	combat arms
closemouthed	cobweb	combat-capable (um)
closeout (adj, n)	coca grower	combated, -ing
close out (v)	coca-growing (um)	combat-ready (um)
close-quarters (um)	cocaine	combat support (adj, n)
closeup (n, um)	cockeyed	combined-arms (adj)
close up (v)	cockfight	comeback (adj, n)
cloth-backed (um)	cockpit	come-between (n)
clotheshorse		comedown (n)

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come-off (adj, n)	conveyor	counteract
come-on (adj, n)	cookoff (adj, n)	counterattack
come-out (n)	cookout (adj, n)	counter checking (banking)
comeuppance	cookstove	counter-countermeasures
command and control	coolheaded	counterintelligence
commander in chief	cooped-up (um)	counter-off
commando(s)	copilot	counternarcotics
command post	copout (n)	but counter-narcotics- trafficking efforts
commandwide	cop out (v)	counterpropaganda
commingle	copper-bottomed (um)	counterrebel
commit, -ted, -ting	copper-colored (um)	counterregime
common law	copperhead	counter septum
commonplace	copper mine	counterterrorism
common sense	copper miner	but counter- terrorism-finance efforts (etc) rest one word
commonweal	copperplate	country-born (um)
commonwealth	copper-plated (um)	country-bred (um)
communique	copperworker	countrieside
communitywide	copperworks	country-western
companionship	copycat	countrywide
companywide	copydesk	coup de grace, coups de grace
compel, -led, -ling	copyedit	coup d'etat, coups d'etat
compendium, compendiums	copyreader	coupe
condominium, condominiums	copyright	coursework
cone-shaped (um)	coral-red (um)	court-martial
conference room	cork-lined (um)	courtship
confidant (masculine and feminine)	corkscrew	cousin-in-law
confident (sure)	corncob	coveralls
confidence- and security-building (um)	cornerpost	covername
confidence-building (um)	corn-fed (um)	cover term
confirmer	corn-growing (um)	coverup (adj, n)
confrire	cornhusk	cover up (v)
congressman at large	cornmeal	cowcatcher
conjurer	cornstarch	cowhand
connecter	corpsmember	cowherd
consignor	corral, -led, -ling	cowhide
consumme	cost-effective (adj)	cowpath
consortium, consortiums	cost-effectiveness	cowpen
consulter	costo (cf)	cozy
container ship	all one word	crackdown (adj, n)
contra (pref)	cost-of-living (um)	crack down (v)
contra-acting	cost-saving (um)	crackup (adj, n)
contradictor	cotton-growing (um)	craneway
contraindicate	cotton mill	cranio (cf)
contra-ion	cottonmouth (snake)	all one word
rest one word	cottonseed	crankcase
control, -lable, -led, -ling	coulee	crank-driven (um)
converter	councilor (of council)	crankshaft
	counselor (adviser)	
	counseled, -ing	
	countdown (adj, n)	
	counter (cf)	

crash-land (v)	crossflow	crystallize
crash landing (n)	cross-grained (um)	cubbyhole
crawfish	crosshair	cudgeled, -ing
cream-colored (um)	crosshatch	cum laude
credit card	cross-immunity	cumulo (cf)
creditworthiness	cross-index (um)	<i>all one word</i>
creekbed	cross-interrogate (v)	cupful
creekside	crosslegged	curbside
crestfallen	cross-level (v)	cure-all (adj, n)
crewcut	cross-license (v)	current account (adj, n)
crewmember	crossmark	curriculum, curriculums
crew-served (um)	crossmember	curveball
crew station	cross-national (adj)	custom-built (um)
crew training	crossover (adj, n)	custom-made (um)
crimefighter	crosspath	custom-tailored (um)
crimewave	cross-pollinate (v)	cut and fill (adj, n)
crisis, crises	cross-pressure	cutaway
crisscross	cross-purpose (n)	cutback (n)
criterion, criteria	cross-question	cut back (v)
critique	crossrange	cutglass
crook (cf)	cross-reaction	cut-in (n)
<i>all one word</i>	cross-refer (v)	cutoff (n, um)
crop index	cross-reference	cutout (n, um)
crop-year	crossroad	cutover (adj)
cross-appeal	cross section	cutrate (adj)
crossarm	cross-sectional (um)	cutthroat
cross baffle	cross-service	cutting-edge (um)
crossband	cross-stone	cut-under (um)
crossbar	cross-sue (v)	cut-up (n, um)
crossbeam	crosstalk	cyano (cf)
crossbones	cross-target	<i>all one word</i>
cross-border	crosstie	cyber activist
cross-brace	crosstown	cyberactivity
crossbred	crosstrack	cyberactor
cross-bridge (v)	cross-train	cyber adversary
cross-channel	crossunder (adj, n)	cyberanalysis
cross-check	cross-vote	cyber analyst
cross-claim	crosswalk	cyberanalytic
cross-compound (v)	crosswise	cyber arena
cross-connect	crossword	cyberattack
cross-country (adj)	crowbar	cyberattack signature
cross-cultivate (v)	crowd control	development (etc)
crosscurrent	crow's-foot (nonliteral)	cyber authority
crosscut, -ting	crow's-nest (nonliteral)	cyber battlefield
cross-echelon	cruise missile	cybercafe
cross-examination	cryptanalysis	cyber campaign
cross-examine	crypto (cf)	cyber capability
cross-eyed (adj)	crypto-Christian (etc)	cyberchallenge
crossfeed	<i>rest one word</i>	cyber coalition
cross-fertile (um)	crystal-clear (um)	cyber cognitive
cross-fertilize (v)	crystalline	analytic tools
crossfire		cyber collection

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cyber command	cyber law	cyber tactics, techniques, and procedures
cybercommunication	cyber means	
cyber community	cybermercenaries	
cyber components	cyber mission	
cyber concern	cyber modeling	
cyberconflict	cyber national signatures	
cybercrime	cyber national strategy	
cybercriminals	cybernetwork	
cyber customer	cyber offensive and defensive operations	
cyberdata	cyberoperation	
cyberdefense	cyber operator	
cyber deterrence	cyber order of battle	
cyber doctrine	cyber organization	
cyber domain	cyber pact	
cyberdominance	cyberpenetration	
cyber economy	cyber plan	
cybereffort	cyber platform	
cyber element	cyber police	
cyber emir	cyber policy	
cyber enterprise	cyber position	
cyberentity	cyber posture	
cyberenvironment	cyber power	
cyberespionage	cyberproduction	
cyberevent	cyber-proficient foreign actors (etc)	
cyber expert	cyber program	
cyberexploitation	cyber realm	
cyberfirm	cyber reconnaissance	
cyberforce	cyber-related data (etc)	
cyberfraud	cyber requirement	
cyber fusion	cyber research and development	
cyber geographics	cyber resources	
cyber geolocation	cyber role	
cyber hardware	cybersabotage	
cyberhostilities	cyber safeguard	
cyber implications	cybersecurity	
cyberincident	cyber service	
cyber indications and warning	cyber signature	
cyberinformation	cyber situational awareness	
(information in the cyber realm)	cyber skills	
cyber information	cyber solution	
(information about the cyber infrastructure)	cyberspace	
cyber information assurance	cyber staff	
cyber infrastructure	cyberstrategy	
cyber initiative	cyber support	
cyberintelligence	cybersystem	
cyberintrusion	cyber target	
cyber investment		
cyberism		
cyber issue		
cyberland		

D

dairy farm
damping-off (n, um)
damsite
dancehall
danger line
daredevil
daresay
dark-eyed (um)
darkhorse (nonliteral)
data bank
database
data flow
datalink
data-mine (v)
data-mining (um)
data mining (n)
data point
data print
data-processing (um)
data set
dateline

date stamp (n)	debarkation	dermato (cf)
date-stamp (adj, v)	debris	<i>all one word</i>
datum (rarely used), data	debt service	descendant (adj, n)
daughter-in-law	debut	desecrator
daybed	decadelong	desert-bred (um)
daybreak	decades-long	desktop
day care	decisionmakers	détente
daydream	but policy and	deter, -red, -ring
day-fly (aviation) (v)	decision makers	deterrence
day-flying (um)	decisionmaking	deterrent
daylit	deckhand	detractor
daylong	deep-cut (um)	deutero (cf)
day school	deep-dive (um)	<i>all one word</i>
day shift	deep-felt (um)	develop, -ed, ing, -ment
daytime	deep-freeze (um, v)	developing-country (um)
day-to-day (um)	deep-frying (um)	devilry
dayworker	deepgoing	devotee
D-day	deep-laid (um)	dewclaw
D-day plus 4	deep-rooted (um)	dewlap
de (pref)	deep-sea (adj)	dewpoint
deactivate	deep-seated (um)	dextro (cf)
de-air	deep-set (um)	<i>all one word</i>
decentralize	deep-space (adj)	dextrous
deconflict	deep-strike (um)	di (pref)
deenergize	deep-underground (um)	<i>all one word</i>
deescalate	deep-voiced (um)	dia (pref)
degaussing	deepwater (um)	<i>all one word</i>
deice	de facto	diagrammed, -ming
de-ion	defense	diagrammatic
derail	defense-industrial	dialed, -ing
<i>rest one word</i>	defuse	dialog box
deadbeat (n)	degrees Celsius	dialogue (discussion)
deaddrop (nonliteral)	degrees Fahrenheit	dial-up (adj, n)
dead end	dehydr(o) (cf)	diamondback
deadeye (n)	<i>all one word</i>	diamond-backed (um)
deadfall	déjà vu	diamond-shaped (um)
deadhead	dejure	diaphragm
dead heat	démarche (n)	diazo (cf)
dead-in-the-water (um)	deliverer	<i>diazo-oxide</i>
deadline	demagogue	<i>rest one word</i>
dead load	demarcation	die-away (um)
deadlock	demi (pref)	dieback
deadweight (adj, n)	demi-Christian (etc)	diecast (adj, v)
deadwood	demi-incognito	die-cut (adj, v)
deaf-mute	<i>rest one word</i>	diehard (adj, n)
deathbed	demonstrator	diesel-driven (um)
deathblow	denial-of-service (um)	diesel-electric
deathlike	denouement	diesel engine
death rate	dependent	diesel-powered (um)
deathtrap	depot	diffuser
deathwatch	depth charge	dike
debacle		dimlit

CHAPTER 7

dimout (adj, n)	dog-tired (um)	downflow
dingbat	do-little (adj, n)	downgrade
dining room	domestically produced	downgradient
dinitro (cf)	do-nothing (adj, n)	downgrowth
dinitro spray	doomsday	downhill
rest one word	doorbell	down-link
dipstick	doorframe	download
direct-connected (um)	doorjamb	downlock (n)
directed-energy (adj)	doorknob	downlook
direct-indirect	doormat	downpayment
direction-finding (um)	doorstop	downplay
dirt-cheap (um)	Doppler effect	downpour
dirt-encrusted (um)	dorsi (cf)	downrange
dirty work	all one word	downright
dis (pref)	dorso (cf)	downriver
all one word	dorso-occipital	downrush
disaster relief	rest one word	downside
discreet (prudent)	dot-com (adj, n)	downsize
discrete (distinct)	double-agent (adj)	downslope
dishcloth	double-barreled (um)	downspout
disheveled, -ing	double-breasted (um)	downstairs
dishwasher	double-charge (v)	downstream
disk	doublecheck (n, v)	downstroke
diskjockey	doublechecked (adj)	downswing
disk-shaped (um)	double-click	downtime
dispatch	double-count (v)	down-to-earth
dispel, -led, -ing	doublecross (nonliteral)	downtown
distill, -ed, -ing, -ment	doubledeal, -ing (v)	downtrend
distributor	double-decker	downtrodden
districtwide	double-duty (adj)	downturn
ditchdigger	double-edged (um)	downward
dive-bomb (v)	double-entendre	downwind
diverter	doubleheader	draft age
division-level (um)	double-jointed	draftage (allowance)
do-all (adj, n)	double play	draft-exempt (um)
dockhand	double-quick (um)	dragnet
dockside	double space	drainpipe
dockworker	doubletalk	drawback
doctorate	double time	drawbridge
doctor's degree	double-track (adj, v)	drawdown (adj, n)
dog-bitten (um)	doubletree	draw down (v)
dogcatcher	double-up (um, v)	drawgear
dog-ear (v)	doweled, -ing	drawing board
dog-eared (adj)	downbeat	drawing room
dogfight	downcast	drawn-out (um)
dogfood	down-covered (um)	drawoff (adj, n)
dogleg	downcut	drawout (adj, n)
dogma, dogmas	downdraft	drawspan
do-gooder	down-echelon (adj)	drawstring
dogsled	downfall	dreamed
dog tag	downfield	dressing room

dressup (adj, n)	duck-billed (um)	earplug
driftmeter	duckblind	earring
drift-mining (um)	duckpond	earshot
drill down	due date	earsplitting
drill-like	due-in (n, um)	earthfill
drinking water	dueled, -ing	earthmover
drip-dry (um, v)	dueout (n, um)	earthmoving
driveaway (adj, n)	dues-paying (um)	earthquake
drive-by (adj, n)	duffelbag	earth-shaking (um)
drive by (v)	dug-in (um)	earthwall
drive-in (adj, n)	dugout (n)	east-central (um)
drive shaft	dug-up (um)	East European (um)
drive-through (adj, n)	dull-edged (um)	Eastern Europe (n)
drive-up (adj)	dull-looking (um)	easternmost
dropaway (adj, n)	dullness	eastgoing
drop-down (adj)	dumbbell	east-northeast
dropkick	dumbwaiter	east-southeast
dropleaf (adj, n)	dumbfound	eastward
dropleg	dumpsite	easygoing
dropoff (adj, n)	duo (cf)	eavesdrop
drop off (v)	<i>all one word</i>	Ebola
dropout (adj, n)	dustbin	edge plane
drop out (v)	dustcloth	edgewise
drop text	dust-covered (um)	editor in chief
drought	dustpan	eggbeater
droughtlike	duststorm	egg-shaped (um)
drought-stricken (um)	dutybound	eggshell
drug-addicted (um)	duty-free (um)	eightfold
drugpusher	dwelt	eight-ply (um)
drug trafficker	dyeing (coloring)	eight-wheeler
drug trafficking	<i>dying (death)</i>	elan
drumbeat	dys (pref)	elbowroom
drumhead	<i>all one word</i>	electro (cf)
drumstick		electrochemical
drum-up (adj, n)		electromagnetic
dryclean	E	electro-optical
drycleaning	earache	electro-osmosis
dry-cure (v)	earbud	electro-ultrafiltration
drydock	eardrum	<i>rest one word</i>
dry-farm (v)	earflap	elicited, -ing
dry-packed (um, v)	earful	elite
dry rot	early-1960s-vintage	ellipsis, ellipses
dry-rotted (um)	(adj) (etc)	email
dry-salt (v)	early-June (etc) (um)	embargo(es)
dry-season (adj)	early-model (adj)	embarrass
drywash	early or mid-March (etc)	embed
dual-gauge (um)	early- to mid-March	embellish
dual-hatted (adj)	figures (etc)	embryo (cf)
dual-purpose (um)	early warning (adj, n)	<i>all one word</i>
dual-track (um)	earmark	emigrant (go from)
dual-use (um)	earphone	immigrant (go into)
	ear-piercing (um)	

E

earache
earbud
eardrum
earflap
earful
early-1960s-vintage
 (adj) (etc)
early-June (etc) (um)
early-model (adj)
early or mid-March (etc)
early- to mid-March
 figures (etc)
early warning (adj, n)
earmark
earphone
ear-piercing (um)

