

DIVISION OF PARKS AND RECREATION

Guideline #20	Style Manual and Punctuation Guide	Date 8-23-89
Originator Reuter		

DIRECTOR'S AND EDITOR'S STATEMENT

This style manual and punctuation guide establishes writing policies for the N.C. Division of Parks and Recreation. It is designed to eliminate confusion in memoranda, reports, studies, newsletter articles, brochures and correspondence. The manual is to be used in conjunction with the Division's Correspondence Guidelines (No. 1).

Most of the Division's employees are authors. Words flow by the millions in the conduct of public business. This manual is for authors who compose correspondence, route memos, develop reports, dictate policies, explain procedures and create copy for publications, such as "Tar Heel Trails" and "The Courier."

Conformity in composition makes every author's job a little easier. When the composition is free of errors and easy to read, the Division communicates very well.

While the style manual has been designated as guideline No. 20 for the Division, it deviates from the standard guideline format. The manual has been published in a format which facilitates its use as a writing tool; all entries are arranged in alphabetical order for quick reference.

Several entries, such as **government bodies**, **numerals** and **possessives**, are examined in more detail than others. These entries are listed in the table of contents. The **punctuation guide** in the back of the manual outlines the use of commas, periods, quotation marks, etc.

It is not necessary to study this manual from cover to cover. However, it has been provided to answer questions about capitalization, correct usage, proper abbreviations and punctuation. The manual should be kept in a convenient place and made available for use by all employees.

Used much like a dictionary, the manual also serves to clarify Division nomenclature and eliminate confusion.

That is the purpose of this manual. We hope it helps. Any suggestions for improvements of future editions would be welcomed.

Sincerely,

William W. Davis

William W. Davis, Ph.D.

Donald G. Reuter
Donald G. Reuter



TABLE OF CONTENTS

(1)	Abbreviations and Acronyms	1
(22)	Capitalization	4
(55)	Directions and Regions	10
(69)	Essential Clauses, Non-essential Clauses	12
(87)	Government Bodies	16
(120)	Legislative Titles	21
(135)	Military Titles	23
(161)	Numerals	28
(166)	Organizations and Institutions	30
(183)	Plurals	33
(187)	Possessives	35
(247)	Titles	46
(257)	Verbs	48
(261)	Weather Terms	49
	A Guide to Punctuation	51



1. **abbreviations and acronyms** - A few universally recognized abbreviations are required in some circumstances. But in general, avoid alphabet soup. Do not use abbreviations or acronyms which the reader would not quickly recognize.

BEFORE A NAME: Abbreviate the following titles when used before a full name outside direct quotations: Dr., Gov., Lt. Gov., Mr., Mrs., Rep., Sen., the Rev. and certain military designations listed in the **military titles** entry. Spell out all except Dr., Mr., Mrs., and Ms. when they are used before a name in a direct quotation.

AFTER A NAME: Abbreviate junior or senior after an individual's name. Abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity. EXAMPLE: Duke Power Co.

WITH DATES OR NUMERALS: Use the abbreviations a.m., p.m., No. and abbreviate certain months when used with the day of the month. See **months**.

Right: At 9:30 a.m.; in Room No. 6; Sept. 16.

Wrong: Early in the a.m. he asked for the No. of your room.
The abbreviations are correct only with figures.

Right: Early this morning he asked for the number of your room.

IN NUMBERED ADDRESSES: Abbreviate avenue (Ave.), boulevard (Blvd.), and street (St.) in numbered addresses. He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave.

STATES AND NATIONS: The names of certain states in the United States are abbreviated with periods in some circumstances. See **states**.

AVOID AWKWARD CONSTRUCTION: Do not follow an organization's full name with an abbreviation or acronym in parenthesis or set off by dashes. If an abbreviation or acronym would not be clear on a second reference without this arrangement, do not use it. Names not commonly before the readers should not be reduced to acronyms solely to save a few words.

EXAMPLE: The Division of Parks and Recreation in the N.C. Department of Environment, Health and Natural Resources

Second Reference: William W. Cobey Jr. is the secretary of EHNR.

2. **academic degrees** - If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John James, who has a doctorate in psychology.
Use an apostrophe in bachelor's degree, a master's, etc.
Use such abbreviations as B.A., M.A., LL.D. and Ph.D. only

when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name - never after just a last name.

When used after a name, an academic abbreviation is set off by commas: Daniel Moynihan, Ph.D., spoke.

Do not precede a name with a courtesy title for an academic degree and follow it with an abbreviation for the degree in the same reference:

Wrong: Dr. Sam Jones, Ph.D.

Right: Dr. Sam Jones, a chemist.

3. **academic departments** - Use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department.
4. **academic titles** - Capitalize and spell out formal titles such as professor, chancellor, chairman, etc., when they precede a name. Lowercase elsewhere. Lowercase modifiers such as history Professor Oscar Handlin or department in department Chairman Jerome Wiesner.
5. **administration** - Lowercase: the administration, the president's administration, the governor's administration, the Reagan administration. Capitalize when referring to the section in the N.C. Division of Parks and Recreation: The Administration Section is located in the Archdale Building in Raleigh.
6. **affect, effect** - Affect, as a verb, means to influence: The game will affect the standings. Affect, as a noun, is best avoided. It occasionally is used in psychology to describe an emotion, but there is no need for it in everyday language. Effect, as a verb, means to cause: He will effect many changes in the company. Effect, as a noun, means result: The effect was overwhelming. He miscalculated the effect of his actions. It was a law of little effect.
7. **ages** - Always use figures. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. When the context does not require years or years old, the figure is presumed to be years. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens. EXAMPLES: A 5-year-old boy, but the boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The law is 8 years old. The race is for 3-year-olds. The woman is in her 30s (no apostrophe).
8. **allege** - The word must be used very carefully. Some guidelines:
 - Avoid any suggestion that the writer is making an

allegation.

- Specify the source of an allegation. In a criminal case, it should be an arrest record, an indictment or the statement of a public official connected with the case.
- Use alleged bribe or similar phrase when necessary to make it clear that an unproved action is not being treated as a fact.

Be sure the source of the charge is specified elsewhere in the story.

- Avoid redundant uses of alleged. It is proper to say: The district attorney alleged that she took a bribe. Or: The district attorney accused her of taking a bribe. But not: The district attorney accused her of taking an alleged bribe.

- Do not use alleged before an event that is known to have occurred when the dispute is over who participated in it. Do not say: He attended the alleged meeting when what you mean to say is: He allegedly attended the meeting.

- Do not use alleged as a routine qualifier. Instead, use a word such as apparent, ostensible or reputed.

9. **all right** - Use the phrase all right rather than alright.
EXAMPLE: Is it all right to take the test?

10. **already** - Use already as an adverb. Ex.: The guests already had left. Use all ready as a noun followed by its adverb.
EXAMPLE: We were all ready for him.

11. **a.m., p.m.** - Lowercase, with periods. Avoid the redundant 10 a.m. this morning.

12. **arrest** - To avoid any suggestion that someone is being judged before a trial, do not use a phrase such as arrested for murder. Instead, use arrested on a charge of murder.

13. **attorney, lawyer** - In common usage the words are interchangeable.

Technically, an attorney is someone (usually a lawyer) empowered to act for another. Such an individual is called an attorney in fact.

A lawyer is a person admitted to practice in a court system. Such an individual occasionally is called an attorney at law.

Do not abbreviate. Do not capitalize unless it is an officeholder's title: defense attorney Perry Mason, attorney Perry Mason, District Attorney Hamilton Burger.

14. **badly** - Do not use this adverb to replace very much. Ex.: I want very much to succeed.

15. **bachelor of arts, bachelor of science** - A bachelor's degree or bachelor's is acceptable in any reference.