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émigré	equaled, -ing	exoatmospheric
emir	equal rights (adj, n)	ex parte
emptyhanded	equi (cf)	expel, -led, -ling
enameled, -ing	equi-gram-molar	exposé
encase	rest one word	ex post facto
encephalo (cf)	equilibrium, equilibriums	ex-FARC (etc)
<i>all one word</i>	equip, -ped, -ping	ex-president (etc)
enclose	erratum, errata	ex-servicemember (etc)
closure	erythro (cf)	extoll, -ed, -ing
encumber	<i>all one word</i>	extra
encumbrance	escapable	extra-American
end-all (adj, n)	esprit de corps	extra-condensed (um)
end game	esthetic	extraconstitutional
end-item (um)	ethno (cf)	extracurricular
endmost	<i>all one word</i>	extra-fine (um)
endnote	ethnic Uzbek (etc) (adj, n)	extrahazardous
endo (cf)	Euro (cf)	extrajudicial
<i>all one word</i>	Euroatlantic	extra-large (um)
endorse, -ment	Eurocommunism	extralegal
endpoint	Euroloan	extra-long (um)
end-stage (um)	Eurozone	extramural
end-state (um)	but euro (currency)	extraordinary
end-strength (um)	<i>all one word</i>	extra-strong (um)
end-use (um)	evacuee	extraterritorial
end user	evenhanded	extravascular
endwise	even-numbered (um)	for extra (<i>outside</i>), generally do not hyphenate; for extra (<i>more</i>), use <i>hyphen</i>
energy-sector (um)	even-tempered (adj)	eyeball
enforce, -ment	eventide	eyebank
engine-driven (um)	ever-changing (um)	eyebolt
engine driver	ever-constant (um)	eyebrow
enginehouse	ever-growing (um)	eye-catching (um)
engineroom	everglade	eyeglasses
engine shop	evergreen	eyehole
engine yard	everlasting	eyelash
English-language (etc) (um)	evermore	eyelid
ennui	ever-present (um)	eye opener
en rapport	ever-ready (um)	eye-opening (um)
enroll, -ed, -ing, -ment	every day (each day)	eyeshade
en route	<i>everyday (ordinary)</i>	eyesight
ensnare	everyone (all)	eyesore
entero (cf)	<i>every one (distributive)</i>	eyestrain
<i>all one word</i>	every time	eyetooth
entree	evildoer	eyewash
entrench	ex cathedra	eyewitness
entrepot	excel, -led, -ling	eying
entrust	excommunicate	
envelop, -ed, -ing	exemplar	
envelope (n)	exhibitor	
epi (pref)	ex libris (singular and plural)	
<i>epilogue</i>	ex officio	
<i>rest one word</i>	exoatmosphere	

F

facade
 facecloth
 facedown (adj, n)
 face-on (adj, n)
 face-off (adj, n)
 faceplate
 face-saving (um)
 face-to-face (um)
 faceup (adj, n)
 factbook
 fact-check (v)
 fact checking (n)
 factfinding
 factsheet
 fadeaway (adj, n)
 fade-in (adj, n)
 fadeout (adj, n)
 fail-safe
 fainthearted
 fairground
 fair-haired (um)
 fairminded
 fairplay
 fairytale
 fait accompli, fâts accompli
 fallback (adj, n)
 fall-in (adj, n)
 falloff (n)
 fallout (adj, n)
 fallow land
 false-bottomed (um)
 falsehood
 fancy-free (um)
 fanfare
 fan-jet
 fan-shaped (um)
 fan-tailed (um)
 faraway (n, um)
 far cry
 far-distant (um)
 Far East (n)
 Far Eastern (um)
 farfetched
 farflung
 fargone
 far-left (adj)
 far-leftist (um)
 farm-bred (um)
 farmhand

farmland
 farmstead
 farmworkers
 far-off (um)
 far-reaching (um)
 far-right (adj)
 far-rightist (um)
 farseeing
 far-set (um)
 farsighted
 farther (distance)
 further (degree)
 fastback
 fast-breaking (um)
 fast-moving (um)
 fast track (n)
 fast-track (adj, v)
 fat-free (um)
 father-in-law
 fat-soluble (um)
 fatwa
 faultfinding
 faultline
 faux pas (singular and plural)
 favor
 fax
 fear-free (um)
 fearmongering
 featherbed
 featherweight
 fedayee (singular rarely used),
 fedayeen
 fed-up (um)
 feebleminded
 feedback (n)
 feedbag
 feedgrain
 feedlot
 feedstock
 fellow (cf)
 fellowship
 fellow traveler
 rest two words
 felt-lined (um)
 felucca
 fence jumper
 fencepost
 fence-sitter
 fence-sitting (um)

ferro (cf)
 ferro-carbon-titanium
 ferro-uranium
 rest one word
 fete
 fetish
 fever-stricken (um)
 fiber
 fiberboard
 fiberglass
 fiber-optic (adj)
 fiber-optics (n)
 fibro (cf)
 fibro-osteoma
 rest one word
 field day
 field-deploy (v)
 fieldglass
 fieldgoal
 field-grade (adj)
 field grade (n)
 field-launch (v)
 fieldpiece
 field-strip (v)
 field-test (v)
 field training
 fierce-looking (um)
 fiery-tempered (um)
 fighter-bomber
 fighter-interceptor
 fighter pilot
 fig leaf
 figurehead
 figure-of-eight (um)
 figure work (printing)
 file clerk
 file-hard (um)
 file name
 fill-in (adj, n)
 fillout (adj, n)
 fill-up (adj, n)
 filmgoer
 filmmaker, filmmaking
 filmstrip
 finback
 fine-cut (um, v)
 fine-drawn (um)
 fine-featured (um)
 fine-looking (um)
 fine-tune (v)
 fine-tuning

CHAPTER 7

finger-cut (um)	first-come, first-served	flatback (bookbinding)
fingerprint	firstcomer	flatbed
fingertip	first-echelon (adj)	flat-bottomed (um)
fin-shaped (um)	first-ever (um)	flatcar
fiord (as common noun: as part of name, follow Board on Geographic Names)	first-generation (adj)	flatfoot
firearm	first-half (adj)	flat-footed
fireball	firsthands (adj, adv)	flathead
firebase	firstline (adj)	flatiron
firebolt	first-made (um)	flatout (n, um)
firebomb	first-named (um)	flat-rolled (um)
firebrand	first-quarter (adj)	flattop
firebreak	first-rate (adj)	flat-topped (um)
fire-burnt (um)	first-rater	flatwoods
fire-control (adj)	first responder	fleabite
fire control (n)	first-stage (adj)	flea-bitten (um)
firecracker	fishbone	fledgling
firedamp	fisheye	fleet-footed (um)
fire drill (adj, n)	fish-fed (um)	fleur-de-lis
firefight	fishhook	flexitime
firefighter	fish-joint (v)	flier
fireguard	fishpond	flightcrew
fire-hardened (um)	fishtrap	flight hour
firehose	fistfight	flightline
firepit	fit out, fitting out (v, gerund)	flightpath
fireplace	fitting-out (um)	flight test (adj, n)
fireplug	fivefold	flight-test, -ed, -ing
firepower	five-ply (um)	flight time
fireproof	five-pointed (um)	flip-flop
fire-red (um)	fixed-wing (um)	flip-up (adj, n)
fire-resistant (um)	flagbearer	floodgate
firesafe	flagpole	floodlamp
fireside	flagpost	floodlight
firestorm	flag-raising (um)	floodlighting
fire-support (adj)	flagship	flood plain
fire-tested (um)	flag-signal (v)	floodtide
firetrap	flagstaff	floodwall
firetruck	flak jacket	floodwater
firewall	flame-cut (v)	floorboard
firewarden	flameout (n)	floorlamp
firewood	flameproof	floor-length
firm-footed (um)	flamethrower	floormat
firm-handed (um)	flammable	floor plan
firm-set (um)	flareback (adj, n)	floorspace
firm-up (adj, n)	flareout (adj, n)	floorwalker
first aid (adj, n)	flareup (adj, n)	flotation
first-ballot (adj)	flashback (adj, n)	flour mill
firstborn	flashbulb	floursack
first-class (um)	flashcard	flowchart
	flashgun	flowerbed
	flashlamp	flowerpot
	flashpoint	flowmeter

flowoff (adj, n)	footbridge	format, -ted, -ting
flowsheet	foot-candle	formfitted
flowthrough	foot-dragging	formula, formulas
fluo (cf)	footfall	forsake
<i>all one word</i>	footgear	forswear, forswore
fluoro (cf)	foothill	forte
<i>all one word</i>	foothold	forthcoming
flush-cut (um)	footlocker	forthright
flush-decked (um)	footloose	forthwith
fluvio (cf)	footnote (n, v)	fortuneteller
<i>all one word</i>	footnoting	forum, forums
flyaway	footpad	forward (ahead)
flyback	footpath	<i>foreword (preface)</i>
flyball	footplate	forward-deploy (v)
flyblown	foot-pound	forward-leaning (um)
fly-by-night (adj, n)	foot-pound-second	forward-looking (um)
flycatcher	footprint	foul-looking (um)
fly-fish (v)	footrace	foulmouthed
fly fishing	footrail	foulup (adj, n)
flyng boat	footrest	fountainhead
flyng fish	foot-second	fourfold
flyleaf	foot soldier	four-footed (um)
flypaper	footsore	four-masted (um)
flytrap	footstep	four-master
flyweight	footstool	four-ply (um)
flywheel	foot trail	fourscore
focus, focuses	footwalk	foursome
focused, -ing	for (pref)	foursquare
fog-hidden (um)	<i>all one word</i>	four-star (adj)
foghorn	forbid, forbade, forbidding	fourth-quarter (adj)
fold-in (adj, n)	forced labor	four-wheel drive (n)
foldout	force-on-force (adj)	four-wheel-drive (um)
foldup (adj, n)	force projection	four-wheeled
folklore	force protection	foxhole
folksong	forcewide	foxhound
follow-on (adj, n)	fore (cf)	foxtailed
followthrough (adj, n)	<i>fore-and-aft (n, um)</i>	fracto (cf)
followup (adj, n)	<i>fore-edge</i>	<i>all one word</i>
follow up (v)	foresee	frameup (adj, n)
foodborne	<i>rest one word</i>	framework
foodgrain	foreign exchange (adj, n)	Francophile
foodgrower	forest-covered (um)	Francophone
food-processing (adj)	forest land	freeborn
foodstore	forestside	freedom fighter
foodstuffs	forgettable	free enterprise (adj, n)
foolhardy	forgo (do without)	free-fall
foolproof	<i>forego (precede)</i>	free-for-all
foot-and-mouth (adj)	foregone conclusion	freehand (drawing)
football	forklift	freehanded
footbath	<i>fork-tailed (um)</i>	freehold
footbrake		freelance

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freelancer	fullback	gaslamp
freeloader	full-bellied (um)	gaslight
free market (adj, n)	fullblooded	gaslit
free-market-oriented (um)	fuller's earth	gasline (machine)
freemasonry	fullface	gas line (queue)
free port	fulfill, -ed, -ing, -ment	gaslock
free-spoken (um)	full-fledged	gas main
freestanding (um)	full-grown (um)	gas mask
freethinker	full load	gasmeter
freethinking	full-speed (adj, adv)	gastro (cf)
free trade (adj, n)	full-strength (adj, adv)	gastro-omental
freeway (highway)	full-time (adj, adv)	rest one word
freewheel (um, v)	fundraiser	gas well
freewheeling	fundraising	gasworker
free will (n)	fungus, fungi	gasworks
freewill (adj)	funneled, -ing	gatekeeper
freeze-dry (v)	funnel-shaped (um)	gatepost
freezeout (adj, n)	fur-clad (um)	gauge
freezeup (adj, n)	furcoat	Gaullist policies (etc)
freight car	fur-lined (um)	gauss
freight room	fur-trimmed (um)	gearbox
fresh-looking (um)	fuse	gearcase
fresh-painted (um)	fuze (mechanical or electrical)	gear-driven (um)
freshwater (adj)	fuselage	gear-operated (um)
fresh water (n)	fuseplug	gearshift
front-end (adj)		gearwheel
frontline		gelatin
front-loading (um)		gemcutter
front man		gem-set (um)
fronto (cf)		gemstone
fronto-occipital		general purpose (adj, n)
fronto-orbital		genius, geniuses
rest one word		geo (cf)
front page		geolocation
frontrunner		geopolitics
frontrunning		geotag
frontseat		all one word
front-wheel (um)		german silver
frostbite		germ-free (um)
frost-free (um)		gerrymander
frost-killed (um)		getaway (adj, n)
frostline		getoff (adj, n)
frostproof		get-together (adj, n)
fruitcake		getup (adj, n)
fruit fly		ghetto(s)
fruit-growing		ghostwrite
frying pan		ghostwriter
fueled, fueling		gigabyte
fueler		gilt-edge (um)
fuel line		give-and-take (adj, n)
fuel oil		give away (v)
		giveaway (adj, n)

G

gainsay
 galact(o) (cf)
 all one word
 gallbladder
 galley proof (printing)
 galvano (cf)
 all one word
 gamboled, -ing
 game changer
 game-changing (um)
 game plan
 gangboss
 gangplank
 garrote
 gasbomb
 gas-driven (um)
 gases
 gasfield
 but oil and gas fields,
 natural gas field
 gas-fired (um)
 gas-flow (adj)
 gas-heated (um)

gaslamp
 gaslight
 gaslit
 gasline (machine)
 gas line (queue)
 gaslock
 gas main
 gas mask
 gasmeter
 gastro (cf)
 gastro-omental
 rest one word
 gas well
 gasworker
 gasworks
 gatekeeper
 gatepost
 gauge
 Gaullist policies (etc)
 gauss
 gearbox
 gearcase
 gear-driven (um)
 gear-operated (um)
 gearshift
 gearwheel
 gelatin
 gemcutter
 gem-set (um)
 gemstone
 general purpose (adj, n)
 genius, geniuses
 geo (cf)
 geolocation
 geopolitics
 geotag
 all one word
 german silver
 germ-free (um)
 gerrymander
 getaway (adj, n)
 getoff (adj, n)
 get-together (adj, n)
 getup (adj, n)
 ghetto(s)
 ghostwrite
 ghostwriter
 gigabyte
 gilt-edge (um)
 give-and-take (adj, n)
 give away (v)
 giveaway (adj, n)

glacio (cf)	good-natured (um)	green wood (literal)
<i>all one word</i>	good offices	greyhound
glamorous	good-quality (adj)	gridiron
glamour	goodwill	ground-attack (um)
glassblower	go-off (adj, n)	ground-based (um)
glasscutter	gooseflesh	groundbreaking
glassmaking	gooseneck	groundburst
glassworks	goosepimples	ground-controlled
glauco (cf)	gossipmonger	intercept
<i>all one word</i>	gothic type	ground crew
glidepath	government-in-exile	ground-effect machine
glideslope	government-owned (um)	ground force(s) (adj, n)
globetrotting	governmentwide	groundmass
glosso (cf)	grab-all (adj, n)	ground-mobile (um)
<i>all one word</i>	grab bag	ground rules
glove box	grabhook	ground shock
gluc(o) (cf)	grainfield	groundspeed
<i>all one word</i>	gram-molecular	ground station
glycero (cf)	gram-negative (um)	ground support
<i>all one word</i>	gram-positive (um)	groundswell
glyco (cf)	grandchild	ground test (adj, n)
<i>all one word</i>	grandfathered	ground war
go-ahead (adj, n)	grandstand	groundwave
goalpost	grandstanding	groundwater
go-around (adj, n)	grant aid	groundwork
goatherd	grant-in-aid	group-connect (v)
go-back (adj, n)	grapeseed	groupthink
go-between (n)	grapevine	groveled, -ing
gocart	grapho (cf)	grownup (n, um)
godchild	<i>all one word</i>	gruesome
goddughter	grass-covered (um)	guarantee (n, v)
godfather	grassroots (nonliteral)	<i>guaranty (n) (law)</i>
godless	gravedigger	guarantor
godmother	graveled, -ing	guardhouse
godparent	graveside	guard post
godsend	gray	guardrail
godson	gray arms	guerrilla (warfare)
go-fast (adj)	gray-haired (um)	guesswork
go-getter	gray-market (um, v)	guesthouse
go-getting (adj, n)	grayout (adj, n)	guest worker
goings-on	great-aunt	guided-missile (adj)
gold-filled (um)	greatcoat	guideline
gold-inlaid (um)	Greater London (etc)	guidepost
goldleaf	great-grandchild (etc)	guide rail
gold mine	great-power (adj)	gun-barrel (adj)
goldplate	great-uncle	gunblast
gold-plated (um)	greenback (adj, n)	guncotton
goldsmithing	greenbelt (community)	guncrew
goodbye	greenhorn	gundeck
good-faith (adj)	greensand (geology)	gunfight
good-for-nothing (n, um)	greenwood (forest)	

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gunfighting	half-afraid	handbook
gunfire	half-alive	hand-bound (um)
gun-for-hire (um)	halfback (football)	handbrake
gunlock	half-baked (um)	hand-built (um)
gunmaking	half-bound (um)	hand-carry (v)
gun mount	half brother	handcart
gunplay	half-clear	hand-carve (v)
gunpoint	halfcocked	handclap
gunpowder	half-dark	handclasp
gunrack	half-day (adj)	hand-clean (v)
gunrunner	half-dozen (adj)	hand-courier (v)
gunrunning	halfhearted	handcrank
gunship	half hour	handcuff
gunshot	half-hourly (um)	hand-cut (v)
gun-shy (adj)	half-life	hand-fed (v)
gunsight	half load	handgrenade
gunsmith	half-loaded (um)	handgrip
gunstock	half-mast	handguard
gunwale	half measure	handgun
gutless	half-mile (adj)	hand-held (um)
gymno (cf)	half-miler	hand-high (um)
all one word	half-monthly (um)	handhold
gyneco (cf)	half moon	handicap, -ped, -ping
all one word	half-on (adj, n)	hand-in-hand (um)
gypsy	halfspace	handkerchief
gyro (cf)	halfpenny	hand-knit (v)
gyro horizon	half-ripe (adj)	handlebar
gyro mechanism	half sister	hand-letter (v)
rest one word	half-speed (adj)	handmade
	halfstaff	hand-me-down (adj, n)
	half-strength (adj)	handmix (v)
	halftime	handoff (adj, n)
	halftone (printing)	hand off (v)
	halftrack	handout (adj, n)
	half-true	hand out (v)
	half-truth	handover (n)
	halfway	handpick (v)
	half-weekly (um)	handpicked
	half-yearly (um)	handprint
	hallmark	handrail
	halo(s)	handsaw
	ham-fisted (adj)	hand-selected
	ham-handed (adj)	handset
	hamstring	handshake
	hamstrung	hands-off (adj)
	hammerhead	hands-on (adj)
	hammerlock	handspring
	hammertoe	handspun
	handbag	hand-stamp (v)
	handball	handstand
	handbill	handstitch

H

habeas corpus
 habitue
 hacksaw
 hadith
 hailstone
 hailstorm
 hairband
 hairbreadth
 hairbrush
 haircut (n)
 hairdo
 hairdresser
 hairline
 hairpin
 hairsplitting
 hajj(es)
 hajji
 halal
 half-and-half (n, um)

hand-tailored (um)	hard-working (um)	headwaters
handtool	has-been (n)	headway
hand-tooled (um)	hashmark	headwind
handwoven	hashtag	health care (adj, n)
hand-wringing	hatband	healthful (producing health)
handwrite (v)	hatpin	healthy (in good health)
handwritten	hatrack	heartache
hangdog	haulback (n)	heartbeat
hang glider	have-not (adj, n)	heartbreak
hangnail	haversack	heartburn
hangout (adj, n)	hawkbill	heartfelt
hangup (adj, n)	hawk-nosed (um)	heartland
happy-go-lucky	hawsepipe	heartsick
hara-kiri	hayloft	heartstring
harass	haymarket	heartthrob
harbormaster	haystack	heat-resistant (um)
harborside	haywire	heat-sensitive (um)
hard-and-fast	H-bar	heatstroke
hard-baked (um)	H-beam	heat-treating (um)
hard-bitten (um)	H-bomb	heavy-duty (um)
hard-boiled (um)	headache	heavyhanded
hardcase	headachy	heavy-lift (adj)
hard-charging	headband	heavyset
hardcopy	headcloth	heavy water (n)
hardcore	headcount	heavy-water (adj)
hardcover	headdress	heavy-water-moderated
hard currency (adj, n)	headfirst	heavyweight (adj, n)
hard drive (n)	headgear	hecto (cf)
hard-driving (um)	headhunter	<i>all one word</i>
hardhat	headlamp	hedgehog
hardheaded	headlight	hedgehop
hard-hit (um)	headline	height-finding (adj)
hard-hitting (um)	headlock	heir apparent
hard line (n)	headlong	helicopter-borne (um)
hardline (adj)	head of state	helio (cf)
hardliner (n)	head-on (adj, adv)	<i>all one word</i>
hardnose	headphone	helix, helices
hardpan	headquarters	helpmate
hard-pressed (um)	headrest	help page
hard-set (um)	headroom	helter-skelter
hardship	headscarf	hema (cf)
hardstand	headset	<i>all one word</i>
hard-surface (um)	headspace	hemi (pref)
hardtack	headspring	<i>all one word</i>
hard-target (adj)	headstand	hemo (cf)
hardtop (auto)	headstart	<i>all one word</i>
hard up	headstock	hempseed
hardware	headstream	henceforth
hardwired	headstrong	henceforward
hard-won (um)	heads-up (adj, n)	hepato (cf)
hard work	headwaiter	<i>all one word</i>

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hepta (cf)	high-priced (um)	hogsty
<i>all one word</i>	high proof	hog-tie (v)
herculean task (etc)	high protein (adj)	hogwash
hereafter	high-quality (um)	holdall (adj, n)
hereby	high-ranking (um)	holdback (adj, n)
herefrom	high-reaching (um)	hold-clear (adj, n)
herein	high-rise	holddown (adj, n)
hereof	highroad	holdfast (adj, n)
hereon	high school (adj, n)	holdoff (adj, n)
hereto	high seas	holdout (adj, n)
heretofore	high-speed (um)	holdover (adj, n)
herewith	high-strung (um)	hold time
herringbone	high-tech (um)	holdup
hetero (cf)	high-technology (um)	holland cloth
<i>all one word</i>	high-tension (um)	hollow-ground (um)
hexa (cf)	high-up (um)	holo (cf)
<i>all one word</i>	high-value (um)	<i>all one word</i>
H-hour	high water	home-baked (um)
hiccup	high water mark	home base (n)
hide-and-seek (adj, n)	hijack	home-based (v)
hideaway (adj, n)	hijacker	homebody
hidebound	hillside	homebred
hideout (adj, n)	hilltop	homebrew
hi-fi	hill tribe	homebuilder
high-altitude (um)	hindcast	homebuilding
highball	hindleg	home buyer
highborn	hindmost	homecoming
highbred	hindrance	home-fed (um)
highbrow (nonliteral)	hindquarter	homefront
high-caliber (um)	hindsight	homegrown
high-class (um)	hipbone	homeland
high-density (um)	hip-hop (adj, n)	homelife
high-energy (um)	hippo (cf)	homemade
high-explosive (um)	<i>all one word</i>	homeo (cf)
higher-than-market (um) (etc)	hipshot	<i>all one word</i>
higher-up (n)	histo (cf)	homeowner
highflier (n)	<i>all one word</i>	homepage
highflying (um)	hit-and-miss (adj)	homeplate
high frequency (n)	hit-and-run (adj)	home port (n)
high-frequency (um)	hitchhiker	home-port (v)
highhanded	hit-or-miss (adj)	home rule
high-hat (v)	Hizballah	homesick
high-intensity (um)	hoarfrost	homespun
highlander	hobbyhorse	homestead
high-level (um)	hocus-pocus	homestretch
highlight (nonliteral)	hodgepodge	hometown
high-minded (um)	hogback	homeward
high point	ognose (machine)	homo (cf)
high-power (um)	hog-nosed (um)	<i>all one word</i>
high-precision (um)	hog's-back (geology)	homologue
high-pressure (um, v)	hogshead	honey-colored

honeycomb
 honeydew
 honeymoon
 honeypot
 honeytrap
 honorbound
 hoodwink
 hoofbeat
 hoofprint
 hook-nosed (um)
 hookup (adj, n)
 hop point
 hopscotch
 horehound
 hormono (cf)
 all one word
 hornbill
 hornblower
 hornpipe
 horseback
 horseflesh
 horsehair
 horsehead
 horsehide
 horsehoof
 horsemeat
 horseplay
 horsepower-hour
 horsepox
 horserace
 horse sense (n)
 horseshoe
 horsethief
 horsetrading (nonliteral)
 horsewhip
 hostage taker
 hostage taking
 host country
 host name
 host nation
 hotbed
 hotblood
 hot-blooded (um)
 hot-cold
 hotdog
 hotfoot
 hothead (n)
 hotheaded
 hothouse
 hot-launched
 hotline (nonliteral)

hotlink
 hot-mix (um)
 hotpatch
 hotplate
 hot-press (v)
 hot-pursuit (adj)
 hotrod (nonliteral)
 hot-roll (v)
 hot-rolled (um)
 hotspot
 hot-swap (v)
 hot swap (n)
 hotwork (v)
 hourglass
 housebreaking
 housebroken
 housebuilder
 housebuilding
 house call
 housecleaner
 house-cleaning (adj)
 houseguest
 household
 housekeeping
 housetop
 housetrailer
 housewares
 housewarming
 housewife
 housework
 hover craft
 however
 howsoever
 how-to (adj, n)
 H-piece
 hubcap
 hull-less
 humanitarian assistance
 humankind
 human rights (adj, n)
 human-source (adj)
 humdrum
 humpback
 Humvee
 hunchback
 hundredfold
 hundredweight
 hunger strike
 hung-up (um)
 hunter-killer (adj, n)
 hush-hush

hush money
 hushup (adj, n)
 hydro (cf)
 hydroelectric
 hydroplant
 hydropower
 hydro station
 rest one word
 hygro (cf)
 all one word
 hyper (pref)
 hyper-Dorian (etc)
 hyperlink
 rest one word
 hypo (cf)
 all one word
 hypothesis, hypotheses
 hypotenuse

I

I band (etc) (adj, n)
 I-bar
 I-beam
 iceberg
 iceblind
 ice blindness
 iceblock
 icebound
 icebreaker
 icecap
 ice-clad (um)
 ice-cold (um)
 ice-covered (um)
 ice cream
 icefall
 icefield
 ice fishing
 icefloe (island)
 iceflow (current)
 ice-free
 icemaking
 icemelt
 icepack
 ice shelf
 ice skate (n)
 ice-skate (v)
 ice-skating
 ice storm
 ice water
 ID (n, v)

CHAPTER 7

ideo (cf)	infantryman	in toto
ideounit	infer, -red, -ring	intra (pref)
rest one word	inferable	intra-atomic (etc)
I-iron	inference	intracoastal
ill-advised (adj)	information gathering	intranet
ill-advisedly	information sharing	rest one word
ill-defined (adj)	infra (pref)	intransigent (adj, n)
ill-fated (adj)	infrared	intro (pref)
ill health	infra-axillary	all one word
ill-prepared (adj)	infrastructure	in vitro
ill-timed (adj)	rest one word	in vivo
ill-treat (v)	ingenious (skillful)	ipso facto
ill-use (v)	ingenuous (simple)	ipso jure
ill will	ink-black (um)	I-rail
imam	inkjet	ironclad
impaneled, -ing	inkpot	ironfisted
impel, -led, -ling	inkspot	iron-free (um)
imperiled, -ing	inkstain	ironhanded
import-export	inkstand	iron-lined (um)
impostor	inkwell	iron lung
in (pref/cf)	in loco parentis	ironmaking
inactive (um)	inner circle	iron-red (um)
in-and-out (um)	inner-city (adj)	ironside
inasmuch	ino (cf)	ironworking
in-being (um)	all one word	ironworks
incountry (um)	input, -ting	Islamization
indepth (um)	insect-borne (um)	island-born (um)
infighting	insignia	iso (cf)
inflight (um)	in situ	isoctane
in-house	install, -ed, -ing, -ment	iso-osmosis
in-law (n)	installation	rest one word
inmigration (um)	instant-message (adj, v)	
import (um)	instant message (n)	
inservice (um)	instill, -ed, -ing	J
inshore	intelligence collection	jackhammer
insofar	intelligence gathering	jack-in-the-box
intheater (um)	intelligence sharing	jackknife
rest one word	inter (pref)	jack-of-all-trades
in absentia	inter-American (etc)	jackpot
inbox	interchange	jackrabbit
inch-deep (um)	intersperse	jackscrew
inch-long (um)	rest one word	jackstay
inch-pound	inter alia	jailbreak
incur, -red, -ring	inter alias	jampacked
index, indexes	interceptor	jawbone
india ink	interment (burial)	jawbreaker
indigo(s)	internment (jail)	jaywalk
Indo-European (etc)	intern	J-bolt
industrywide	Internet	jeep (vehicle type, not trade name)
in extenso	intervener	jellybean
in extremis	intifada	jellyroll

jet aircraft
 jet airliner
 jet bomber
 jetliner
 jetport
 jet-powered (um)
 jetprop
 jet-propelled (um)
 jet propulsion
 jet set
 jetstream
 jetwash
 jeweled, -ing, -er
 jewel-studded (um)
 jigsaw
 jihad
 jobholder
 jobseeker
 joint-force (um)
 joint-service (um)
 joint-use (um)
 joint-venture (um)
 joule
 joulemeter
 journeyman
 joyride
 joystick
 judgment
 judgeship
 jujitsu
 jump off (v)
 jumpoff (adj, n)
 jump-start
 jungle-clad (um)
 jungle-covered (um)
 juniormost
 junk mail
 junkpile
 jury box
 jury-fixing (um)
 jury-rigged (um)
 just-completed (um) (etc)
 juxta (cf)
 juxta-articular
 rest one word

K
 keelblock
 keelhaul
 keel-laying (um)
 keel line
 keepsake
 kerato (cf)
 all one word
 kerosene
 kettledrum
 key-activated (adj)
 keyhole
 keylock
 keynote
 keypunch
 keyring
 keyword
 kickback (adj, n)
 kick-in (adj, n)
 kickoff (adj, n)
 kickout (adj, n)
 kick-start
 kidnap-for-ransom (um)
 kidnapped, -ping
 kidnapper
 kilo (pref)
 kilobyte
 kilogram-meter
 kilohertz
 kilovoltampere
 kilowatt-hour
 rest one word
 kindhearted
 kingbolt
 kingmaker
 kingpin
 kiss-off (adj, n)
 knapsack
 knee-deep (um)
 knee-high (um)
 knee-jerk (adj)
 kneepad
 knifepoint
 knockabout (adj, n)
 knockdown (adj, n)
 knock-kneed (um)
 knockoff (adj, n)
 knock-on (adj, n)
 knockout (adj, n)
 knothole
 know-all (adj, n)

know-how (adj, n)
 know-it-all (adj, n)
 knowledgeable
 know-little (adj, n)
 know-nothing (adj, n)
 knucklebone
 kolkhoz(es)
 kopek
 kosher
 K-ration
 K-term

L
 labeled, -ing
 labor-intensive (um)
 laborsaving
 labor union
 lackluster
 laid-off (um)
 laid-up (um)
 laissez faire
 lakebed
 lakefront
 lakeshore
 lakeside
 lameduck (nonliteral)
 lampblack
 lamppost
 lampshade
 lampstand
 land-attack (adj)
 land base
 land-based (um)
 landborne
 landbound
 landfall
 landfast
 landfill
 landform
 landgrab
 landgrabber
 land-grant (um)
 landholding
 landline
 landlocked
 landlord
 landmark
 landmass
 landmine
 land-mobile (um)
 landowner

CHAPTER 7

landownership	layoff (adj, n)	letdown (n, um)
landowning	layout (adj, n)	letter bomb
land-poor (adj)	layover (adj, n)	letterhead
landscape	layperson	letter-perfect (um)
landside	layup (adj, n)	letterpress
landslide	lay up (v)	letterwriting
land tax	laywoman	letup (n)
landward	L-bar	let up (v)
lapbelt	L-beam	leuc(o) (cf)
laptop	L-block	<i>all one word</i>
large-scale (adj)	leader line	leveled, -ing
lash-up (adj, n)	lead-filled (um)	leveler
lasso(s)	lead-gray (um)	levelheaded
last-cited (um)	lead-in (adj, n)	libeled, -ing
last-ditch (adj)	headline	liberal-minded (um)
last-minute (adj)	lead line (medical, nautical only)	lieutenant colonel
last-named (um)	leadoff (adj, n)	lieutenant governor
latchbolt	leadout (adj, n)	lieutenant-
latchkey	leadtime	governorship
latecomer	lead-up (adj, n)	lifebelt
late-June (etc) (um)	lead up (v)	lifeblood
late-model (adj)	leakthrough	lifeboat
lath (wood)	lean-to (adj, n)	life cycle
lathe (machine)	leapfrog	lifeguard
latter-day (adj)	leap year	life insurance (adj, n)
lattermost	leaseback (adj, n)	lifejacket
laughingstock	leasehold	lifelike
launch crew	leather-bound (um)	lifeline
launching ways (singular and plural)	leather-covered (um)	lifelong
launch-on-tactical- warning (adj, n)	leatherworking	liferay
launch on tactical warning (v)	leavetaking	lifesaver
launch-on-warning (adj, n)	lee shore	lifesaving
launch on warning (v)	leeward	life-sized (adj)
launch pad	left-bank (v)	lifespan
launch site	left-click (n, v)	lifestyle
launch stand	left field	lifetime
launch weight	left-hand (adj)	lifevest
laureled	left-handed (um)	liftoff (adj, n)
law-abiding (um)	left-leaning (adj)	light-armed (um)
law-and-order (adj)	leftmost	light-clad (um)
lawbreaker	left-of-center (um)	lighter-than-air (um)
lawmaking	left-sided (um)	lightface (printing)
lawsuit	leftwing (adj)	light-footed (um)
layaway (adj, n)	left wing (n)	light-producing (um)
layback (adj, n)	leftwinger	lightship
lay-by (n)	lend-lease	light water (n)
laydown (adj, n)	Leninist doctrine (etc)	light-water (adj)
layman	lens, lenses	lightweight (adj, n)
	<i>all one word</i>	light-year
	less developed (etc)	likable

like-minded (um)	logo (cf) all one word	lower-class (um)
limekiln	lone-wolf (um)	lower-grade (um)
linchpin	long ago (adv, um)	lower-income (um)
line-of-sight (um)	long-awaited (um)	lower-level (um)
lineup (adj, n)	long-bed (truck)	lower-middle-class (um)
line up (v)	longbow	lowermost
linkup (adj, n)	long-distance (adj)	low-end (adj)
link up (v)	long-drawn (um)	low-fat (um)
lionhearted	longfelt	low frequency (n)
lipread	long-haired (um)	low-frequency (um)
lipservice	longhand (nonliteral)	low-income (um)
liquefy	long-handled (um)	low-intensity (um)
liquid-fueled (adj)	long-lasting (um)	low-key (adj)
liquid-propellant (adj)	long-lived (um)	lowland (adj, n)
liquid-propelled (um)	long-past (um)	low-level (adj)
litho (cf)	long-pending (um)	low-lying (um)
litho-offset	longplaying (um)	low-observable (adj, n)
rest one word	long-range (um)	low-power (um)
little-known (um)	long-run (adj)	low-pressure (um)
little-used (um)	longstanding (adj)	low-priced (um)
livable	long-term (adj)	low-quality (um)
live-fire (um)	longtime	low-ranking (um)
live load	longwave (radio)	low-technology (um)
livestock	longways	low water
live wire	longwinded	L-shaped
livewire (nonliteral)	look-alike	L-square
living costs	look angle (n)	lukewarm
loadmeter	lookdown (adj, n)	lumberjack
loadout (adj, n)	lookdown-shootdown (adj)	lumber room
loath (adj)	look-in (adj, n)	lumberyard
loathe (v)	lookout (adj, n)	lunchtime
lockjaw	lookthrough (adj, n)	luster
locknut	lookup (adj, n)	lying-in (adj, n)
lockon (adj, n)	look up (v)	
lock on (v)	loophole	
lockout (adj, n)	looseleaf	
lockstep	loose-tongued (um)	
lockup (adj, n)	lopsided	
locker room	loudmouthed	
locus, loci	loudspeaker (radio)	
lodestar	loud-voiced (um)	
lodestone	louver	
lodgment	low-altitude (um)	
logbook	lowborn	
loggerheads	lowboy	
login (adj, n)	low-built (um)	
log in (v)	lowdown (n, um)	
logjam	low Earth orbit	
logout (adj, n)	low-enriched uranium	
log out (v)	lowercase (printing)	
logsheet		