16. **Boone's Cave State Park** - A Division unit located in Davidson County.
17. **Boy Scouts** - The full name of the national organization is Boy Scouts of America. Headquarters is in Irving, Texas. Cub Scouting is for boys 8 through 10. Members are Cub Scouts or Cubs. Boy Scouting is for boys 11 through 17. Members are Boy Scouts or Scouts. Exploring is a separate program open to boys and girls from high school age through 20. Members are Explorers, not Explorer Scouts. Members of units that stress nautical programs are Sea Explorers.
18. **Cabinet titles** - Capitalize the full title when used before a name; lowercase in other uses: Secretary of the N.C. Department of Environment, Health, and Natural Resources William W. Cobey Jr., or Jim Broyhill, secretary of Commerce.
19. **caliber** - The form: .38-caliber pistol.
20. **Camp Fire** - The full name of the national organization is Camp Fire Inc. It was founded in 1910 as Camp Fire Girls. The name was changed in 1979 to reflect the inclusion of boys. Headquartered in Kansas City, Mo. Both girls and boys are included in all levels of the organization. Boys and girls 6 through 8 are Camp Fire Blue Birds. Children 9 through 11 are Camp Fire Adventure members, or Adventurers. Children 12 and 13 are Camp Fire Discover members. Youths 14 through 17 are Camp Fire Horizon members.
21. **capital** - The city where a seat of government is located. Do not capitalize. When used in a financial sense, capital describes money, equipment or property used in business by a person or corporation.
22. **capitalization** - In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here.
- A. **PROPER NOUNS:** Capitalize nouns that constitute the unique identification for a specific person, place or thing: John, Mary, America, Boston, England. Some words, such as the examples above are always proper nouns. Some common nouns receive proper noun status when they are used as the name of a particular entity: General Electric, Gulf Oil.
- B. **PROPER NAMES:** Capitalize common nouns such as party, river, street and west when they are an integral part of the full

name for a person place or thing: Democratic Party, Mississippi River, Fleet Street, West Virginia.
Lowercase these common nouns when they stand alone in subsequent references: the party, the river, the street. Lowercase the common noun elements of names in all plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario.

- C. POPULAR NAMES: Some places and events lack officially designated proper names but have popular names that are the effective equivalent: the Combat Zone (a section of downtown Boston), the Main Line (a group of Philadelphia suburbs), the South Side (of Chicago), the Badlands (of North Dakota), the Street (the financial community in the Wall Street area of New York).

The principle applies also to shortened versions of the proper names of one-of-a-kind events: the Series (for the World Series), the Derby (for the Kentucky Derby). This practice should not, however, be interpreted as a license to ignore the general practice of lowercasing the common noun elements of a name when they stand alone.

- D. DERIVATIVES: Capitalize words that are derived from a proper noun and still depend on it for their meaning: American, Christian, Christianity, English, French, Marxism, Shakespearean.

Lowercase words that are derived from a proper noun but no longer depend on it for their meaning: french fries, herculean effort, manhattan cocktail, malapropism, pasteurize, quixotic, venetian blind.

- E. SENTENCES: Capitalize the first word in a statement that stands as a sentence.

- F. COMPOSITIONS: Capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art.

- G. TITLES: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Use lowercase at all times for terms that are job descriptions rather than formal titles. Example: Park Ranger Eugene Jordan; Eugene Jordan, park ranger; District Superintendent Scott Daughtry; Scott Daughtry, district superintendent.

23. **capitol** - Capitalize U.S. Capitol and the Capitol when referring to the building in Washington. The meeting was held on Capitol Hill in the west wing of the Capitol. Follow the same practice when referring to state capitols: The North Carolina Capitol is Raleigh. Who designed the Capitol of North Carolina?

24. **Carolina Beach State Park** - A Division unit located in New Hanover County.
25. **Central District** - Capitalize when referring to the Central District in the Division of Parks and Recreation: William B. Umstead State Park is in the Central District.
26. **central Piedmont** - Lowercase. EXAMPLE: Megan Harden is the trails specialist for the central Piedmont region.
27. **cents** - Spell out the word cents and lowercase, using numerals for amounts less than a dollar: 5 cents, 12 cents. Use the \$ sign and decimal system for large amounts: \$1.01, \$2.50. Numerals alone, with or without a decimal point as appropriate, may be used in tabular matter.
28. **chairman** - Capitalize as a formal title before a name: company Chairman Henry Ford. The correct word is "chairman." It has no gender. It merely describes a human being occupying the office of chairman. "Chairman" is merely a matter of ordinary grammar, with no connotations beyond that.
30. **cities and towns** - Capitalize them in all uses. Capitalize official titles, including separate political entities such as East St. Louis, Ill., or West Palm Beach, Fla. The preferred form for the section of a city is lower case: the west end, northern Los Angeles. But capitalize widely recognized names for sections of a city: South Side (Chicago), Lower East Side (New York). Spell out the names of cities unless in direct quotes: A trip to Los Angeles, but: "We're going to L.A."
31. **city** - Capitalize city as part of a proper name: Kansas City, New York City, Oklahoma City, Jefferson City. Lowercase elsewhere: a Texas city; the city government; the city Board of Education; and all city of phrases: the city of Boston. Capitalize when part of a formal title before a name: City Manager Francis McGrath. Lowercase when not part of the formal title: city Health Commissioner Frank Smith.
32. **Cliffs of the Neuse State Park** - A Division unit located in Wayne County.
33. **coast** - Lowercase when referring to the physical shoreline: Atlantic coast, Pacific coast, east coast. Capitalize when referring to regions of the United States lying along such shorelines: the Atlantic Coast states, a Gulf Coast city, the West Coast, the East Coast. Do not capitalize when referring to smaller regions: the Virginia coast. Capitalize the Coast when standing alone only if the reference is to the West Coast.

34. **coastal region** - Lowercase. EXAMPLE: Tom Potter is the trails specialist for the coastal region.
35. **committee** - Do not abbreviate. Capitalize when part of a formal name: the House Appropriations Committee. Do not capitalize committee in shortened versions of long committee names: the Special Senate Select Committee to Investigate Improper Labor-Management Practices, for example, became the rackets committee.
36. **company, companies** - Use Co. or Cos. when a business uses either word at the end of its proper name: Ford Motor Co., American Broadcasting Cos. But: Aluminum Company of America. If company or companies appears alone in second reference, lowercase and spell the word out. The form for possessive's: Ford Motor Co.'s profits, American Broadcasting Cos.' profits. Do not use commas before Inc. or Ltd.
37. **compliment, complement** - Two words that are commonly confused. A compliment expresses praise. EXAMPLE: He paid him a lasting compliment. A complement completes something. EXAMPLE: The verb mentioned has two complements.
38. **composition titles** - Apply the guidelines listed here to book titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles, and the titles of lectures, speeches and works of art. The guidelines, followed by a block of examples:
 - Capitalize the principal words, including prepositions and conjunctions of four or more letters.
 - Capitalize an article - the, a, an - or words of fewer than four letters if it is the first or last word in a title.
 - Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.EXAMPLES: "The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone With the Wind," "Of Mice and Men," "For Whom the Bell Tolls," "Time After Time," the NBC-TV "Today" program, the "CBS Evening News," "The Mary Tyler Moore Show." Reference Works: Jane's All the World's Aircraft, Webster's New World Dictionary of the American Language, Second Edition.
39. **congressional districts** - Use figures and capitalize district when joined with a figure: the 1st Congressional

District, the 1st District. Lowercase district whenever it stands alone.

40. **congressman, congresswoman** - Use only in reference to members of the U.S. House of Representatives.
41. **considerable** - Use this word as an adjective, not a noun.
EXAMPLE: A considerable sum of money is involved.
42. **Consulting Services** - Capitalize when referring to the management section in the Division of Parks and Recreation: John Poole, chief of the Consulting Services Section, likes to play golf.
43. **contractions** - Contractions reflect informal speech and writing. Webster's New World Dictionary includes many entries for contradictions: aren't for are not, for example.
Avoid excessive use of contractions. Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.
44. **county** - Capitalize when an integral part of a proper name: Wake County, New Hanover County. Lowercase when plural. Franklin and Warren counties.
Capitalize the full names of county governmental units: the Durham County Commission, the Orange County Department of Social Services.
Retain capitalization for the name of a county body if the proper noun is not needed in the context; lowercase the word county if it is used to distinguish an agency from state or federal counterparts. The Board of Supervisors; the county Board of Supervisors; the Department of Social Services, the county Department of Social Services.
Lowercase the board, the department, etc. whenever they stand alone.
Capitalize county if it is an integral part of a specific body's name even without the proper noun: the County Commission; the County Legislature. Lowercase the commission, the legislature, etc. when not preceded by the word county.
Capitalize as part of a formal title before a name: County Manager John Smith. Lowercase when it is not part of the formal title: county Health Commissioner Frank Jones.
45. **courtesy titles** - In general, do not use the courtesy titles Miss, Mr., Mrs. or Ms. on first and last names of the person: Betty Ford, Jimmy Carter.
Do not use Mr. in any reference unless it is combined with Mrs: Mr. and Mrs. John Smith.

46. **court names** - Capitalize the full proper names of courts at all levels.
Retain capitalization if U.S. or a state name is dropped: the U.S. Supreme Court; the Supreme Court; the state Superior Court; the Superior Court, Superior Court.
For courts identified by numeral: 2nd District Court, 8th U.S. Circuit Court of Appeals.
47. **credible, credulous** - Credible means believable. Ex.: He told us a credible story.
Credulous means believing too easily. EXAMPLE: He was too credulous in accepting their explanations.
48. **Crowders Mountain State Park** - A Division unit located in Gaston County.
49. **damage, damages** - Damage is destruction; Authorities said damage from the storm would total more than \$1 billion.
Damages are awarded by a court as compensation for injury, loss, etc.: The woman received \$25,000 in damages.
50. **datelines** - Datelines on stories should contain a city name, entirely in capital letters, followed in most cases by the name of the state, county or territory where the city is located.

DOMESTIC DATELINES - A list of domestic cities that stand alone in datelines and text follows.

No state with the following:

Atlanta	Denver	Milwaukee	St. Louis
Baltimore	Detroit	Minneapolis	Salt Lake City
Boston	Honolulu	New Orleans	San Diego
Chicago	Houston	New York	San Francisco
Cincinnati	Indianapolis	Oklahoma City	Seattle
Cleveland	Los Angeles	Philadelphia	Washington
Dallas	Miami	Pittsburgh	

Stories from all other U.S. cities should have both the city and state name in the dateline and in text.

Spell out Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Abbreviate others as listed in the manual under state names. Stories originating in North Carolina do not require a state abbreviation.

Datelines tell the reader where the basic information for the story was collected.

51. **dates** - Always use Arabic figures without st, nd, rd or th. Do not refer to dates using both the day of the month and the day of the week.
Right: We will be meeting Dec. 21 at 10 a.m.
Wrong: We will be meeting on Wednesday, Dec. 21 at 10 a.m.
Do not include the year with the date unless it is

different from the current calendar year.

52. **daylight-saving time** - Not savings. Note the hyphen.

When linking the term with the name of a time zone, use only the word daylight: Eastern Daylight Time, Pacific Daylight Time, etc.

Lowercase daylight-saving time in all uses and daylight time when it stands alone.

A federal law, administered by the Transportation Department, specifies that daylight time applies from 2 a.m. on the first Sunday of April until 2 a.m. on the last Sunday in October.

53. **Design and Development** - Capitalize when referring to the management section in the Division of Parks and Recreation: Kevin MacNaughton heads the Design and Development Section.

54. **dimensions** - Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

EXAMPLES: He is 5 feet 6 inches tall, the 5-foot-6-inch man, the 5-foot man, the basketball team signed a 7-footer.

The car is 17 feet long, 6 feet wide and 5 feet high.

The rug is 9 feet by 12 feet, the 9-by-12 rug.

The storm left 5 inches of snow.

Use an apostrophe to indicate feet and quote marks to indicate inches (5'6") only in very technical contexts.

55. **directions and regions** - In general, lowercase north, south, northeast, northern, etc. when they indicate compass direction; capitalize these words when they designate regions.

Some EXAMPLES:

A. **COMPASS DIRECTIONS**: He drove west. The cold front is moving east.

B. **REGIONS**: A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day. High temperatures will prevail throughout the Western states.

The North was victorious. The South will rise again. Settlers from the East went West in search of new lives. The customs of the East are different from those of the West. The Northeast depends on the Midwest for its food supply.

She has a Southern accent. He is a Northerner. Nations of the Orient are opening doors to Western businessmen. The candidate developed a Southern strategy. She is a Northern liberal.

The storm developed in the South Pacific. Leaders of Western Europe met leaders of Eastern Europe to talk about supplies of oil from Southeast Asia.

In state uses: capitalize well-known descriptions of

the state such as Eastern North Carolina, Western North Carolina, the Piedmont, the Sandhills, the Coastal Plain, etc.

- C. WITH NAMES OF NATIONS: Lowercase unless they are part of a proper name or are used to designate a politically divided nation; northern France, eastern Canada, the western United States. But: Northern Ireland, East Germany, South Korea.
 - D. WITH STATE AND CITIES: The preferred form is to lowercase compass points only when they describe a section of a state or city: western Texas, southern Atlanta.
But capitalize compass points:
 - When part of a proper name: North Dakota, West Virginia.
 - When used in denoting widely known sections: Southern California, the South Side of Chicago, the Lower East Side of New York. If in doubt, use lowercase.
 - E. IN FORMING PROPER NAMES: When combining with another common noun to form the name for a region or location: the North Woods, the South Pole, the Far East, the Middle East, the West Coast (the entire region, not the coastline itself - see coast), the Western Hemisphere.
56. **director** - The formal title for the individuals who head governmental agencies. Capitalize when used immediately before the name: Division Director Dr. William W. Davis, Dr. William W. Davis, division director.
57. **distances** - Use figures for 10 and above, spell out one through nine: He walked four miles.
58. **division** - Capitalize when referring to the N.C. Division of Parks and Recreation or when used in the formal name of another agency: Dr. Davis is the Division director. Who heads the Division of Emergency Management?
59. **Division of Parks and Recreation** - Use this term when referring to the governmental agency or as a term to describe all operations and units managed through the state agency. It is interchangeable in most cases with North Carolina state parks system.
60. **doctor** - Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of medicine or doctoral degrees. Do not continue to use Dr. in subsequent references.
61. **dollars** - Always lowercase. Use figures and the \$ sign in all cases. The book cost \$4.
For specified amounts, the word takes a singular verb: He said \$500,000 is what they want.
For amounts of more than \$1 million, use the \$ and numeral up to two decimal places. Do not link the numerals

and the word by a hyphen: He is worth \$4.35 million. He is worth exactly \$4,351,245. He proposed a \$400 billion budget.

The form for amounts less than \$1 million: \$5, \$35, \$500, \$2,000, \$750,000.

62. **drowned, was drowned** - If a person suffocates in water or other fluid, the proper statement is that the individual drowned. To say that someone was drowned implies that another person caused the death by holding the victim's head under the water.
 63. **Duke Power State Park** - A Division unit located in Iredell County.
 64. **earth** - Generally lowercase; capitalize when used as the proper name of the planet. She is down to Earth. How does the pattern apply to Mars, Jupiter, Earth, the sun and the moon? The astronauts returned to Earth. He hopes to move heaven and earth.
 65. **Eastern District** - Capitalize when referring to the Eastern District of the N.C. Division of Parks and Recreation: Carolina Beach State Park is in the Division's Eastern District.
 66. **either, neither** - These words are best used to indicate one of two persons or things. EXAMPLE: Either of the two boys can take the part in the play. Neither of the two plans were approved.
 67. **Eno River State Park** - A Division unit located in Orange and Durham counties.
 68. **enthused** - A very colloquial word, so replace it with enthusiastic. EXAMPLE: He was enthusiastic about the plans.
 69. **essential clauses, non-essential clauses** - Both types of clauses provide additional information about a word or phrase in a sentence.
The difference between them is that the essential clause cannot be eliminated without changing the meaning of the sentence - it so restricts the meaning of the word or phrase that its absence would lead to a substantially different interpretation of what the author meant.
The non-essential clause, however, can be eliminated without altering the basic meaning of the sentence - it does not restrict the meaning so significantly that its absence would radically alter the author's thought.
- A. PUNCTUATION: An essential clause must not be set off from the rest of a sentence by commas. A non-essential clause must be set off by commas.
The presence or absence of commas provides the reader

with critical information about the writer's intended meaning. Note the following examples:

- Writers who do not read the style manual should not criticize their editors. (The writer is saying that only one class of reporters, those who do not read the style manual, should not criticize their editors. If the "who ... style manual" phrase were deleted, the meaning of the sentence would be changed substantially.)