M

macadamized road
mach 2 (etc)
machine building (n)
machine-building (um)
machine-finished (um)
machinegun
machine-hour
machine-made (um)
machine shop
machine tool
machine work
machismo (n)
macho (adj)
macro (cf)
 all one word

CHAPTER 7

madam, mesdames	man-portable (um)	mecca (center of interest, not the city)
madcap	manpower	mechanico (cf)
made-over (um)	mantel (shelf)	<i>all one word</i>
made-up (um)	mantle (cloak)	medaled, -ing
madras cloth	many-colored (um)	medalist
madrassa(s)	man-year	medieval
magneto (cf)	manyfold	medio (cf)
magneto-optics	many-sided (um)	<i>all one word</i>
rest one word	mapmaker	medium, media
mailbag	mapreading	medium and high
mailbox	marijuana	altitudes
mail-order (um)	markdown (adj, n)	medium- and
mainframe	marketplace	high-altitude (adj)
mainland	markoff (adj, n)	medium-to-high altitude (n)
main line (literal)	markshot	medium- to high-
mainline (nonliteral)	markup (adj, n)	altitude (adj)
mainmast	marshaled, -ing	medium-sized (um)
mainsail	marshaler	meetingplace
mainsheet	martial law	mega (cf)
mainspring	marveled, -ing	megabyte
mainstay	marvelous	megadose
mainstream (nonliteral)	Marxism	megaproject
maintop	mashup (adj, n)	<i>all one word</i>
main yard	mason jar	megallo (cf)
major-domo	mass-casualty (um)	<i>all one word</i>
major-leaguer	mass-produce (v)	meltdown (n, um)
major-minor	master at arms	meltwater
make-believe (adj, n)	mastermind	member-state (adj)
makefast (n)	master of ceremonies	member state (n)
makeshift	master's degree	memento(s)
makeup (adj, n)	masterstroke	memorandum,
make-work	masthead	memorandums
making up	matchhead	merchant ship
mai (cf)	matchstick	meso (cf)
<i>all one word</i>	matrix, matrices	<i>all one word</i>
malware	matter-of-fact (adj)	messhall
manageable	maxi (pref)	messkit
manager-director	<i>all one word</i>	mess-up (adj, n)
man-day	maximum, maximums	meta (pref)
maneater	maybe (adv)	metadata
maneuver	May Day (I May)	metatag
manhandle	mayday (distress call)	<i>all one word</i>
manhole	M-day	metalammonium
man-hour	meager	metal-clad (um)
manic-depressive	mealtime	metal-coated (um)
manifold	mean-spirited (um)	metal-cutting (um)
manila envelope	mean time (astronomical)	metaled, -ing
man in the street	meantime (meanwhile)	metal-lined (um)
mankind	meanwhile	metalworker
manmade (adj)	measurable	metalworking
man-of-war	meatpacking	

metalworks	mild-mannered (um)	missile defense (adj, n)
meter-amperes	mileage	missile-equipped (um)
meter-kilogram	mile-long (adj)	missile support (adj, n)
meter-kilogram-second	milepost	missile suspension (adj, n)
metier	mile-wide (adj)	mission-critical (um)
metro (cf)	Military Departments (U.S.)	mist-covered (um)
<i>all one word</i>	military-political (um)	miter
Metro Manila (etc)	Military Services (U.S.)	miter box
Metropolitan Moscow (etc)	militiaman	miter-lock (v)
<i>but Moscow</i>	militia member	mixup (n)
<i>metropolitan area (etc)</i>	millennium, millennia	mixing room
micro (cf)	milli (cf)	mizzenmast
<i>microblog</i>	<i>milligram-hour</i>	mobile erector-launcher
<i>microorganism</i>	<i>rest one word</i>	mobile missile (adj, n)
<i>all one word</i>	millimeter wave	mockup (adj, n)
mid (cf)	millpond	modeled, -ing
<i>midair</i>	millpost	modeler
<i>mid-American (etc)</i>	millrace	modus operandi,
<i>mid-April (etc)</i>	millstream	<i>modi operandi</i>
<i>midday</i>	mill wright	modus vivendi,
<i>mid-decade</i>	minable	<i>modi vivendi</i>
<i>mid-18th century (n) (etc)</i>	mincemeat	mold
<i>mid-18th-century (adj) (etc)</i>	mindreader	molehill
<i>mid-1980 (etc)</i>	mindreading	molotov cocktail
<i>mid-1980s (etc)</i>	mindset	mollusk
<i>mid-1980s-style (adj)</i>	mineclearing	molt
<i>mid-ice</i>	minefield	moneybag
<i>midinfrared</i>	minehunter	moneychanger
<i>midlevel</i>	minehunting	money-laundering (um)
<i>midmorning</i>	minelayer	moneylender
<i>mid-Pacific (etc)</i>	minelaying	moneymaking
<i>midrange</i>	mineship	moneysaving
<i>midstage</i>	minesweeper	mono (cf)
<i>midterm</i>	minesweeping	<i>mono-ideistic</i>
<i>mid-to-late 1980 (etc)</i>	minethrower	<i>mono-ion</i>
<i>midyear</i>	mine warfare (adj, n)	<i>rest one word</i>
<i>rest one word</i>	mineworks	monogrammed, -ming
<i>middle age</i>	mini (pref)	monsieur, messieurs
<i>middle-aged (um)</i>	<i>miniempire</i>	monthend
<i>middle-class (um)</i>	<i>mini-state</i>	monthlong (adj)
<i>Middle East (adj, n)</i>	<i>rest one word</i>	month-old (adj)
<i>Middle Eastern (adj)</i>	minimum, minimums	moonbeam
<i>middle ground</i>	minimum-security (adj)	moonglow
<i>middle-income (um)</i>	minister-counselor	moonlight
<i>middleman</i>	minor-leaguer	moonrise
<i>middlemost</i>	minutia (rarely used),	moonset
<i>middle-of-the-roader</i>	<i>minutiae (plural)</i>	moonshine
<i>middle-sized (um)</i>	MIRVed	moonstruck
<i>middleweight</i>	mis (pref)	mopping-up (um)
<i>midi (pref)</i>	<i>all one word</i>	mopup (adj, n)
<i>all one word</i>	mischiefmaking	mop up (v)

moratorium,	multi (cf)	Near East (n)
moratoriums	multifiber	Near Eastern (um)
moreover	multifamily	near-infrared (um)
Morse code	multi-ply (several plies)	near miss
mortise	multipurpose	near-real time (n)
most-favored-nation (um)	multistory	near-real-time (um)
most-sought-after (um)	multiton	nearsighted
mothball(ed)	<i>all one word</i>	near success
moth-eaten (um)	multiple-launch rocket system	near-term (um)
mother-in-law	multiple-purpose (adj)	neckband
motherland	multiple rocket launcher	neckbone
mother ship	musclebound	neck-deep (um)
moto (cf)	musico (cf)	neck-high (um)
<i>all one word</i>	<i>all one word</i>	necktie
motorbike	music teacher	needlepoint
motorboat	mustache	needle-sharp (um)
motorbus	myria (cf)	need to know (n)
motorcade	<i>all one word</i>	need-to-know (adj)
motorcoach	mytho (cf)	ne'er-do-well
motorcycle	<i>all one word</i>	neo (cf)
motor-driven (um)		neofascist
motordrome		neo-Greek (etc)
motor pool	nailhead	neo-Nazi (etc)
motorship	nail-studded (um)	<i>rest one word</i>
motor torpedo boat	naive	neon light
mountain-high (um)	naivete	nerve-racked (um)
mountainside	name-calling (um)	nerve-racking
mountaintop	name-dropping (um)	net-centric (adj)
mouthful	nameplate	nettlesome
mouthpiece	namesake	network
movable	nano (cf)	net worth
moviegoer	nanotechnology	neuro (cf)
moviemaking	<i>all one word</i>	<i>all one word</i>
much-needed (um)	narco (cf)	never-ending (um)
muckrake (v)	narcotrafficker	nevermore
muckraker (n)	narcotrafficking	nevertheless
mudbank	<i>all one word</i>	newborn
mud-colored (um)	narrow-band (adj)	newcomer
mudflat	narrow-beam (adj)	new-fashioned (um)
mudflow	narrow-body (adj, n)	newfound
mudguard	narrow gauge (adj, n)	new-made (um)
mudhole	narrowminded	newscast
mudslinging	nation-state	newscaster
muezzin	native-born (um)	newsclip
mujahid, mujahideen	natural gas (adj, n)	news editor
<i>but follow source's</i>	natural gas field	news feed
<i>spelling if part of</i>	navy-blue (um)	newsletter
<i>a group name</i>	nearby	newsmagazine
mullah	near-Earth orbit	newsmaking

newsphoto	no man's land	northernmost
newsprint	nom(s) de guerre	northgoing
newsreader	nom(s) de plume	north-northeast
newsreel	non (cf)	north-northwest
newssheet	non-air-transportable	north shore
newsstand	nonaligned	north-sider
newsstory	non-civil-service	northward
newsweekly	noncommissioned	northwest
newsworthy	noncommunist	nosecone
newton	non-Communist Party	nosedive
next-generation (adj)	noncontrol	nosedown (adj, n)
next of kin	non-DIA (etc)	nose-high (um)
nickel	nondivisional	nosering
nickelplate	non-European (etc)	nose tip
nickel-plated (um)	nonferrous	noseup (n, um)
nickeltype	non-intelligence-related	nosewheel
nickname	nonlifelike	no-show (adj, n)
nightclub	nonmilitary	notebook
night editor	nonMIRVed	note-taking (um)
night-fly (aviation) (v)	non-missile-equipped	note paper
night-flying (um)	non-mission-capable	noteworthy
nightlife	nonnegotiable	notwithstanding
nightlong (um)	nonnuclear	nouveau riche, nouveaux riches
night school	non-nuclear-weapon state	no-war/no-peace
night shift	non-nuclear-powered	nowhere
nightstick	non-nuclear-related	nuclear-armed (um)
nighttime	nonoceangoing	nuclear-capable (um)
night-vision (um)	nonoil	nuclear delivery (adj, n)
nightworker	non-oil-producing	nuclear-free zone
nimbostratus	nonoperational	nuclear power (adj, n)
ninefold	non-party-member	nuclear-powered (um)
nine-lived (um)	non-rare-earth	nuclear strike (adj, n)
nitpick, -ing	non-scientific and technical	nuclear-warfighting (um)
nitro (cf)	non-self-propelled	nuclear weapons (adj, n)
nitro-hydro-carbon	non-self-sustaining	nuclear-weapons-free zone
rest one word	non sequitur (etc)	nuclear weapon state
no-account (adj, n)	nonstate	nucleo (cf)
noble-minded (um)	nonuse-of-force (adj)	all one word
noblesse oblige	non-U.S. NATO forces	nucleus, nuclei
nobody	as prefix, one word	number-one (um) (etc)
no-confidence (um)	nonesuch	
no-fault (adj)	nonetheless	
no-first-use (um)	no-no	
no-fly zone (adj, n)	no-no's (plural)	
no-go (adj, n)	no-nonsense (adj)	
no-good (n, um)	noonday	
no-hitter (n)	northbound	
noisemaker	north-central	
noisemaking	northeast	
	northeastern	
	north end	

CHAPTER 7

O

oarlock
 oasis, oases
 obkom
 oblast
 occur, -red, -ring
 occurrence
 oceanborne
 oceangoing
 oceanside
 ocean-spanning (um)
 oceanwide
 ochre
 octo (cf)
 all one word
 octopus, octopuses
 odd-looking (um)
 odd number
 odd-numbered (um)
 off-and-on (um)
 off-balance
 off-base (um)
 offbeat
 off-campus
 offcenter (um)
 off chance
 offcolor (adj)
 off day
 off-duty (um)
 offense
 offered, -ing
 offguard
 offhand
 off-hours
 officeholder
 officeseeker
 office-seeking (um)
 officeworker
 off-limits (um)
 offline
 offload
 offprint
 off-putting
 off-ramp
 off-road
 offscreen
 off-season
 offset
 offshoot

offshore
 offside
 offsite
 offstage
 off-the-rack (um)
 off-the-record (um)
 off-the-shelf (um)
 off-track
 off-white (um)
 off year
 oftentimes
 ohm-ammeter
 ohmmeter
 oilcan
 oilcloth
 oil-driven (um)
 oil-fed (um)
 oilfield
 oil-forming (um)
 oil-producing (um)
 oil-rich
 oil sands (adj, n)
 oil shale (adj, n)
 oil-soaked (um)
 oilspill
 oil workers
 oil well
 old-fashioned (um)
 old-guard (adj)
 old-line (adj)
 oldstyle (printing)
 oldtime
 oleo (cf)
 oleo gear
 oleo oil
 oleo strut
 rest one word
 olivewood
 Olympics
 Olympic Games, the games
 Summer Olympics
 Winter Olympics
 ombudsman, ombudsmen
 omni (cf)
 omni-ignorant
 rest one word
 on (cf)
 on-again/off-again
 on-and-off (adj, n)
 onbase (adj, n)
 onboard (adj, n)
 on call (n)
 oncall (um)
 on-demand (um)
 ongoing
 onhand (adj, n)
 online (adj, n)
 onscene
 onshore
 onsite (adj, n)
 onstation (adj, n)
 onstream
 rest one word
 once-over
 one-armed (um)
 one-eyed (um)
 onefold
 one-half (etc)
 one-handed (um)
 one-man/one-vote
 one-on-one
 oneness
 one-piece (um)
 oneself
 one-sided
 one-sidedness
 one-striper
 onetime (former)
 one-time (single instance) (um)
 one-two-three
 one-way
 on-ramp
 on-the-job (um)
 onward
 open-air (um)
 open-armed (um)
 open-backed (um)
 opencut (mining)
 open-door (um)
 open-ended (um)
 openhanded
 open house
 openminded
 open-ocean (adj)
 open pit (adj, n)
 open-source (adj)
 open source (n)
 opt-in (adj, n)
 optoelectronics
 orbited, ing
 orderly room
 order-of-battle (um)

ordinance (law)
 ordnance (weapons)
 organo (cf)
all one word
 ortho (cf)
all one word
 out (cf)
out-and-out (um)
outfight
out-loud (um)
outmaneuver
outmigration
out-of-area (um)
out-of-date (um)
out-of-door(s) (um)
out-of-state (um)
out-of-the-way (um)
as prefix, one word
outbox
outer-city (um)
outermost
outer space
outfit, -ted, -ting
outward-bound (um)
outyear
ovenbaked
ovendried
over (cf)
overabundance
overactive
overage (older) (n, um)
overage (surplus)
overall
overfishing
overhaul
overriding
over-snow vehicle
over-the-counter (um)
rest one word
oxcart
oxhide
oxy (cf)
all one word