Writer, who do not read the style manual, should not criticize their editors. (The writer is saying that all reporters should not criticize their editors. If the "who ... style manual" phrase were deleted, this meaning would not be changed.)

- B. USE OF WHO, THAT, WHICH: When an essential or non-essential clause refers to a human being or an animal with a name, it should be introduced by who or whom. (See the who, whom entry.) Do not use commas if the clause is essential to the meaning; use them if it is not.

That is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name. Which is the only acceptable pronoun to introduce a non-essential clause that refers to an inanimate object or an animal without a name.

The pronoun which occasionally may be substituted for that in the introduction of an essential clause that refers to an inanimate object or an animal without a name. In general, this use of which should appear when that is used as a conjunction to introduce another clause in the same sentence: He said Monday that a part of the army which suffered severe casualties needs reinforcement.

See that (conjunction) for guidelines on the use of that as a conjunction.

70. essential phrases, non-essential phrases - An essential phrase is a word or group of words critical to the reader's understanding of what that author had in mind.

A non-essential phrase provides more information about something. Although the information may be helpful to the reader's comprehension, the reader would not be misled if the information were not there.

- A. PUNCTUATION: Do not set an essential phrase off from the rest of the sentence by commas:

We saw the award-winning movie "One Flew Over the Cuckoo's Nest." (No comma because many movies have won awards, and without the name of the movie the reader would not know which movie was meant.)

They ate dinner with their daughter Julie. (Because they have more than one daughter, the inclusion of Julie's name is critical if the reader is to know which daughter is meant.)

We saw the 1976 winner in the Academy Award competition for best movie, "One Flew Over the Cuckoo's Nest." (Only one

movie won the award . The name is informative, but even without the name no other movie could be meant.)

They ate dinner with their daughter Julie and her husband, David. (Julie has only one husband. If the phrase read and her husband David, it would suggest that she had more than one husband.)

The company chairman, Henry Ford II, spoke. (In the context, only one person could be meant.)

Indian corn, or maize, was harvested. (Maize provides the reader with the name of the corn, but its absence would not change the meaning of the sentence.)

- B. DESCRIPTIVE WORDS: Do not confuse punctuation rules for non-essential clauses with the correct punctuation when a non-essential word is used as a descriptive adjective. The distinguishing clue often is the lack of an article or pronoun:

Right: Julie and her husband David went shopping. Julie and her husband, David, went shopping.

Right: Company Chairman Henry Ford II made the announcement. The company chairman, Henry Ford II, made the announcement.

71. **every one, everyone** - Two words when it means each individual item: Every one of the clues was worthless.
One word when used as a pronoun meaning all persons: Everyone wants his life to be happy. (Note that everyone takes singular verbs and pronouns.)
72. **expect, suppose** - Easy to confuse the use of these words. Expect means to anticipate. EXAMPLE: We expect to see you tomorrow.
Suppose means to be of the opinion. EXAMPLE: We suppose he is wealthy.
73. **Falls Lake State Recreation Area** - A Division unit located in Wake and Durham counties.
The recreation area includes the following access areas:
Highway 50 access area - north of the intersection of N.C. 50 and N.C. 98
Rollingview Marina - S.R. 1807.
Sandling Beach access area - 3.5 miles north of the intersection of N.C. 98 and N.C. 50 on N.C. 50.
74. **farther, further** - The distinction between these two words should be carefully watched. Farther refers to distance.
EXAMPLE: He walked farther than two miles.
Further refers to time, degree or quantity. EXAMPLE: No further discussion will be allowed.
75. **federal** - Use a capital letter for the architectural style and for corporate or government bodies that use the word as

part of their formal names: Federal Express, the Federal Trade Commission.

Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal assistance, federal court, the federal government, a federal judge.

Also: federal District Court (but U.S. District Court is preferred) and federal Judge John Sirica (but U.S. District Judge John Sirica is preferred.)

76. **former** - Always lowercase. But retain capitalization for a formal title used immediately before a name: former President Richard Nixon.
77. **Fort Fisher State Recreation Area** - A Division unit located in New Hanover County.
78. **Fort Macon State Park** - A Division unit located in Carteret County.
79. **fractions** - Spell out amounts less than one in stories, using hyphens between the words: two-thirds, four-fifths, seven-sixteenths, etc.
Use figures for precise amounts larger than one, converting to decimals whenever practical. See **percentages**.
80. **full time, full-time** - Hyphenate when used as a compound modifier: He works full time. She has a full-time job.
81. **general assembly** - See **legislature** for its treatment as the name of a state's legislative body.
Capitalize when it is the formal name for the ruling or consultive body of an organization: the General Assembly of the World Council of Churches.
82. **Girl Scouts** - The full name of the national organization is Girl Scouts of America. Headquarters is in New York.
Girls 6 through 8 are Brownie Girl Scouts or Brownies. Girls 9 through 11 are Junior Girl Scouts or Juniors. Girls 12 through 14 are Cadette Girl Scouts or Cadettes. Girls 15 through 17 are Senior Girl Scouts or Seniors.
83. **good, well** - The word good is an adjective, not an adverb.
EXAMPLE: He is in good health.
Well, on the other hand, is an adverb, describing a condition or degree. EXAMPLE: He sings well.
84. **got, have** - Conversations are rampant with incorrect use of got and have. There are some simple distinctions.
Got implies having acquired or achieved something.
EXAMPLE: He got three tires from the truck.
Have implies ownership. EXAMPLE: I have the money for the trip.

85. **Goose Creek State Park** - A Division unit located in Beaufort County.
86. **government** - Always lowercase, never abbreviate: the federal government, the state government, the U.S. government.
87. **government bodies** - Follow these guidelines:
 - A. **FULL NAME:** Capitalize the full proper names of governmental agencies, departments, and offices: The U.S. Department of State, the Georgia Department of Human Resources, the Greenville City Council, the Charlotte Fire Department.
 - B. **WITHOUT JURISDICTION:** Retain capitalization in referring to a specific body if the dateline or context make the name of the nation, state, county, city, etc., unnecessary: The Department of State (in a story from Washington); the Department of Human Resources or the state Department of Human Resources (in a story from Georgia), the City Council (in a story from Greenville), the Fire Department (in a story from Charlotte.)
Lowercase further condensations of the name: the department, the council, etc.
 - C. **FLIP-FLOPPED NAMES:** Retain capital letters for the name of a governmental body if its formal name is flopped to delete the word of: the State Department, the Human Resources Department.
 - D. **PLURALS, NON-SPECIFIC REFERENCES:** All words that are capitalized when part of the proper name should be lowercased when they are used in the plural or do not refer to a specific, existing body. Some examples:
All states except Nebraska have a state senate. The town does not have a fire department. The bill requires city councils to provide matching funds. The president will address the lower houses of the New York and New Jersey legislatures.
88. **governor** - Capitalize and abbreviate as Gov. or Govs. when used as a formal title before one or more names in regular text. Capitalize and spell out when used as a formal title before one or more names in a direct quotation. Lowercase and spell out in all other cases.
89. **grade, grader** - Hyphenate both the noun forms (first-grader, second-grader, 10th-grader, etc.) and the adjective forms (a fourth-grade pupil, a 12th-grade pupil.)
90. **grand jury** - Always lowercase: a Los Angeles County grand jury, the grand jury.
This style has been adopted because, unlike the case with city council and similar governmental units, a

jurisdiction frequently has more than one grand jury session.