P
 pacemaker
pace-setting (um)
packhorse
packsaddle
pickup (adj, n)
padlock
page-for-page (um)
page proof
page view
painkiller
painstaking
paintball
paintbrush
paintmixer
paintstained (um)
paleo (cf)
paleo-Christian (etc)
rest one word
pallbearer
pan (cf)
Pan-American,
Pan-Asian,
Pan-Islamic (etc)
Pan American Union
panchromatic
Panhellenic
pantheism
rest one word
paneled, -ing
panic-stricken (um)
panto (cf)
all one word
paperback
papercutter
papermill
paper-thin (um)
paperweight
para (cf)
para-anesthesia
paramilitary
rest one word
paralleled, -ing
parceled, -ing
parenthesis,
parentheses
par excellence
parimutuel
part-finished (um)
parti (cf)
all one word

particle beam weapon
 partnership
part owner
part-time (adv, um)
part-timer (n)
part way
party giver
partygoer
party line
partywide
passageway
passcode
passenger car
passer(s)-by
passkey
pass-in-review (adj, n)
passout (adj, n)
passphrase
passport
passthrough (adj, n)
pass through (v)
password
password-protect (v)
past-due (um)
pasteurize
pastureland
pat-down (adj, n)
pathbreaker
pathfinder
patho (cf)
all one word
patri (cf)
all one word
patrol, -led, -ling
Patton tank
pawnbroker
payback (adj, n)
paycheck
payday
paydirt
paygrade
payload
payoff (adj, n)
payout (adj, n)
payroll
peacekeeping
peace-loving (um)
peace-building (um)
peacemaking
peacetime
peacoat

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pea-green (um)	phase down (v)	piezo (cf)
peakload (n, um)	phase-in (adj, n)	piezo-oscillator
peanut	phase in (v)	rest one word
pea-sized (um)	phasemeter	pigeonhole
peat-roofed (um)	phaseout (adj, n)	piggyback
pebble-strewn (um)	phase out (v)	pikestaff
peddler	pheno (cf)	piledriver
peeloff (adj, n)	<i>all one word</i>	pile-driving (um)
peephole	phenomenon, phenomena	pileup (adj, n)
peer-to-peer (adj)	philistine	pilot boat
pegleg	philo (cf)	pilot light
penciled, -ing	<i>all one word</i>	pinball
pendant (n)	philo-French (etc)	pinch-hit (v)
<i>pendent (hanging)</i>	<i>rest one word</i>	pinch-hitter
<i>pendant number (ship)</i>	phishing	pinfeather
penknife	phono (cf)	pinhole
penmanship	<i>all one word</i>	pinhook
pen name	phony	pinpoint
pennyworth	phospho (cf)	pinprick
penta (cf)	<i>all one word</i>	pinup (adj, n)
<i>penta-acetate</i>	photo (cf)	pinwheel
<i>rest one word</i>	<i>photo atlas</i>	pipe bomb
pent-up (um)	<i>photo interpretation</i>	pipedream
peptalk	photo-offset	pipefitter
per capita	photooxidation	pipefitting
percent	photoreconnaissance	pipelayer
percentage	<i>rest one word</i>	pipelaying
percentile	phreno (cf)	pipeline
per centum	<i>all one word</i>	pipe smoker
per diem	physico (cf)	pipestem
perestroyka	<i>all one word</i>	pipet
peri (pref)	physio (cf)	pistol-whip (v)
<i>peri-insular</i>	<i>all one word</i>	pistonhead
<i>rest one word</i>	pianoforte	pitch-black (um)
periled, -ing	pickax	pitchblende
permafrost	picket line	pitch-dark (um)
permit, -ted, -ting	picklock	pitchfork
per se	pick-me-up (adj, n)	pitchout (adj, n)
persona non grata	pickoff (adj, n)	pitchup (adj, n)
persulfide	pickover (adj, n)	pitfall
pestridden (um)	pick over (v)	piton tube
petaled, -ing	pickpocket	placecard
petro (cf)	pickup (adj, n)	placekick
<i>petro-occipital (etc)</i>	pick up (v)	place name
<i>rest one word</i>	picture book	plague-infested (um)
pharmaco (cf)	piece goods	plain-clothed (adj)
<i>pharmaco-oryctology</i>	piece de resistance	plainclothes (um)
<i>rest one word</i>	piecemeal	plainclothesman
pharming	piece rate	plain-looking (um)
phased-array (adj)	piecework	plain-spoken (um)
phasedown (adj, n)	pieceworker	plaintext
	pierside	

plane-load	point-blank	post office
plane-parallel (um)	point defense	postreentry
planetable (surveying)	point man	post school (military)
plani (cf)	point person	poststrike
<i>all one word</i>	poison-dipped (um)	post-target-tracking
plano (cf)	pole-arm	posttest
<i>all one word</i>	poleax	posttreaty
plantlife	pole-shaped (um)	postwar
plaster of paris	polestar	<i>as prefix, one word</i>
plateau, plateaus	pole-vault (v)	potash
plate glass	policymaker	potato field
plate proof (printing)	policymaking	potbellied
plate-roll (v)	politico (cf)	potboiler
plate-rolled (um)	politico-orthodox (etc)	pothole
platy (cf)	<i>rest one word</i>	potlatch
<i>all one word</i>	pollwatcher	potluck
play-act (v)	poly (cf)	potpourri
playback (adj, n)	<i>all one word</i>	potshot
playdown (adj, n)	pommelied, -ing	poultry-raising (um)
play down (v)	pontoon (civilian and military)	pound-foolish (adj)
playground	Ponzi scheme	pound-foot
playlist	poor-quality (adj)	powder-blue (um)
playoff (adj, n)	poppy farming	powder house
plaything	poppyfield	powder mill
pledger	poppyseed	powder room
pleo (cf)	pop-up (adj, n)	power base
<i>all one word</i>	pop up (v)	power broker
pleuro (cf)	pork-barrel (adj)	power-driven (um)
<i>all one word</i>	port call	powerhouse
plow	portfire	powerline
plowhand	portfolio	power-operated (um)
plowhorse	porthole	powerpack
plowshare	portmanteau	powerplant
plug-in (adj, n)	portside	power play
plug in (v)	post (cf)	power-projection (um)
plus or minus	postattack	power-sharing (um)
plus-up	postaudit	powerstation
pluto (cf)	post bellum	practice (n, v)
<i>all one word</i>	postblast	praiseworthy
pneumato (cf)	postboost	praiseworthy
pneumato-hydato-genetic (um)	postcard	pre (pref)
<i>rest one word</i>	post-Christian (etc)	preattack
pneumo (cf)	post diem	predérente
<i>all one word</i>	post-free (um)	predetermine
pocketknife	postgraduate	preexamine
pocket-sized (um)	posthaste	preexisting
pocket-veto (v)	post hospital (military)	pre-Incan (etc)
pockmark	posthostilities	preindependence
pockmarked (um)	post meridiem	pre-martial-law (etc)
podcast	postmodern	pre-position (v)
podium, podiums	postmortem	preseries
		<i>rest one word</i>

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précis (singular and plural)	pro rata	pull-down (adj)
precision-guided (um)	proreform	pull down (v)
prefer, -red, -ing	proregime	pull-in (adj, n)
preferable	pro-state	pulloff (adj, n)
preference	pro tem	pull-on (adj, n)
premier (first in status)	pro tempore	pullout (adj, n)
premiere (first performance)	prowar	pull-push (um)
present-day (um)	as prefix, one word	pullthrough (adj, n)
president-elect	proffer, -ed, -ing	pullup (adj, n)
president pro tempore	profit-and-loss (um)	pulse Doppler
press agent	profited, -ing	pulsewidth
press-forge (v)	profitmaking	pummeled, -ing
press-gang (n, v)	profit-sharing (um)	pump house
press-made (um)	program, -med, -ming	pump-priming (adj)
pressplate	programmer	pump station
press proof (printing)	programmable	purebred
presstime	programmatic	pure line (biological)
pretense	prologue	purse strings
preter (pref)	proof of life (n)	pushbutton
<i>all one word</i>	proof-of-life (um)	pushcart
preventive	proofread	pushoff (adj, n)
price-cutting (um)	proofsheet	pushover (adj, n)
price-fixing (um)	propel, -led, -ling	push-pull (um)
pricelist	propellant (n)	push-to-talk (adj, n)
price-sharing (um)	propellant (adj)	pushup (adj, n)
price-support (um)	prophecy (n)	putback (n, um)
pricetag	prophesy (v)	putoff (n, um)
prima facie	propjet	put-on (n, um)
prime minister	propwash	putout (n, um)
prime-minister-	protector	put-up (n, um)
designate	protege	pyro (cf)
but Prime Minister-	protester	<i>all one word</i>
designate Jones (etc)	proto (cf)	
prime-ministerial	proto-Egyptian (etc)	
prime-ministership	rest one word	
prime-ministry	provincewide	
prime mover	pseudo (cf)	
prime-time (um)	pseudo-official	
printout (n)	pseudo-owner	
printshop	pseudo-peace-loving	
prisoner of war (n)	rest one word	
prisoner-of-war (um)	psycho (cf)	
private-sector (um)	psycho-organic	
prizefighter	rest one word	
prizewinner	publicity-conscious (um)	
prizewinning	publicly	
pro (cf)	public-minded (um)	
pro-African (etc)	public-sector (um)	
pro forma	public-spirited (um)	
progovernment	public works	
pro-opposition	pullback (adj, n)	

Q

Q-boat	
Q-fever	
quadri (cf)	
quadri-Invariant	
rest one word	
quality control (adj, n)	
quality-of-life (um)	
quandary	
quarreled, -ing	
quarterback	
quarter-cut (um)	
quarterdeck	
quartermaster	
quartermaster general	
quarter-miler	
quarter-phase (um)	
quarterstaff	

quasi (cf)	radio set	rappel, -led, -ling
quasi-judicial	radio station	rapporteur
quasi-military	radiotelegraph	rapprochement
<i>all hyphenated</i>	radiotelephone	rare-earth (um)
queue, queued,	radio transmitter	ratable
queuing	radio tube	rate-cutting (um)
quick-change (um, v)	radio wave	rate-fixing (um)
quick-drawn (um, v)	rest two words	ratepayer
quickfreeze (um, v)	radiumtherapy	rate-raising (um)
quicklime	radius, radii	ratesetting
quick-reaction (adj)	radix, radices	rat-infested (um)
quick-response (adj)	ragtag	rat race
quicksand	railborne	rattlesnake
quickset	railcar	rattrap
quicksilver	railguard	raveled, -ing
quickstep	railhead	rawboned
quick time	rail line	rawhide
quick-witted (um)	rail-mobile (um)	razor-sharp (um)
quid pro quo(s)	rail net	razzle-dazzle
quisling	railroad	raykom
quixotic	rail shed	rayon
quonset hut	railsplitter	re (pref)
Quran	rail spur	re-cover (cover again)
	rail train	re-create (create again)
R	railway	re-cross-examination
rabble-rouser	railyard	redirect
racecourse	rainbow	reengineer
racehorse	raincheck	reentry
racetrack	raincoat	reequip
racket (all meanings)	raindrop	reevaluate
radar cross section	rainfall	reexport
radar-imaging (um)	rainforest	re-form (form again)
radarscope	rainmaking	re-ice
radar tracking	rainproof	reignite
radio (cf)	rainshower	re-ink
radio amplifier	rainspout	reman
radio antenna	rainstorm	re-present (present again)
radio channel	rainwash	reprocess
radio	rainwater	re-redirect
communication(s)	raison(s) d'être	rest one word
radio control	Ramadan	reachback (adj, n)
radioelectronic	ramjet	read ahead
radio engineer	ramrod	reading room
radio engineering	ramshackle	readme file
radiofrequency	rangefinder	readout (n)
radioisotope	rangehead	read-through (adj, n)
radio link	rank and file (n)	ready-built (um)
radio navigation	rank-and-file (adj)	readymade
radio range	rapid fire	ready reference
radio receiver	rapid-reaction (um)	
radio-relay	rapid transit	

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real estate	repairway	right-to-work (adj)
real-time (um)	reparable	rightwing (adj)
real time (n)	repellant (n)	right wing (n)
real-world (um)	repellent (adj)	rightwinger
rear-area (um)	representative at large	rig-up (adj, n)
rear end	representative-elect	rim-deep (um)
rear-guard (um)	requester	rimfire
rearmost	research study	rimlock
rear service	research worker	ringbolt
rear services area	resino (cf)	ring-in (adj, n)
rearview (um)	<i>all one word</i>	ringlead (v)
rebel, -led, -ling	responder (electronics)	ringleader
reconnaissance	rest home	ring-off (adj, n)
reconnoiter	restroom	ring-shaped (um)
recordbreaker	résumé	ringside
recordbreaking	retro (cf)	ringtone
recordkeeping	<i>retrofire</i>	ring-up (adj, n)
recordmaking	<i>retrofit</i>	ringworm
recti (cf)	<i>retro-ocular</i>	riot control
<i>all one word</i>	<i>retro-operative</i>	ripcord
recto (cf)	<i>retrorocket</i>	ripsaw
<i>all one word</i>	<i>rest one word</i>	riptide
recyclable	reveled, -er, -ing	rip-up (adj, n)
red carpet	reverse-engineer (v)	risque
redeye	reverse-engineering	rivaled, -ing
red-haired (um)	rheo (cf)	riverbank
redhanded	<i>all one word</i>	riverbed
redhead(ed)	rhino (cf)	riverborne
red-hot (um)	<i>all one word</i>	river bottom
red line (literal)	rhizo (cf)	river-crossing (um)
redline (nonliteral)	<i>all one word</i>	riverflow
redtape (nonliteral)	rhod(o) (cf)	river-formed (um)
reduced-observable (adj, n)	<i>all one word</i>	riverfront
refer, -red, -ring	rhomb(o) (cf)	riverhead
referable	<i>all one word</i>	riverine
referendum, referendums	ricefield	riverside
refueled, -ing	ricegrowing	roadblock
refusenik	riceland	roadbound (um)
regionwide	rice water	roadbuilding
regime protection	ridge line	roadhead
reinforce	ridgetop	roadhog
releasability	rifleshot	roadmap
religio (cf)	right-angle (um, v)	road-mobile (um)
<i>all one word</i>	right-angled (um)	road scraper
remodeler	right away	road show
remote control (adj, n)	right-click (n, v)	roadside
remote-controlled (adj)	right field	road-test (v)
remote-sensing (um)	right-hand (adj)	roadway
renaissance	right-handed (um)	road-weary (um)
rent-free	rightmost	rockbottom (nonliteral)
repair shop	right-of-way	rock-climbing (um)

rockfall (n)	round up (v)	saddlesore
rockfill	rowboat	safe-conduct (adj, n)
rockpile	rubberband	safecracker
rockslide	rubber-lined (um)	safecracking
rock wool	rubber plant	safe-deposit (adj)
rod-shaped (um)	rubber-set (um)	safeguard
roentgen	rubberstamp (nonliteral)	safehaven
roentgeno (cf)	rubdown (adj, n)	safehold
<i>all one word</i>	ruble	safehouse
rollabout (adj, n)	rulemaking	safekeeping
rollback (adj, n)	rule of law (n)	sailboat
rollcall	rule-of-law (um)	sailcloth
roll-fed (v)	rule of thumb	sailmaking
rolling-stock (adj)	ruling-party (adj)	salable
roll-off (adj, n)	rumormonger	salesclerk
roll-on (adj, n)	runabout (n, um)	salesmanship
roll-on/roll-off (adj, n)	runaround (adj, n)	salespeople
rollout (adj, n)	runaway (adj, n)	salesperson
rollout-to-launch (um)	runback (n, um)	sales tax
rollover (adj, n)	runby (n)	salt-cured (um)
rolltop	rundown (n, um)	saltpan
rollup (adj, n)	run-in (adj, n)	saltpeter
roman candle	run in (v)	saltpond
roman numeral	runner(s)-up	saltshaker
roman type	running mate	saltwater
roofgarden	runoff (n, um)	saltworks
rooftop	run-on (adj, n)	salvo(s)
root-cutting (um)	runout (n, um)	samizdat
roothold	runthrough (n, um)	sanatorium, sanatoriums
rootstock	runup (n, um)	sanded, -ing
ropewalk	run up (v)	sandbag
roughcast (um, v)	runway	sandbox
rough-cut (um)	runway-penetrator (um)	sandbar
roughhewn	rush hour	sandblast
roughhouse	Russo (cf)	sandblown
roughing-in (um)	<i>Russo-Chinese (etc)</i>	sand-buried (um)
rough-legged (um)	<i>rest one word</i>	sand-cast (um, v)
roughshod	rust-brown (um)	sand dune
rough-sketch (v)	rustproofing	sandglass
roundabout (adj, n)	rust-resistant (um)	sandhill
round-faced (um)	rust-stained (um)	sandlot
roundhead		sandpaper
round-made (um)		sandpit
roundnose (tool)	S	sandspit
roundout (adj, n)	saccharin (n)	sandstorm
roundrobin (petition)	<i>saccharine (adj)</i>	sandtable
roundtable (panel)	saccharo (cf)	sandy-bottomed (um)
round-the-clock (um)	<i>all one word</i>	sangfroid
round-topped	sackcloth	sanitarium, sanitariums
round trip (adj, n)	sacro (cf)	sans serif
roundup (adj, n)	<i>all one word</i>	
	saddlebag	

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sarco (cf)	scrapbook	search and rescue
<i>all one word</i>	scrap heap	searchlight
satellite-borne (um)	scrap iron	searchplane
savable	scrap paper	seascape
savanna	scratch pad	seashell
save-all (adj, n)	scratch test	seashore
savior	screen name	seasick
sawdust	screenplay	seaside
sawmill	screensaver	seatbelt
sawtooth	screenshot	sea test
saw-toothed (um)	screenwriter	sea time (clock)
say-nothing (adj, n)	screwcap	seawall
say-so (n)	screw-driven (um)	seaward
S-bend	screwdriver	seawater
S-brake	screwhead	seaway
scaleback (adj, n)	screwjack	sea wing
scaledown (adj, n)	screw propeller	seaworthiness
scaleup (n)	screw-threaded (um)	seaworthy
scale up (v)	screw-turned (um)	second-best
scalloped, -ing	screw wheel	second-class (um)
scandalmongering	scroll bar	second-degree (um)
scapegoat	scrollwheel	second-generation (um)
scarecrow	scrubland	second-guess (v)
scaremonger	scuttlebutt	second-half (adj)
scar-faced (um)	sea base	secondhand (adj, adv)
scenesetter	sea-based (um)	second in command
schizo (cf)	seabeach	second-largest (adj)
<i>all one word</i>	seabed	secondline (adj)
school-age (um)	seaboard	secondmost
schoolbag	seaborne	second-most-powerful
school board	seacoast	second-quarter (adj)
schoolbook	seacraft	second-ranking (um)
schoolboy	seadrome	second-rate (um)
schoolbus	seafaring	second-rater
schoolchildren	seafloor	secretary general
schoolday	seafood	secretary-generalship
schoolgirl	seafront	secretaryship
schoolroom	seagoing	secretary-treasurer
schoolteacher	seakeeping	secret service
<i>but high school teacher</i>	sea lane	secret society
school-trained (um)	sea level	seedbed
schoolwork	sealift	seesaw
schoolyard	sea lines of	seismo (cf)
school year	communication	<i>all one word</i>
scientifico (cf)	sea lion	self (cf)
<i>all one word</i>	seam-welded (um)	<i>self-centered</i>
scoreboard	seance	<i>as reflexive pref,</i>
scorecard	seaplane	<i>use hyphen</i>
scorekeeping	seaport	self-defense
scoresheet	seapower	selfhood
scout car	sequake	selfless

self-motivated	set-on (n, um)	shellback
selfness	setout (n, um)	shellburst
self-propelled	setpiece	shelfire
selfsame	setscrew	shelfish
self-trained	settler	shell game
selfoff (adj, n)	set-to (n, um)	shellhole
sellout (adj, n)	setup (n, um)	shell-like
semi (pref)	set up (v)	shellproof
semiannual	sevenfold	shellshocked
semiarid	seven-up (n)	shelter half
semi-armor-piercing	severalfold	shield-shaped (um)
semiautomatic	sewage (waste)	Shiism
semi-Christian (etc)	sewerage (drain system)	Shia, Shiite (adj, n)
semidesert	shadowbox	shinbone
semi-idleness	shadowboxing	shinguard
semi-indirect	shadowgraph	shipboard
semi-independent	shadow line	shipborne
semi-land-mobile	shakedown (adj, n)	shipbreaker
semiofficial	shake down (v)	shipbroker
semitrailer	shakeout (adj, n)	shipbuilder
semi-winter-hardy	shake out (v)	shipbuilding
rest one word	shakeup (adj, n)	ship-day
sendoff (adj, n)	shake up (v)	shipload
sendout (adj, n)	shallow-draft (um)	shipowner
seniormost	shamefaced	ship-rigged (um)
senso (cf)	shameworthy	shipshape
all one word	shantytown	shipside
septi (cf)	shaped-charge (adj)	shipwreck(ed)
all one word	shapeup (adj, n)	shipyard
serious-minded (um)	sharecropper	shirtband
service-connected (um)	shareholder	shirtwaist
serviceman	sharia	shock wave
servicemember	sharia council	shoehorn
service life	sharia court	shoelace
servicewide	sharia law	shoestring
servoamplifier	sharp-angled (um)	shoo-in
servocontrol	sharp-cut (um)	shootdown (adj, n)
servomechanism	sharp-edged (um)	shoot down (v)
servomotor	sharpshooter	shootoff (adj, n)
servosystem	sharpshooting	shootout
sesqui (cf)	sharp-witted (um)	shopkeeping
all one word	shaykh	shoplifter
set-aside (n, um)	sheep farm	shoplifting
setback (n, um)	sheepherder	shop-made (um)
set back (v)	sheepherding	shopowner
setdown (n, um)	sheepland	shoptalk
set down (v)	sheepshearing	shopwindow
set-in (n, um)	sheepskin	shopworn
set in (v)	sheetrock	shore-based (um)
setoff (n, um)	shelf life	shore boat
set off (v)	shelf plate	shoreland

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shore leave	sidearms	silver-tongued (um)
shoreline	sideband	silverware
shoreside	sideburns	simple-minded (um)
shortchange (v)	sidecar	simulcast
short circuit (n)	side-cut (um)	sine qua non(s)
short-circuit (v)	side effect	single-breasted (um)
short-circuited (adj)	sidehill	single-decker
shortcoming	sidekick	single-edged (um)
shortcut	sidelap	singlehanded
shortfall	side light (literal)	single-loader
shorthand (writing)	sidelight (nonliteral)	single-minded (um)
short-handed (adj)	side line (literal)	single-mindedly (adv)
short-lived (um)	sideline (nonliteral)	single-mindedness (n)
short-range (adj)	sidenote	single-phase (um)
shortrun (adj)	sideplate	single-seater
short run (n)	side road	single-track (adj)
shortsighted	sidesaddle	single-use (um)
shortstop	sideshow	singsong
short-term (adj)	sideslip	sinkhole
short-to-long (adj)	sidesplitting	Sino-Japanese (etc)
short ton	sidestep	siphon
shortwave (radio)	sideswipe	sirocco(s)
shotgun	sidetrack	S-iron
shotput	sidetrip	sister-in-law
shoulder-high (um)	sidewalk	sitdown (adj, n)
shoveled, -ing	sideward	site map
showboat	sideways	sit-in (adj, n)
showboating	sidewinder	situp (adj, n)
showcase	sightread	six-cylinder (um)
showdown	sightreading	sixfold
showman	sightseeing	six-ply (um)
showoff (adj, n)	signaled, -ing	six-shooter
showpiece	signalman	six-wheeler
showplace	signal-processing (um)	sizable
showstopper	signal tower	sizeup (adj, n)
showthrough (printing) (adj, n)	sign-in (adj, n)	skeptic
showup (adj, n)	sign in (v)	ski, skis
shredout (n, um)	signoff (adj, n)	skillful
shriveled, -ing	sign-on (adj, n)	skill set
shura	sign-out (adj, n)	skindeep
shutaway (n, um)	sign out (v)	skinflint
shutdown (n, um)	signpost	skipjack
shuteye (adj, n)	signup (adj, n)	skullcap
shut-in (n, um)	sign up (v)	sky-blue (um)
shutoff (n, um)	silk screen	sky-high (um)
shutout (n, um)	silkworm	skyjack
shuttlecock	silo-based (um)	skyjacker
sic	silver-backed (um)	skylight
sickbay	silver-haired (um)	skyline
sickbed	sliverplate	skyrocket
sick leave	silver-plated (um)	skyscape
sicklist	silverpoint (drawing)	skyscraper

skyward	small-unit (adj)	snowscape
skywave	smart aleck	snowshoe
skywriting	smart-alecky (adj)	snowstorm
slab-sided (um)	smart card	snowsuit
slapdash	smartphone	snow-topped (um)
slapdown (adj, n)	smart set	snow-white (um)
slaphappy	smashup (adj, n)	so-and-so
slapstick	smear culture	soapbox
slaveholding	smoke-blinded (um)	soap opera
slaveowner	smokebomb	sober-minded (um)
slave trade	smoke-dried (um)	sob story
Slavo-Hungarian (etc)	smoke-filled (um)	so-called (um)
sledgehammer	smokepot	social-networking (adj)
sleepwalking	smokeproof	social network (n)
sleetstorm	smokescreen	social work
slideknot	smokestack	social worker
slide rule	smolder	socio (cf)
slideshow	smoothbore	socio-official
slingshot	smooth-tongued (um)	socioeconomic
slipcase	smooth-working (um)	rest one word
slipcover	snackbar	sod house
slipknot	snail mail	softball
slip-on (adj, n)	snail-paced	soft-boiled (um)
slip proof (printing)	snail's pace	soft coal
slipproof	snakebite	softcopy
slipring	snake-bitten (um)	soft goods
slipsheet	snakepit	softhearted
slipshod	snap-on (adj, n)	soft-pedal (v)
slipstream	snapout (adj, n)	soft-power (um)
slip-up (adj, n)	snapshot	soft sell (n)
slipway	snap-up (um)	soft-sell (adj, v)
slowdown (adj, n)	sniveled, -ing	soft-shelled (um)
slow-footed (um)	snowball	soft-soap (nonliteral) (v)
slowgoing (adj)	snowbank	soft-soaped
slow-motion (adj)	snowblind	soft-spoken (um)
slow time	snow blindness	soiree
slowup (adj, n)	snow-blocked (um)	solid-propellant (adj)
slow-witted (um)	snowblower	solid-state (adj)
sluice gate	snowcapped	somebody
slumdweller	snowclad (um)	someday
slumlord	snow cover	somehow
small arms (n)	snow-covered (um)	someone (anyone)
small-arms (adj)	snowdrift	some one (distributive)
small-boat (adj)	snowfall	someplace (adv)
small business	snowflake	something
small businessman	snowline	sometime (adj, adv)
small-caliber (um)	snowmelt	some time (n)
smallpox	snow-melting (um)	sometimes (adv)
small-scale (adj)	snowmobile	somewhat
smalltalk	snowpack	somewhere
smalltown (adj)	snowplow	son-in-law

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sonobuoy	Spanish-born (um)	spokesman
soon-to-be (um)	Spanish-speaking (um)	spokesperson
sore point	spare-parts (um)	spokeswoman
sorry-looking (um)	spare room	spoon-fed (um)
so-seeming (um)	spark plug (literal)	spoon-shaped (um)
so-so	sparkplug (nonliteral)	sportsmanlike
soul-searching (um)	spearhead	spot check (n)
sound-absorbing (um)	spear phishing	spot-check (v)
sound field	spear-shaped (um)	spot-checked (um)
soundingboard	special forces	spotwelded (um)
sound-minded (um)	special-interest (um)	spray-washed (um)
soundoff (adj, n)	special operations	spread-eagle (adj, v)
soundproof	special-purpose (um)	spreadout (n, um)
soundtrack	specter	spread-set (v)
sound wave	spectra (cf)	spreadsheet
sourfaced	all one word	springboard
sour grapes	spectrum, spectra	spring fever
southbound	speechwriter	springhead
south-central	speechwriting	springtime
southeast	speedboat	spur line
southeast-bound	speedtrap	spyglass
south end	speedup (adj, n)	spyhole
southernmost	speed up (v)	spyware
southgoing	speed writing	square-bottomed (um)
southpaw	spellbinding	square-built (um)
south side	spellbound	square deal
south-sider	spell-check (v)	square-headed
south-southeast	spell-checker (n)	square meter
south-southwest	spendthrift	square-rigged (um)
southward	spent-fuel (adj)	square root
southwest	Spetsnaz	square-set (um)
soybean	spheno (cf)	squeeze-in (adj, n)
space age	spheno-occipital	squeezeout (adj, n)
space-based (um)	rest one word	squeeze play
spacebar	spider web (n)	S-ray
spaceborne	spiderweb (um, v)	S-shaped
spacecraft	spillover (adj, n)	stackup (adj, n)
spaceflight	spill over (v)	stadium, stadiums
space key	spillway	staff member
space launch	spinoff (adj, n)	stagecoach
space mine	spin off (v)	stagehand
space plane	spinup (adj, n)	stage-manage
spaceship	spin up (v)	stage-managing
space station	spiraled, -ing	stage-struck (um)
space suit	spirituous (liquor)	staging area
space-time	spitfire	stainless steel
space tracking (adj, n)	splashdown (adj, n)	staircase
space walk	splash down (v)	stairstep
spam	split second	stakeout (n)
spammer	splitup (n, um)	stalemate
Spanish-Arab	spoilsport	stalking horse

stanch (v) (stop)	station wagon	stepladder
staunch (adj) (steadfast)	stato (cf)	stepoff (adj, n)
standalone (adj, n)	<i>all one word</i>	step-on (adj, n)
standard bearer	statue (sculpture)	stepped-up (um)
standard gauge (adj, n)	stature (height)	steppingstone
standard operating procedure	statute (law)	step-up (adj, n)
standard time	status quo	step up (v)
standby (adj, n)	statute book	stereo (cf)
stand by (v)	statute mile	<i>all one word</i>
standdown (adj, n)	stay-at-home (adj, n)	sterncastle
stand down (v)	staysail	stern-faced (um)
standfast (adj, n)	steamboat	stern-looking (um)
stand fast (v)	steam-driven (um)	sternmost
stand-in (adj, n)	steam engine	sternpost
stand in (v)	steamer-borne (um)	stern wheel
standoff (adj, n)	steamer line	stern-wheeler
stand off (v)	steamfitter	stick-in-the-mud (nonliteral)
standoffish	steamfitting	stickout (adj, n)
standout (adj, n)	steam heat	stickpin
stand out (v)	steamline	stick-to-it-iveness
standpat (adj, n)	steampipe	stickup (adj, n)
stand pat (v)	steampant	stiff-backed (um)
standpipe	steampower (n)	stiff-necked (um)
standpoint	steam powerplant	stillborn
standstill (adj, n)	steam-propelled (um)	still life
stand still (v)	steamroll (v)	still-lingering (um) (etc)
standup (adj, n)	steamroller (adj, n)	still-to-be- (um)
stand up (v)	steamship	stimulus, stimuli
starboard	steam table	stir-up (adj, n)
star-spangled (um)	steel-cased (um)	stockholder
startup (adj, n)	steelclad	stockholding
start up (v)	steel-framed (um)	stock-in-trade
state-aided	steel-hard (um)	stockpile
statehood	steelhead	stockpot
state of the art (n)	steelmaking	stock-still (um)
state-of-the-art (um)	steel mill	stocktaking
state of the union	steelplate	stockyard
state of war (n)	steel-producing (um)	stokehold
state-of-war (adj)	steel wool	stone-cold (um)
state-owned	steelworker	stonecutter
stateroom	steelworks	stonecutting
state's evidence	steep-rising (um)	stone-dead (um)
stateside	steep-walled (um)	stone-deaf (um)
statesman	stempost	stonehand (printing)
statesmanlike	stenciled, -ing	stonemason
stateswoman	stenciler	stone proof (printing)
statewide	steno (cf)	stone wall (n)
stationary (fixed)	<i>all one word</i>	stonewall (nonliteral) (v)
stationery (paper)	stepchild (etc)	stopclock
station house	stepdown (adj, n)	stopcock
stationmaster	step-in (adj, n)	stopgap