91. Hammocks Beach State Park - A Division unit located in Onslow County.
92. handicapped, disabled, physically challenged - In general, do not describe an individual as disabled or handicapped unless it is clearly pertinent to a story. If such description must be used, make it clear what the handicap is and how much the person's physical or mental performance is affected.
Some terms include:
 - disabled - A general term used for a condition that interferes with an individual's ability to do something independently.
 - handicap - It should be avoided in describing a disability.
 - blind - Describes a person with complete loss of sight. For others use terms such as partially blind.
 - deaf - Describes a person with total hearing loss. For others use partial hearing loss or partially deaf.
 - mute - Describes a person who physically cannot speak. Others with speaking difficulties are speech impaired.
93. hang, hanged, hung - One hangs a picture, a criminal or oneself.
For past tense or the passive, use hanged when referring to executions or suicides, hung for other actions.
94. Hanging Rock State Park - A Division unit located in Stokes County.
95. heavenly bodies - Capitalize the proper names of planets, stars, constellations, etc.: Mars, Arcturus, the Big Dipper, Aries.
For comets, capitalize only the proper noun element of the name: Halley's comet.
Lowercase sun and moon, but if their Greek names are used capitalize them: Helios and Luna.
Lowercase nouns and adjectives derived from the proper names of planets and other heavenly bodies: jovian, lunar, martian, solar, venusian.
96. here - The word is frequently redundant. Use only if there is some specific need to stress that the event being reported took place in the area.
97. highway designations - Use these forms, as appropriate in the context, for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, State Road 24, State Route 34, Route 34, Interstate Highway 95, Interstate 95. On second reference only for Interstate 95: I-95.

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

98. **historical periods and events** - Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history: the Bronze Age, the Dark Ages, the Middle Ages, the Pliocene Epoch.

Capitalize also widely recognized popular names for periods and events: the Atomic Age, the Boston Tea Party, the Civil War, the Great Depression, Prohibition.

Lowercase century: the 18th century.

Capitalize only proper nouns or adjectives in general descriptions of a period: ancient Greece, classical Rome, the Victorian era, the fall of Rome.

99. **house of representatives** - Capitalize when referring to a specific governmental body: the U.S. House of Representatives, the N.C. House of Representatives.

Capitalize shortened references that delete the words of Representatives: the U.S. House, the N.C. House.

Retain capitalization if U.S. or the name of the state is dropped but the reference is to a specific body.

100. **impassable, impassible, impassive** - Impassable means that passage is impossible: The bridge was impassable.

Impassible and impassive describe lack of sensitivity to pain or suffering.

101. **imply, infer** - Imply means to suggest more than is obvious. EXAMPLE: He did not imply that anyone was to blame.

Infer means to interpret. EXAMPLE: He may infer that someone was angry with him.

102. **incorporated** - Abbreviate and capitalize as Inc. when used as a part of a corporate name. It usually is not needed, but when it is used, do not set it off with commas: J.C. Penney Co. Inc. announced ...

103. **indict** - Use indict only in connection with the legal process of bringing charges against an individual or corporation.

To avoid any suggestion that someone is being judged before a trial, do not use phrases such as indicted for killing or indicted for bribery. Instead, use indicted on a charge of killing or indicted on a bribery charge.

104. **initials** - Use periods and no space when an individual uses initials instead of a first name: H.L. Mencken.

Do not give a name with a single initial (J. Jones) unless it is the individual's preference or a first name cannot be learned.

105. **injuries** - They are suffered or sustained, not received.

106. **innocent** - Use innocent, rather than not guilty, in describing a defendant's plea or a jury's verdict, to guard against the word not being dropped inadvertently.
107. **island** - Capitalize island or islands as part of a proper name: Prince Edward Island, the Hawaiian Islands.
Lowercase island and islands when they stand alone or when the reference is to the islands in a given area: the Pacific islands. Lowercase all island of constructions: the island of Nantucket.
108. **Jockey's Ridge State Park** - A Division unit located in Dare County.
109. **Jones Lake State Park** - A Division unit located in Bladen County.
110. **Jordan Lake State Recreation Area** - A Division unit located in Chatham, Wake and Durham counties.
The recreation area includes the following access areas:
Crosswinds Boat Ramp - off U.S. 64 east at B.E. Jordan Bridge.
Ebenezer Church access area - S.R. 1008 South.
Crosswinds Marina - off U.S. 64 east, north onto S.R. 1008.
Parkers Creek access area - west of B.E. Jordan Bridge.
Vista Point access area - west of B.E. Jordan Bridge, south on S.R. 1700.
111. **judge** - Capitalize before a name when it is the formal title for an individual who presides in a court of law. Do not continue to use the title in second reference.
Lowercase judge as an occupational designation in phrases such as beauty pageant judge Bert Parks.
112. **judicial branch** - Always lowercase. The federal court system that exists today as the outgrowth of Article 3 of the Constitution is composed of the Supreme Court of the United States, the U.S. Court of Appeals, U.S. District Courts, the U.S. Court of Claims, the U.S. Court of Customs and Patent Appeals, and the U.S. Customs Court. The U.S. Tax Court and the U.S. Court of Military Appeals are not part of the judicial branch as such.
113. **junior, senior** - Abbreviate as Jr. and Sr. only with full names of persons or animals. Do not precede by a comma: Joseph P. Kennedy Jr.
The notation II or 2nd may be used if it is the individual's preference. Note, however, that II and 2nd are not necessarily the equivalent of junior - they are often used by a grandson or nephew. If necessary to distinguish between father and son in second reference, use the elder Smith or the younger Smith.

114. Kerr Lake State Recreation Area - A Division unit located in Vance and Warren counties.

The recreation area includes the following access areas:

Bullocksville access area - S.R. 1366.
County Line access area - S.R. 1361.
Henderson Point access area - off S.R. 1356 on S.R. 1359.
Hibernia access area - S.R. 1347.
Kimball Point access area - S.R. 1204.
Nutbush Bridge access area - off N.C. 39 on S.R. 1308.
Satterwhite Point access area - off U.S. 1 and U.S. 85 on S.R. 1319.
Satterwhite Marina access area - off U.S. 1 and U.S. 85 on S.R. 1308.
Steele Creek Marina access area - off U.S. 1 and U.S. 85 at N.C. 39 to S.R. 1346.

115. knot - A knot is one nautical mile (6,076.10 feet) per hour. It is redundant to say knots per hour.

A knot is a computed as the length of one minute of meridian. To convert knots into approximate statute miles per hour, multiple knots by 1.15

Always use figures: Winds were at 7 to 9 knots; a 10-knot wind.

116. lake - Capitalize as part of a proper name: Jones Lake, Jordan Lake, the Finger Lakes, Carolina Bay Lakes.
Lowercase in plural uses: lakes Erie and Ontario.

117. Lake Waccamaw State Park - A Division unit located in Columbus County.

118. last - Avoid the use of last as a synonym for latest if it might imply finality. The last time it rained, I forgot my umbrella, is acceptable. But: The last announcement was made at noon today may leave the reader wondering whether the announcement was the final announcement, or whether others are to follow.

The word last is not necessary to convey the notion of most recent when the name of a month or day is used:

Preferred: It happened Wednesday. It happened in April.
Correct but redundant: It happened last Wednesday.

But: It happened last week. It happened last month.

119. lay, lie - The action word is lay. It takes a direct object. Laid is the form for its past tense and its past participle. Its present participle is laying.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is lay. Its past participle is lain. Its present participle is lying.

When lie means to make an untrue statement, the verb forms are lie, lied, lying.