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stoplight	streamflow	subject matter expert
stopoff (adj, n)	streamline	subject-object
stop off (v)	streamlined	subter (pref)
stopover (adj, n)	streamside	all one word
stop over (v)	streetcar	succor
stopwatch	streetsmart	such-and-such
storage room	streetwise	suck-in (adj, n)
storefront	stretchout (adj, n)	sugar beet
storm-swept (um)	strikebreaker	sugarcane
storm-tossed (um)	strike-in (adj, n)	sugar-coat (v)
storyboard	strikeout (adj, n)	sugar-coated (um)
storyteller	strikeover (adj, n)	sugar-cured (um)
storytelling	strip mine (n)	sugar mill
storywriting	strip-mine (v)	sulfa (cf)
stouthearted	striptease	all one word
stoutheartedness	strong-arm (adj, v)	sulfo (cf)
stovepipe	strongback (nautical)	all one word
stowaway (adj, n)	strong-backed (um)	sulfon (cf)
stow away (v)	strongbox	all one word
slowdown (adj, n)	stronghearted	sulfureted, -ing
straightaway	stronghold	summer school
straight-backed (um)	strongman (nonliteral)	summertime (season)
straight-cut (um)	strong-minded (um)	sun-baked (um)
straightedge	strongpoint (military fortification)	sunbath (n)
straight-edged (um)	strong point (personal forte)	sunbathe (v)
straight face	strong-willed (um)	sunbeam
straight-faced (um)	stuckup (n, um)	sunblind
straightforward	stumblingblock	sun blindness
straight-legged (um)	stylebook	sunburn
straight line	style guide	sunburst
straight-lined (um)	style manual	sun-cured (um)
straight-out (n, um)	style sheet	sundial
straight time	stylus, styluses	sundown
straight-up (um)	sub (pref)	sun-dried (um)
straitjacket	subarctic	sun-dry (v)
straitlaced	subbalance	sunglare
stranglehold	subbasement	sunglass
S-trap	subcommittee	sunglow
straphanger	sub-Himalayan (etc)	sunlamp
strap-on (adj)	submachinegun	sunlit
strap on (v)	subpolar	Sunna
strato (cf) all one word	subpoena, -ed	Sunni
stratum, strata	sub rosa	sunray
straw-built (um)	Sub-Saharan Africa (n)	sunrise
strawhat	Sub-Saharan African (um)	sunset
strawman (nonliteral)	subspecies	sunshade
straw-roofed (um)	substandard	sunshine
straw vote	sub-subcommittee	sunspot
streambank	subsystem	sunstroke
streambed	rest one word	sun-synchronous (um)
		suntan

sunup	switchback	take-home (adj, n)
super (pref)	switchblade	take home (v)
supercharger	switchboard	take-in (adj, n)
super-Christian (etc)	switch box	take in (v)
superegoist	switchgear	takeoff (adj, n)
superhigh frequency (n)	switchplate	take off (v)
superhigh-frequency (um)	switch tower	takeout (adj, n)
superhighway	switchyard	take out (v)
supermarket	swiveled, -ing	takeover (adj, n)
superpower	swiveleye	take over (v)
supersensitive	swivel-eyed (um)	takeup (adj, n)
super-superlative	swordplay	take up (v)
rest one word	S-wrench	talesteller
supra (pref)	syllabus, syllabuses	talking-to (n)
supra-auditory	symposium,	tally board
supra-Christian (etc)	symposiums	tally room
supranational	ylvan	tank car
rest one word	syn (pref)	tankship
sur (pref)	all one word	tapdance
all one word	sync, -ed, -ing	tape-record (v)
sure-fire (um)	synchrocyclotron	tape-tied (um)
sure-footed (um)	synchromesh	taproot
sure thing	synchrotron	tap-tap
surface ship (adj, n)	synopsis, synopses	targeted, -ing
surface water	Syro-Arabian (etc)	targetable
surveil, -led, -ling	syrup	targeter
surveillance		tariff-protected (um)
survivability		tarp-covered (um)
swallow-tailed (um)		tar-paved (um)
swadive	T	tarpot
swansong	tableau, tableaus	task force
swapout (adj, n)	tablecloth	taskmaster
swayback (adj, n)	table-shaped (um)	tasseled, -ing
sway-backed (um)	tablespoon	tattletale
sway-brace (v)	tabletop	tax collector
swearing-in (adj, n)	taboo	tax dodger
sweatband	tailfirst	tax-exempt (um)
sweepback (aviation) (adj, n)	tailgate	tax form
sweepforward (aviation) (adj, n)	tail-heavy (um)	tax-free (um)
sweepstakes	tailhook	taxi, taxis
sweepthrough (adj, n)	tailormade	taxibus
sweptback (n, um)	tailpipe	taxicab
sweptforward (n, um)	tailrace	taxied, -ing
sweptwing (n, um)	tailspin	taximeter
swift-footed (um)	tailstock	taxistand
swift-running (um)	tail-up (n, um)	taxpayer
swimsuit	tailwheel	taxpaying
swingbar	tailwind	tax-supported (um)
swing shift	take-all (n)	T-beam
swingstock	takeaway (adj, n)	T-boat
swingwing	take away (v)	T-bone
	takedown (adj, n)	
	take down (v)	

CHAPTER 7

tea-colored (um)	test-fly (v)	third-quarter (adj)
teacup	test-launch (v)	third-rate (um)
teakettle	test range	third-rater
teammate	tete-a-tete	thoroughbred
teamplay	tetra (cf)	thoroughfare
teamplayer	<i>all one word</i>	thoroughgoing
teamwork	text (n, v)	thought-out (um)
teapot	textbook	thought-provoking (um)
teardown (adj, n)	text box	thousandfold
tear down (v)	text-message (adj, v)	thralldom
teardrop	text message (n)	threadbare
teargas, -sed (v)	thanksgiving (gratitude)	threadworm
tear gas (adj, n)	thatch-roofed (um)	three-cornered (um)
tearline	theater	three-dimensional (adj)
tear-off (adj, n)	theatergoing	<i>or 3-D</i>
tear-out (adj, n)	theaterwide	threefold
tear-stained (um)	thenceforth	three-in-hand
teaspoon	then-ruling (um)	threepenny (nail)
technique	then-troublesome (um) (etc)	three-piece (um)
techno (pref)	theo (cf)	three-ply (um)
technobabble	<i>all one word</i>	threescore
technological	theologico (cf)	threesome
technophobia	<i>all one word</i>	three-square
<i>all one word</i>	thereabout(s)	threshold
technology transfer	thereafter	throughout
teenage (adj)	thereat	throughput
teenager	thereby	through road
teetotaler	therefore	throwaway (adj, n)
tele (cf)	therefrom	throw away (v)
telecommunication(s)	therein	throwback (adj, n)
<i>all one word</i>	thereof	throw back (v)
teleo (cf)	thereon	throw-in (adj, n)
<i>all one word</i>	thereto	throw line
telltale	thereupon	throwoff (adj, n)
telo (cf)	therewith	throw-on (adj, n)
<i>all one word</i>	thermo (cf)	throwout (adj, n)
temporo (cf)	<i>all one word</i>	throw weight (adj, n)
temporo-occipital	thesis, theses	thrust-pound
<i>rest one word</i>	thickset (adj, n)	thumb drive
tender boat	thickskinned	thumbmark
tenderfoot	thick-wooded (um)	thumb-marked (um)
tender-footed (um)	thick-woven (um)	thumbnail
tenfold	think tank	thumbprint
tenpenny (nail)	thinset (um)	thumbscrew
tentpole	thinskinned	thumbs-up (adj, n)
terminus, termini	third-class (adj)	thumbtack
terra cotta	third-country (adj)	thunderbolt
terra firma	third-degree (adj)	thunderclap
territorywide	third-generation (adj)	thundercloud
test bed	thirdhand (adj, adv)	thunderhead
test-fire (v)	third-party (adj)	thundershower

thunderstorm	timeslip	tomorrow
thunderstruck	timeslot	tone box
tick-borne	timespan	tone-deaf (um)
ticketholder	time-stamp (v)	toneup (adj, n)
ticket seller	timetable	tongue-lash (v)
tidal wave	time-urgent (um)	tongue lashing
tideland	timewaster	tonguetied
tidemark	timewasting	tongue twister
tidetable	timeworn	tongue-twisting (um)
tidewater	tinfoil	tonight
tide-worn (um)	tinhorn	ton-kilometer
tieback (n)	tin-lined (um)	ton-mile
ties, tying	tinpan	ton-mileage
tiedown (adj, n)	tinplate	toolbag
tie-in (adj, n)	tin-plated (um)	toolbar
tie in (v)	tin-roofed (um)	toolkit
tie-on (adj, n)	tintype	toolshed
tiepin	tip-in (adj, n)	toolshop
tieup (adj, n)	tipoff (adj, n)	toolsmith
tie up (v)	tip off (v)	tool steel
tightfisted	tiptoe	toolwork
tight-fitting (um)	tiptop	toothache
tightlipped	tip-up (um)	tooth and nail
tightrope	tiresome	toothbrush
tightwad	T-iron	toothmark
tightwire	titer	toothpaste
timberjack	tit for tat	toothpick
timberland	titleholder	toothsome
time being	title-holding (um)	top brass
time bomb	title page	topcoat
timecard	title-winning (um)	top cover
timeclock	T-jetty	top-down (um)
time-consuming (um)	to-and-fro	top drawer
timeframe	tobacco(s)	topflight (adj)
time-honored (um)	tobacco-growing (um)	tophat
timekeep (v)	today	top-hatted (um)
timekeeper	to-do (adj, n)	topheavy
timekilling	toecap	topknot
timelag	toehold	top-level (adj)
timeline	toe-in (adj, n)	topline
timelock	toenail	topliner
timeout (adj, n)	toeprint	topmark
timepiece	toilsome	topmast
timesaver	tollbar	topmost
timesaving	tollbooth	topnotch (nonliteral)
time-sensitive (um)	toll bridge	topo (cf)
timeserver	tollgate	all one word
time-share	toll line	top-quality (adj)
timesheet	toll road	topsail
timeshift	toltaker	top-secret (um)
timeshifting	tommygun	

CHAPTER 7

topside (nautical)	trade union	travelog
topsoil	trade unionism	travel-worn (um)
topsy-turvy	trade unionist	trawlnet
torchlight	trade wind	treasure-filled (um)
torchlit	trafficking	treasure house
tormenter	T-rail	treasure-laden (um)
torpedo boat	trailblazer	treatybound
torpedo mine	trailblazing	treatybreaking
torpedo room	trailbreaker	treatymaking
torpedo tube	trail-marked (um)	treaty-sealed (um)
torquemeter	trailside	tree-clad (um)
torsion bar (adj, n)	trainborne	tree line
tossup (adj, n)	traincrew	tree-lined (um)
totaled, -ing	training camp	tree-ripe (um)
touch and go	training ship	treetop
touchback (adj, n)	trainload	tree trunk
touchdown (adj, n)	trainmaster	trellis-covered (um)
touchpad	trainwreck	trenchcoat
touchscreen	trainyard	trenchfoot
touchup (adj, n)	tramcar	trenchmouth
tough-minded (um)	tramline	tri (cf)
tough-skinned (um)	trammed, -ing	tricolor
toward	tram rail	trifocal
towaway	tramway	tri-iodide
toweled, -ing	tranquilize(r)	tri-ply (um)
towhead	tranquillity	tripartite
to wit	trans (pref)	tripresidency
townhall	transalpine	triservice
town meeting	transatlantic	tristate
township	trans-Canadian (etc)	rest one word
townside	transcontinental	tribesman
townspeople	transisthman	tribespeople
towpath	transpacific	trim-cut (um)
towrope	transship	trinitro (cf)
trackball	rest one word	all one word
track-mobile (um)	trans fat	triphammer
trackside	transfer, -red, -ring	triple-edged (um)
tractor-trailer	transferable	trifold
trade board	transferal	triple play
tradecraft	transferor	tripwire
trade-in (adj, n)	transited, -ing	Trojan horse
trade in (v)	transit time	trolley
trademark	transmit, -ted, -ting	trolley bus
trade name	transmittal	trolley car
tradeoff (adj, n)	transponder (electronics)	trolley line
trade off (v)	transporter-erector-launcher	trooplift
trade school	transshipment	troopship
tradesman	trapdoor	troop train
tradespeople	trapshoot	troop training (adj, n)
tradesperson	traveled, -ing	tropo (cf)
tradeswoman	traveler	all one word

trouble-free (um)	turned-on (um)	typeface
troublemaking	turned-out (um)	typescript
troubleshooter	turned-over (um)	typeset
troublesome	turn-in (adj, n)	typesetting
trouble spot	turn in (v)	typewrite (v)
troweled, -ing	turnkey	typewriting
truckborne	turnoff (adj, n)	typo (cf)
truckdriver	turn off (v)	all one word
but delivery truck driver (etc)	turnout (adj, n)	tyro
truckline	turn out (v)	
truckload	turnover (adj, n)	
truckstop	turn over (v)	
truck tractor	turnpike	
truck trailer	turnscrew	
true-blue (um)	turnstile	
trunkline	turntable	
try-on (adj, n)	turn-to (n)	
tryout (adj, n)	turnup (adj, n)	
T-scale (score)	turret deck	
T-shape (n)	turret gun	
T-shaped	turret ship	
T-shirt	turtleback	
T-square	twelve-fold	
tube-fed	twenty-first	
tube-feed (v)	twentyfold	
tugboat	twenty-one	
tug of war	twice-born (um)	
tuneup (adj, n)	twice-told (um)	
tune up (v)	twice-reviewed	
tunnel-boring (um)	twin boat	
tunneled, -ing	twin-engine (adj)	
tunneler	twin-jet (adj)	
tunnel-shaped (um)	twin-motor (um)	
turbo (cf)	twin-screw (adj)	
turbo-ramjet (um)	two-a-day (um)	
rest one word	two-faced (um)	
turf-covered (um)	twofold	
Turko-Greek (etc)	two-handed (um)	
turnabout (adj, n)	twopenny (nail)	
turn about (v)	two-piece (adj)	
turnaround (adj, n)	two-ply (um)	
turn around (v)	two-seater	
turnback (adj, n)	two-sided (um)	
turn back (v)	twosome	
turnbuckle	two-striper	
turncoat	two-thirds	
turndown (adj, n)	two-up (adj, n)	
turn down (v)	two-way (adj)	
turned-back (um)	two-wheeler	
turned-down (um)	typecase	
turned-in (um)	typecast	

U

U-boat
U-cut
Uighur
ulama (variant of ulema)
ulema
ultra (pref)
 ultra-ambitious
 ultra-atomic
 ultra-English (etc)
 ultrahigh frequency (n)
 ultrahigh-frequency (adj)
 ultrahigh-performance (adj)
 ultrahigh-speed (adj)
 ultrahigh-voltage (adj)
 ultra-large-scale (adj)
 ultralow frequency (n)
 ultralow-frequency (adj)
ultraorthodox
ultrarightwing
ultrashortwave
ultrasonic
ultraviolet
 rest one word
U-magnet
un (pref)
 un-American (etc)
 unapparent
 uncalled-for (um)
 undamaged
 unheard-of (um)
 un-ionized (um)
 unMIRVed
 unself-conscious
 unsent-for (um)
 unthought-of (um)
 rest one word
under (pref)
 underage (deficit) (n)
 underage (too young) (adj, n)
 under contract

CHAPTER 7

undercover (um)	upper hand	vertebra, vertebrae
under cultivation (being tilled)	upper-income (um)	very-high frequency (n)
undercultivation (insufficient)	upper-middle-class (um)	very-high-frequency (adj)
underdog	uppermost	very-low frequency (n)
undergo	uprange	very-low-frequency (adj)
underground	uprate	vice admiral
under-ice (adj)	upriver	vice-admiralty
undermanned	upstairs	vice chairman
under oath	upstate	vice-chairmanship
under obligation	upstream	vice chancellor
under orders	upswing	vice consul
underpriced	uptake	vice-consulate
under secretary	uptight (adj, n)	vice-consulship
under-secretaryship	up-to-date	vice governor
understrength (adj)	uptown	vice-governorship
under suspicion	uptrend	vice minister
under-the-counter (um)	upturn	vice-ministry
under way	upward	vice-presidency
underway (ship)	upwind	vice president
under-ice (um)	U-rail	vice-president-elect but Vice President-elect Smith
as prefix, one word	used-car (um)	vice-presidential
uni (cf)	user-friendly (um)	vice regent
unicellular	user name	vice versa
unilateral	U-shaped	videotape (n, v)
uni-univalent	utopia	videotape recording
rest one word	U-tube	video teleconference
union-made (um)	U-turn	viewfinder
union shop		viewpoint
up-anchor (um, v)		vine-covered (um)
up-and-comer		virtuoso, virtuosos
up-and-coming (um)		visa, -ed, -ing
up and up		vis-a-vis
upbeat		V-neck
upcountry		voicemail
update		voltammeter
up-echelon (adj)		volt-ampere
upend (v)		voltmeter
up-front (um)		voltohmometer
upgrade		volt-second
upgradient		vortex, vortexes
upkeep		votable
uplift		vote-casting (um)
up-link		votegetter
upload		vote-getting (um)
uppercase (printing)		vote-rigging (um)
upper-class (um)		vowbreaker
upperclassman		V-shaped
uppercrust (adj, n)		V-type
uppercut		vulcanize