Some examples:

- A. PRESENT OR FUTURE TENSES: Right: I will lay the book on the table. The prosecutor tried to lay the blame on him.
Wrong: He lays on the beach all day. I will lay down.
Right: He lies on the beach all day. I will lie down.
- B. IN THE PAST TENSE: Right: I laid the book on the table. The prosecutor has laid the blame on him.
Right: He lay on the beach all day. He has lain on the beach all day. I lay down. I have lain down.
- C. WITH THE PRESENT PARTICIPLE: Right: I am laying the book on the table. The prosecutor is laying the blame on him.
Right: He is lying on the beach. I am lying down.
120. legislative titles - FIRST REFERENCE FORM: Use Rep., Reps., Sen. and Sens. as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Lowercase and spell out representative and senator in other uses.
 Spell out other legislative titles in all uses.
 Capitalize formal titles such as assemblyman, assemblywoman, city councilor, delegate, etc., when they are used before a name. Lowercase in other uses.
 Add U.S. or state before a title only if necessary to avoid confusion: U.S. Sen. Herman Talmadge spoke with state Sen. Hugh Carter.
- A. SECOND REFERENCE: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.
- B. CONGRESSMAN, CONGRESSWOMAN: Rep. and U.S. Rep. are the preferred first-reference forms when a formal title is used before the name of a U.S. House member. The words congressman and congresswoman, in lowercase, may be used in subsequent references that do not use an individual's name, just as senator is used in references to members of the Senate. Congressman and congresswoman should appear as capitalized formal titles before a name only in a direct quotation.
- C. ORGANIZATIONAL TITLES: Capitalize titles for formal, organizational offices within a legislative body when they are used before a name: Speaker Thomas P. O'Neill, Majority Leader Robert C. Byrd, Minority Leader John J. Rhodes, Democratic Whip James C. Wright, Chairman John J. Sparkman of the Senate Foreign Relations Committee, President Pro Tem John C. Stennis.
121. legislature - Capitalize when preceded by the name of a state: the Kansas Legislature.
 Retain capitalization when the state name is dropped but the reference is specifically to that state's legislature.

Capitalize legislature in subsequent specific references and in such constructions as: the 100th Legislature, the state Legislature.

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

If a given context or local practice calls for the use of a formal name such as Missouri General Assembly, retain the capital letters if the name of the state can be dropped, but lowercase the word assembly if it stands alone.

Lowercase legislature if a story uses it in a subsequent reference to a body identified as a general assembly.

Lowercase legislature when used generically: No legislature has approved the amendment.

Use legislature in lowercase for all plural references: the Arkansas and Colorado legislatures are considering the amendment. In 49 states the separate bodies are a senate and a house or assembly. The Nebraska Legislature is a unicameral body.

122. **lieutenant governor** - Capitalize and abbreviate as Lt. Gov., or Lt. Govs. when used as a formal title before one or more names in regular text. Capitalize and spell out when used as a formal title before one or more names in direct quotations. Lowercase and spell out in all other uses.
123. **liable, likely** - Liable means responsible for something.
EXAMPLE: He is liable for his wife's debts.
Likely means probably. EXAMPLE: He is likely to win the race.
124. **like** - Do not use like for as, as if, or as though.
EXAMPLES: Do as (not like) I do. He acted as if (not like) he knew it and as though (not like) he had always known it.
125. **long, long-term** - Hyphenate when used as a compound modifier: We will win in the long term. He has a long-term assignment.
126. **mad, angry** - Be careful in use of these two words.
Interpretation by the reader is critical. To most people, mad basically implies insanity. EXAMPLE: He was mad after roaming the forests for weeks.
Generally speaking, angry implies strong negative feelings.
EXAMPLE: He was angry because of constant delays in the project.
127. **magazine names** - Capitalize the name but do not place it in quotes. Lowercase magazine unless it is part of the publication's formal title: Harper's Magazine, Newsweek magazine, Time magazine.

Or Italics

128. **majority leader** - Capitalize when used as a formal title before a name: Majority Leader Robert C. Byrd. Lowercase elsewhere.
129. **man, mankind** - Either may be used when both men and women are involved and no other term is convenient. In these cases, do not use duplicate phrases such as a man or a woman or mankind and womankind.
Frequently the best choice is a substitute such as humanity, a person or an individual.
130. **Marines** - Capitalize when referring to U.S. forces: the U.S. Marines, the Marines, the Marine Corps, Marine regulations. Do not use the abbreviation USMC.
Capitalize Marine when referring to an individual in a Marine Corps unit: He is a Marine.
131. **media** - In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural: The news media are resisting attempts to limit their freedom.
132. **Medoc Mountain State Park** - A Division unit located in Halifax County.
133. **Merchants Millpond State Park** - A Division unit located in Gates County.
134. **miles per hour** - The abbreviation mph (no periods) is acceptable in all references.
135. **military titles** - Capitalize a military rank when used as a formal title before an individual's name.
See the list that follows to determine whether the title should be spelled out or abbreviated in regular text. Spell out any title used before a name in a direct quotation.
On first reference, use the appropriate title before the full name of a member of the military. In subsequent references, do not continue using the title before a name. Use only the last name of a man. Use Miss, Ms. or Mrs. or no title before the last name of a woman depending on her preference.
Spell out and lowercase a title when it is substituted for a name: Gen. John J. Pershing arrived today. An aide said the general would review the troops.
In addition to the ranks listed here, each service has ratings such as machinist, radarman, torpedoman, etc., that are job descriptions. Do not use any of these designations as a title on first reference. If one is used before a name in a subsequent reference, do not capitalize or abbreviate it.

MILITARY TITLES

Rank	Usage before a name
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ARMY

Commissioned Officers	
general	Gen.
lieutenant general	Lt. Gen.
major general	Maj. Gen.
brigadier general	Brig. gen.
colonel	Col.
lieutenant colonel	Lt. Col.
major	Maj.
captain	Capt.
first lieutenant	1st Lt.
second lieutenant	2nd Lt.

Warrant Officers

chief warrant officer	Chief Warrant Officer
warrant officer	Warrant Officer

Enlisted Personnel

sergeant major of the Army	Army Sgt. Maj.
command sergeant major	Command Sgt. Maj.
staff sergeant major	Staff Sgt. Maj.
first sergeant	1st Sgt.
master sergeant	Master Sgt.
platoon sergeant	Platoon Sgt.
sergeant first class	Sgt. 1st Class
specialist seven	Spec. 7
staff sergeant	Staff Sgt.
specialist six	Spec. 6
sergeant	Sgt.
specialist five	Spec. 5
corporal	Cpl.
specialist four	Spec. 4
private first class	Pfc.
private 2	Pvt. 2
private 1	Pvt. 1

Navy, Coast Guard

Commissioned Officers

admiral	Adm.
vice admiral	Vice Adm.
rear admiral	Rear Adm.
commodore	Commodore
captain	Capt.
commander	Cmdr.
lieutenant commander	Lt. Cmdr.
lieutenant	Lt.

lieutenant junior grade Lt.j.g.
ensign Ensign

Enlisted Personnel

master chief petty officer	Master Chief Petty Officer
senior chief petty officer	Senior Chief Petty Officer
chief petty officer	Chief Petty Officer
petty officer first class	Petty Officer 1st Class
petty officer second class	Petty Officer 2nd Class
petty officer third class	Petty Officer 3rd Class
seaman	Seaman
seaman apprentice	Seaman Apprentice
seaman recruit	Seaman Recruit

MARINE CORPS

Ranks and abbreviations for commissioned officers are the same as those in the Army. There are not specialist ratings.

Others

sergeant major	Sgt. Maj.
master gunnery sergeant	Master Gunnery Sgt.
master sergeant	Master Sgt.
first sergeant	1st Sgt.
gunnery sergeant	Gunnery Sgt.
staff sergeant	Staff Sgt.
sergeant	Sgt.
corporal	Cpl.
lance corporal	Lance Cpl.
private first class	Pfc.
private	Pvt.

AIR FORCE

Ranks and abbreviations for commissioned officers are the same as those in the Army

Enlisted Designations

chief master sergeant of the Air Force	Chief Master Sgt. of the Air Force
senior master sergeant	Senior Master Sgt.
master sergeant	Master Sgt.
technical sergeant	Tech. Sgt.
staff sergeant	Staff Sgt.
sergeant	Sgt.
senior airman	Senior Airman
airman first class	Airman 1st Class
airman	Airman
airman basic	Airman

- B. PLURALS: Add s to the principle element in the title: Majs. John James and Robert Smith; Maj. Gens. John Jones and Robert Smith; Specs. 4 John Jones and Robert Smith.

- C. FIREFIGHTERS, POLICE OFFICERS: Use the abbreviations listed here when a military-style title is used before the name of a firefighter or police officer outside a direct quotation. Add police or fire before the title if needed for clarity: police Sgt. William Smith, fire Capt. David Jones.
- Spell out titles such as detective that are not used in the armed forces.
136. **military units** - Use Arabic figures and capitalize the key words when linked with the figures: 1st Infantry Division (or the 1st Division), 5th Battalion, 395th Field Artillery, 7th Fleet.
But: the division, the battalion, the artillery, the fleet.
137. **millions, billions** - Use figures with million or billion in all except casual uses: I'd like to make a billion dollars. But: The nation has 1 million citizens. I need \$7 billion.
Do not go beyond two decimals: 7.52 million persons, \$2.56 billion, 7,524,500 persons, \$2,565,750,000. Decimals are preferred where practical: 1.5 million. Not: 1 1/2 million.
Do not mix millions and billions in the same figure: 2.6 billion. Not: 2 billion 600 million.
Do not drop the word million or billion in the first figure of a range: He is worth from \$2 million to \$4 million. Not: \$2 to \$4 million, unless you really mean \$2.
138. **months** - Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.
When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.
EXAMPLES: January 1972 was a cold month. Jan. 2 was the coldest day of the month. His birthday is May 8. Feb. 14, 1987, was the target date.
In tabular material, use these three-letter forms without a period: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.
139. **Morrow Mountain State Park** - A Division unit located in Stanly County.
140. **mountains** - Capitalize as part of a proper name: Appalachian Mountains, Ozark Mountains, Rocky Mountains.
Or simply: the Appalachians, the Ozarks, the Rockies.
141. **Mountains-to-Sea Trail** - Note capitalization and hyphenation.
142. **mountain region** - Lowercase. EXAMPLE: Dwayne Stutzman is trails specialist for the mountain region.

143. **Mount Jefferson State Park** - A Division unit located in Ashe County.
144. **Mount Mitchell State Park** - A Division unit located in Yancey County.
145. **names** - In general, people are entitled to be known however they want to be known, as long as their identities are clear.
146. **national guard** - Capitalize when referring to U.S. or state-level forces: the National Guard, the Guard, the North Carolina National Guard, North Carolina's National Guard, National Guard troops.
147. **National Guardsman** - Note spelling as proper noun when referring to an individual in a federal or state National Guard unit: He is a National Guardsman. Lowercase guardsman when it stands alone.
148. **nationalities and races** - Capitalize the proper names of nationalities, people, races, tribes, etc.: Arab, Arabic, African, Afro-American, American, Caucasian, Cherokee, Chinese (both singular and plural), Eskimo, French Canadian, Japanese, Gypsy, Jew, Jewish, Latin.
149. **National League of Cities** - Its members are the governments of cities with 30,000 or more residents, and some state and municipal leagues.
It is separate from the U.S. Conference of Mayors, whose membership is limited to mayors of cities with 30,000 or more residents. The office is in Washington.
150. **navy** - Capitalize when referring to U.S. forces: the U.S. Navy, the Navy, Navy policy. Do not use the abbreviation USN.
151. **New River State Park** - A Division unit located in Ashe and Alleghany counties.
152. **newspaper names** - Capitalize the in a newspaper's name if that is the way the publication prefers to be known.
Lowercase the before newspaper names if a story mentions several papers, some of which use the as part of the name and some of which do not.
Where location is needed but is not part of the official name, use parenthesis: The Huntsville (Ala.) Times.
153. **none** - One of those words now accepted as either singular or plural in use. EXAMPLES.: None is so blind as he who will not see. None of the boys were present.
154. **North Carolina** - When used to describe both states in the Carolinas:

Right: North Carolina and South Carolina.
Wrong: North and South Carolina.

155. **North Carolina state parks and recreations areas** - This phrase refers to all park, natural area and recreation area units in the state park system.
When referring to all units (trails, natural and scenic rivers, state lakes, state parks, etc.) use the term North Carolina state parks system or N.C. Division of Parks and Recreation.
156. **North Carolina state parks system** - (Note spelling) Refers to all management units in the N.C. Division of Parks and Recreation. On second reference can be shortened to state parks system or state park system.
157. **North Carolina Trails Program** - This term refers to all trails throughout North Carolina. When referring to trails only in state parks use the phrase state park trails.
158. **N.C. Department of Environment, Health, and Natural Resources** - This term refers to the state agency which includes the Division of Parks and Recreation. Capitalize department when referring to the agency on a second reference.
159. **N.C. Division of Parks and Recreation** - Use this term when referring to the governmental agency or as a term to describe all operations and units managed through the state agency.
160. **Northeast region** - As defined by the U.S. Census, the nine-state region is broken into two divisions - the New England states and the Middle Atlantic states.
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont are the New England states.
New Jersey, New York and Pennsylvania are classified as the Middle Atlantic states.
161. **numerals** - A numeral is a figure, letter, word or group of words expressing a number.
Roman numerals use the letters I, V, X, L, C, D and M. Use Roman numerals for wars and to show personal sequence for animals and people: World War II, King George VI, Pope John XXIII.
Arabic numerals use the figures 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0. Use Arabic forms unless Roman numerals are specifically required.
The figures 1, 2, 10, 101, etc., and the corresponding words - one, two, ten, one hundred one, etc., - are called cardinal numbers. The term ordinal number applies to 1st, 2nd, 10th, 101st, first, second, tenth, one hundred first, etc.
Follow these guidelines in using numerals:

- A. **LARGE NUMBERS:** When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word; do not use commas between other separate words that are part of one number: twenty; thirty; twenty-one; thirty-one; one hundred forty-five; one thousand one hundred fifty-five; one million two hundred seventy-six thousand five hundred eighty-seven.
- B. **SENTENCE START:** Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception - a numeral that identifies a calendar year.
Wrong: 993 freshmen entered the college last year.
Right: Last year 993 freshmen entered the college.
Right: 1976 was a good year.
- C. **CASUAL USES:** Spell out casual expressions: A thousand times no! Thanks a million. He walked a quarter of a mile.
- D. **PROPER NAMES:** Use words or numerals according to an organization's practice: 20th Century Fox, Twentieth Century Fund, Big Ten.
- E. **FIGURES OR WORDS?**
For ordinals:
- Spell out first through ninth when they indicate sequence in time or location: first base; the First Amendment, he was first in line. Starting with 10th use figures.
- Use 1st, 2nd, 3rd, 4th, etc. when the sequence has been assigned in forming names. The principal examples are geographic, military and political designations such as 1st Ward, 7th Fleet and 1st Sgt.
For cardinal numbers, spell zero through nine and use figures for all others.
Use figures for addresses, dimensions, chapters, congressional districts, highway designations, room numbers, decimal units, dates, decades, monetary units, speeds, page numbers, course numbers, heights, aircraft names, telephone numbers, sizes, model numbers, century.
- SOME PUNCTUATION AND USAGE EXAMPLES:**
- a 5-year-old girl
 - DC-10
 - a 5-4 court decision
 - 2nd District Court
 - the 1980s, the 80s
 - The House voted 230-205. (Fewer than 1,000 votes)
 - Jimmy Carter defeated Gerald Ford 10 votes to 2 in Little Junction.
 - 5 cents, \$1.05, \$650,000, \$2.45 million
 - No. 3 choice
 - 0.6 percent, 1 percent, 6.5 percent
 - a pay increase of 12 percent to 15 percent
 - a ratio of 2-to-1, a 2-1 ratio
 - a 4-3 score