W

wage earner
 wage-earning (um)
 wage scale
 waistband
 waistbelt
 waistcoat
 waist-deep (um)
 waist-high (um)
 wait-and-see (adj)
 waiting list
 waiting period
 waiting room
 waitlist
 wake-up (adj, n)
 walkaround (adj, n)
 walkaway (adj, n)
 walkie-talkie
 walk-in (adj, n)
 walk in (v)
 walk-on (adj, n)
 walk on (v)
 walkout (adj, n)
 walk out (v)
 walkthrough (adj, n)
 walkup (adj, n)
 walk up (v)
 walled-in (um)
 walled-up (um)
 wall-like
 wallpaper
 wallplate
 war-disabled (um)
 wardship
 warfare
 warfighting
 war game (n)
 war-game (adj, v)
 wargaming (n)
 warhead
 warhorse (nonliteral)
 warlike
 war-made (um)
 warmaking
 warmblooded
 warmed-over (um)
 warmonger
 warmup (adj, n)
 warm up (v)
 warpath
 war plan

warranter
 warrantor (law)
 warranty
 warship
 war-swept (um)
 wartime
 war-torn
 war-waging (um)
 war-wearied (um)
 war weariness
 war-weary (um)
 war-winning (um)
 washbasin
 washcloth
 washdown (adj, n)
 washed-out (um)
 washed-up (um)
 wash-in (adj, n)
 washoff (adj, n)
 washout (adj, n)
 wash out (v)
 washrag
 washstand
 washup (adj, n)
 wash up (v)
 wastebasket
 wastepaper
 wastewater
 watchband
 watchdog
 watchlist
 watchman
 watchstander
 watchtower
 watchword
 waterbag
 water-bearing (um)
 water body
 waterborne
 watercolor
 water-colored (um)
 water-cool (v)
 water-cooled (um)
 watercourse
 watercraft
 water-cut
 waterdrop
 waterfall
 water-filled (um)
 waterflood
 waterflow
 waterfog
 water-free (um)
 waterfront
 watergate
 waterhead
 waterhole
 water-laden (um)
 water level
 waterline
 water-lined (um)
 waterlog
 waterlogged
 water main
 waterman
 watermark (as on
 stationery)
 but high water mark
 waterpower
 waterproof
 waterproofing
 water-rot (v)
 water-sharing (um)
 watershed
 waterside
 waterski
 water-soak (v)
 water-soaked (um)
 water-soluble (um)
 waterspout
 waterstain
 water table
 watertight
 waterwall
 waterway
 waterworks
 watt-hour
 wattmeter
 watt-second
 wave band
 wave-cut (um)
 waveform
 waveguide
 wave-lashed (um)
 wavelength
 wavemeter
 wave-on (adj, n)
 waveoff (adj, n)
 wave-swept (um)
 wave-worn (um)
 wayback (adj, n)
 wayfarer

CHAPTER 7

waylaid	well-drained (um)	whatsoever
waylay	well-drilling (um)	wheatfield
waymark	well-equipped (um)	wheatgrower
waypoint	well field	wheatland
wayside	well-grown (um)	wheat-rich (um)
way station	wellhead	wheatstalk
way-up (adj, n)	wellhouse	wheelbarrow
weak-eyed (um)	well-informed (um)	wheelbase
weak-kneed (um)	well-kept (adj)	wheelbox
weakminded	well-known (um)	wheelchair
weaponmaking	well-looking (um)	wheel-cut (um)
weapon system(s)	well-off (adj)	wheeler-dealer
weasel-worded (um)	well-positioned (um)	wheelhouse
weatherbeaten	well-read (adj)	wheelpower
weather-borne (um)	well-regarded (um)	wheelspin
weathercock	well-set-up (um)	wheelwright
weather-hardened (um)	well-settled (um)	whenever
weather map	well-spoken (adj)	when-issued (um)
weather-marked (um)	wellspring	whereabouts
weatherproof	well-thought-of (um)	whereafter
weatherproofing	well-thought-out (um)	whereas
weatherstrip	well-to-do (adj)	whereat
weatherworn	well-trained (um)	whereby
web browser	well-wisher	wherefore
webcam	well-wishing (um)	wherefrom
webcast	well-worn (um)	wherein
web-crawling	well water (adj, n)	whereof
web feed	welterweight	whereon
web forum	W-engine	whereto
web hosting	westbound	whereunder
webinar	west-central (um)	whereupon
webmaster	west end	wherever
webpage	western (direction)	wherewith
web server	Western (relating to countries of the West)	wherewithal
website	Western-government- backed (um)	whet (stimulate)
weed-choked (um)	West European (um)	whichever
weekday	Western Europe (n)	whimsy
weekend	westernmost	whipcord
weeklong (adj)	west-facing (um)	whip hand
week-old (adj)	westgoing	whiplash
weighbridge	west-northwest	whipsaw
weigh-in (adj, n)	west-southwest	whirlpool
welder	westward	whirlwind
well-armed (um)	wetland	whiskey(s)
well-being (n)	wharf boat	whistlestop
well-born (adj)	wharfhand	white book (diplomatic)
well-bred (adj)	wharfside	whitecap (nonliteral)
well-clad (um)	whatever	whitecoat (n)
well-deserving (um)	whatnot (n)	white-collar (nonliteral) (adj)
well-doer		white flag
well-doing (n, um)		white goods

white-hot (um)	windowpane	within
white lie	windowshopping	without
whiteout (um, v)	windowsill	withstand
white paper	windpipe	woeful
whitewash	windpower	wolfhound
whoever	windproof	wolfpack
wholehearted	windrow	woodblock
wholesale	windscreen	wood-built (um)
wholesome	windshield	woodcut
whomsoever	windsock	wooden-hulled (um)
whosoever	windspeed	woodland
wide-angle (adj)	windstop	wood-lined (um)
wide-area (adj)	windstorm	woodlot
wide-awake (adj)	windstream	wood-paneled (um)
wideband (adj)	windswept	woodpile
wide-body (adj, n)	windup (n, um)	wood-planing (um)
wide gauge	wind up (v)	woodprint
widemouthed	windward	woodpulp
wide-open (um)	windworn	woodshed
wide-ranging (um)	wing flap	woodside
wide-scale (adj)	wingless	woodstock
widespread	wing-loading (um)	wood-walled (um)
wide-spreading (um)	wingnut	woodwork
widthwise	wing-shaped (um)	woodworking
WiFi	wingspan	woolen
wiki	wingspread	woolgatherer
wild card	wingtip	woolgathering
wildcat	wingwalker	wool-lined (um)
wild-eyed (um)	wingwall	woolly
wildfire	winterkill	woolshearing
wild land	winterproof	woolworking
wildlife	winter-sown (um)	wordbook
wild man	wintertime	wordbuilding
willful	winter wheat	word combination
willpower	wire-caged (um)	wordcraft
willy-nilly	wire-cut (um)	word-for-word (adj, adv)
windbag	wirecutter	wordlist
windblown	wire-haired (um)	word-of-mouth (adj, adv)
windborne	wireless	word of mouth (n)
windbreak	wire line	word-perfect (um)
windbreaker	wirephoto	wordplay
windchill	wirepuller	word-processing (adj)
winddown (n, um)	wiretap	word processing (n)
wind down (v)	wire-wound (um)	workaday (adj, n)
windfall	wisecrack	workaround (adj, n)
windflow	wise guy	workbench
windjammer	wise man	workday
windlass	wishbone	workflow
windmill	witch hunt	workforce
window-cleaning (um)	withdraw	workhorse
window-dressing (um)	withhold	work hour

working-class (adj)
 working-level (adj)
 workingman
 workingwoman
 workload
 workman
 workmanlike
 workmanship
 work order
 workout (adj, n)
 workplace
 worksaving
 worksheet
 work shift
 workshoe
 workshop
 worksite
 workspace
 workstand
 workstation
 workstream
 worktable
 worktime
 workup (adj, n)
 workweek
 workyard
 workyear
 world-class (adj)
 world consciousness
 world line
 world power
 worldview
 world-weary (adj)
 worldwide
 World Wide Web
 worndown (um)
 wornout (um)
 worrywart
 worshiped, -er, -ing
 worst case
 worthwhile
 wraparound (adj, n)
 wrap-up (adj, n)
 wrap up (v)
 wristband
 wristbone
 wristlock
 wristwatch
 writeback (adj, n)
 write-in (adj, n)
 write in (v)

writeoff (adj, n)
 write off (v)
 writeup (adj, n)
 write up (v)
 wrongdoer
 wrong-ended (um)
 wrong-minded (um)
 wrong-thinking (um)
 wrought iron
 wrought-up (um)
 W-shaped
 W-surface
 W-type

X

X-body
 X-ed
 X-ray
 X-virus
 X-shaped

Y
 yardarm
 yard-deep (um)
 yard-long (um)
 yardstick
 yard-wide (um)
 Y-chromosome
 yearbook
 yearday
 yearend
 year-hour (um)
 yearlong (um)
 year-old
 year-round
 yellowcake (uranium)
 yellow fever
 yes-man
 yesteryear
 Y-joint
 Y-level
 young-looking (um)
 youth-centric (adj)
 youthlike
 Y-potential
 Y-shaped
 Y-track
 Y-tube

Z
 zakat
 Z-bar
 Z-chromosome
 zeppelin
 zero(s)
 zero-day (adj)
 zero-dimensional (um)
 zero-emission (adj)
 zero-gravity (um)
 zero-option (um)
 zero-sum (um)
 zigzag
 zinc-coated (um)
 zinc-white (um)

APPENDIX: Metric and English Conversion Factors

Although an appendix is not an essential part of every book, the possibilities and uses of the device are many. Some kinds of material properly relegated to an appendix are explanations and elaborations that are not essential parts of the text but are helpful to a reader seeking further clarification; texts of documents, laws, and so forth, illustrating the text; and long lists, survey questionnaires, or sometimes even charts or tables. The appendix should not be a repository for raw data that the author was unable to work into the text.

—*The Chicago Manual of Style*

APPENDIX: Metric and English Conversion Factors

Conversion factors in boldface are exact. All others are approximate and are given to four significant figures.

Length/Distance

To Convert	Multiply by	To Obtain
millimeters	0.03937	inches
centimeters	0.3937	inches
meters	3.281	feet
meters	1.094	yards
kilometers	3281	feet
kilometers	0.6214	miles (statute)
kilometers	0.5400	miles (nautical)
inches	25.4	millimeters
inches	2.54	centimeters
feet	0.3048	meters
feet	0.0003048	kilometers
yards	0.9144	meters
miles (statute)	1.609344	kilometers
miles (nautical)	1.852	kilometers
miles (statute)	0.8690	miles (nautical)
miles (nautical)	1.151	miles (statute)

Area

To Convert	Multiply by	To Obtain
square centimeters	0.1550	square inches
square meters	10.76	square feet
square meters	1.196	square yards
square meters	0.0002471	acres
square meters	0.0001	hectares
square inches	6.4516	square centimeters
square feet	0.09290	square meters
square yards	0.8361	square meters
acres	4047	square meters
acres	0.4047	hectares
hectares	10,000	square meters
hectares	2.471	acres

Mass

To Convert	Multiply by	To Obtain
kilograms	2.205	pounds (avoirdupois)
metric tons	1.102	short tons
metric tons	0.9842	long tons
pounds (avoirdupois)	0.45359237	kilograms
short tons	0.9072	metric tons
long tons	1.016	metric tons

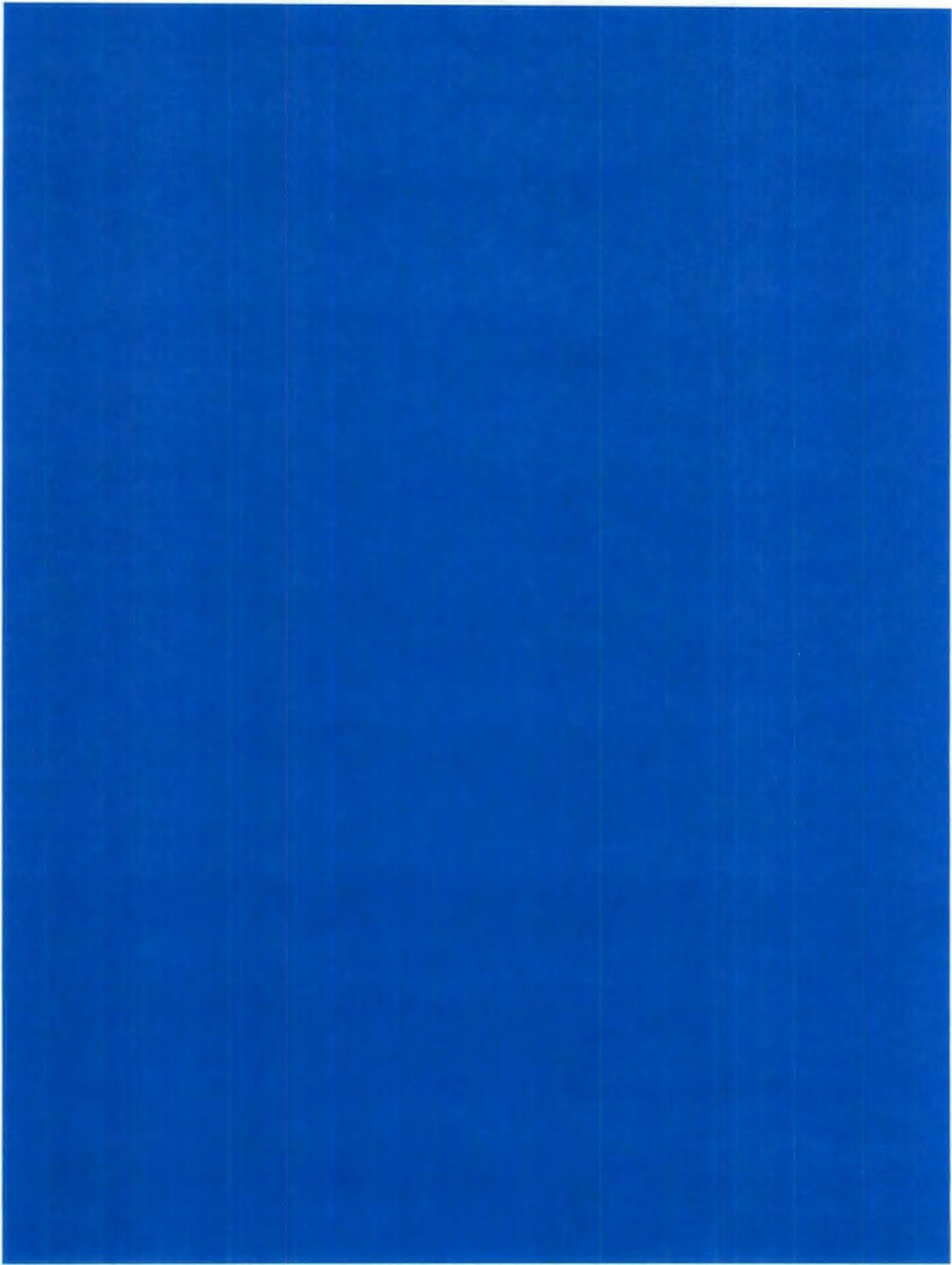
Volume

To Convert	Multiply by	To Obtain
liters	0.2642	gallons
liters	0.008386	barrels (U.S. liquid)
liters	0.006290	barrels (POL)
liters	0.001	cubic meters
cubic meters	1000	liters
cubic meters	264.2	gallons
cubic meters	35.31	cubic feet
cubic meters	8.386	barrels (U.S. liquid)
cubic meters	6.290	barrels (POL)
cubic meters	1.308	cubic yards
gallons	3.785	liters
gallons	0.1337	cubic feet
gallons	0.03175	barrels (U.S. liquid)
gallons	0.02381	barrels (POL)
gallons	0.003785	cubic meters
cubic feet	7.481	gallons
cubic feet	0.2375	barrels (U.S. liquid)
cubic feet	0.1781	barrels (POL)
cubic feet	0.02832	cubic meters
cubic yards	0.7646	cubic meters
barrels (U.S. liquid)	119.2	liters
barrels (U.S. liquid)	31.5	gallons
barrels (U.S. liquid)	4.211	cubic feet
barrels (U.S. liquid)	0.1192	cubic meters
barrels (POL)	159.0	liters
barrels (POL)	42	gallons
barrels (POL)	5.615	cubic feet
barrels (POL)	0.1590	cubic meters

Temperature

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \div 1.8$$

$$^{\circ}\text{F} = (^{\circ}\text{C} \times 1.8) + 32$$



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