- minus 10, zero, 60 degrees

- F. OTHER USES: For uses not covered by these listings: Spell out whole numbers below 10, use figures for 10 and above. Typical examples: The woman has three sons and two daughters. He has a fleet of 10 station wagons and two buses.
- G. IN A SERIES: Apply the appropriate guidelines: They had 10 dogs, six cats and 97 hamsters. They had four four-room houses, 10 three-room houses and 12 10-room houses.
162. **ocean** - The five, from the largest to the smallest: Pacific Ocean, Atlantic Ocean, Indian Ocean, Antarctic Ocean, Arctic Ocean.
Lowercase ocean standing alone or in plural uses: the ocean, the Atlantic and Pacific oceans.
163. **office** - Capitalize office when it is part of an agency's formal name: Office of Management and Budget.
Lowercase all other uses, including phrases such as: the office of the attorney general, the U.S. attorney's office.
164. **on** - Do not use on with a date: It happened Oct. 3, 1988.
Not: It happened on Oct. 3, 1988.
165. **Operations** - Capitalize when referring to the management section of the N.C. Division of Parks and Recreation: Jim Hallsey serves as chief of the Operations Section.
166. **organizations and institutions** - Capitalize the full names of organizations and institutions: the American Medical Association; First Presbyterian Church, General Motors Corp.; Harvard University, Harvard University Medical School, the Procrastinator's Club; the Society of Professional Journalists, Sigma Delta Chi.
Retain capitalization if Co., Corp. or a similar word is deleted from the full proper name: General Motors.
- A. SUBSIDIARIES: Capitalize the names of major subdivisions: the Pontiac Motor Division of General Motors.
- B. INTERNAL ELEMENTS: Use lowercase for internal elements of an organization when they have names that are widely used generic terms: the board of directors of General Motors, the board of trustees of Columbia University, the history department of Harvard University, the sports department of the Daily Citizen-Leader.
Capitalize internal elements of an organization when they have names that are not widely used generic terms: the General Assembly of the World Council of Churches, the House of Delegates of the American Medical Association, the House of Bishops and House of Deputies of the Episcopal Church.

- C. FLIP-FLOPPED NAMES: Retain capital letters when commonly accepted practice flops a name to delete the word of: College of the Holy Cross, Holy Cross College, Harvard School of Dental Medicine, Harvard Dental School. Do not however, flop formal names that are known to the public with the word of: Massachusetts Institute of Technology, for example, not Massachusetts Technology Institute.
- D. ABBREVIATIONS AND ACRONYMS: Some organizations and institutions are widely recognized by their abbreviations: GOP, NAACP, NATO. For guidelines on when such abbreviations may be used, see the entries under **abbreviations and acronyms** and **second reference**.
167. **page numbers** - Use figures and capitalize page when used with a figure. When a letter is appended to the figure, capitalize it, but do not use a hyphen: Page 1, Page 10, Page 20A.
One exception: It's a Page One story.
168. **park** - Lowercase unless used as part of a proper name.
169. **party affiliation** - Let relevance be the guide in determining whether to include a political figure's party affiliation in a story.
Party affiliation is pointless in some stories, such as an account of a governor accepting a button from a poster child.
It will occur naturally in many political stories. For stories between these extremes, include party affiliation if readers need it for understanding or are likely to be curious about what it is.
- A. GENERAL FORMS: When party designation is given, use any of these approaches as logical in constructing a story:
- Democratic Sen. Hubert Humphrey of Minnesota said ...
- Sen. Hubert Humphrey, D-Minn., said ...
- Sen. Hubert Humphrey also spoke. The Minnesota Democrat said ...
- Rep. Morris Udall of Arizona is seeking the Democratic president nomination. Note: Rep. Morris Udall, D-Ariz., is seeking the Democratic ...
In stories about party meetings, such as a report on the Republican National Convention, no specific reference to party affiliation is necessary unless an individual is not a member of the party in question.
- B. SHORT-FORM PUNCTUATION: Set short forms such as D-Minn. off from a name by commas, as illustrated above.
Use the abbreviations listed in the entries for states. (No abbreviations for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah.)
Use R- for Republicans and D- for Democrats.

- C. FORM FOR U.S. HOUSE MEMBERS: The normal practice for U.S. House members is to identify them by party and state. In contexts where state affiliation is clear and home city is relative, such as a state election roundup, identify representatives by party and city: U.S. Reps. Thomas P. O'Neill Jr., D-Cambridge, and Margaret Heckler, R-Wellesley. If this option is used, be consistent throughout the story.
- D. FORM FOR STATE LEGISLATORS: Short-form listings showing party and home county or city are appropriate in state stories.
170. **people, persons** - Use person when speaking of an individual: One person waited for the bus.
The word people is preferred to persons in plural uses. For example: Thousands of people attended the fair. Some rich people pay few taxes. What will people say? There were 17 people in the room.
Persons should be used only when it is in a direct quote or part of a title as in Bureau of Missing Persons.
People also is a collective noun that takes a plural verb when used to refer to a single race or nation: The American people are united. In this sense, the plural is peoples: The peoples of Africa speak many languages.
171. **percent** - One word. It takes a singular verb when standing alone or when a singular word follows an of construction: The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.
It takes a plural verb when a plural word follows an of construction: He said 50 percent of the members were there.
172. **percentages** - Use figures: 1 percent, 2.5 percent (use decimals, not fractions), 10 percent.
For amounts less than 1 percent, precede the decimal with a zero: The cost of living rose 0.6 percent.
Repeat percent with each individual figure: He said 10 percent to 30 percent of the electorate may not vote.
173. **personifications** - Capitalize them: Grim Reaper, John Barleycorn, Mother Nature, Old Man Winter, etc.
174. **-persons** - Do not use coined words such as chairperson or spokesperson in regular text.
175. **Pettigrew State Park** - A Division unit located in Washington and Tyrell counties.
176. **Ph.D., Ph.D.s** - The preferred form is to say a person holds a doctorate and name the individual's area of specialty. See academic degrees and doctor.
177. **Piedmont** - Capitalize when used in reference to a section of the state.

178. **Pilot Mountain State Park** - A Division unit located in Surry County.

179. **planets** - Capitalize the proper names of planets: Jupiter, Mars, Mercury, Neptune, Pluto, Saturn, Uranus, Venus. Capitalize earth when used as the proper name of our planet: The astronauts returned to Earth.

Lowercase nouns and adjectives derived from the proper names of planets and other heavenly bodies: martian, jovian, lunar, solar, venusian.

See **Earth** and **heavenly bodies**.

180. **planning** - Avoid the redundant future planning.

181. **Planning and Assessment** - Capitalize when referring to the management section in the Division of Parks and Recreation and when used in the formal name of another agency: Dr. Franklin E. Boteler is the chief of the Planning and Assessment Section.

182. **plants** - In general, lowercase the names of plants, but capitalize proper nouns or adjectives that occur in a name.

Some examples: tree, fir, white fir, Douglas fir; Scotch pine; clover, white clover, white Dutch clover.

If a botanical name is used, capitalize the first word, lowercase others: pine tree (*Pinus*), red cedar (*Juniperus virginiana*), blue azalea (*Callicarpa americana*), Kentucky coffee tree (*Gymnocladus dioica*).

183. **plurals** - Follow these guidelines in forming and using plural words:

MOST WORDS: Add s: boys, girls, ships, villages.

WORDS ENDING IN CH, S, SH, SS, X AND Z: Add es: churches, lenses, parishes, glasses, boxes, buzzes. (Monarchs is an exception).

WORDS ENDING IN IS: Change is to es: oases, parentheses, theses.

WORDS ENDING IN Y: If y is preceded by a consonant or qu, change y to i and add es: armies, cities, navies, soliloquies.

Otherwise add s: donkeys, monkeys.

WORDS ENDING IN O: If o is preceded by a consonant, most plurals require es: tornadoes, buffaloes, dominoes, potatoes. But there are exceptions: pianos.

WORDS ENDING IN F: Change f to v and add es: leaves, selves.

LATIN ENDINGS: Latin-root words ending in us change us to i: alumnus, alumni.

Most ending in a change to ae: alumna, alumnae (formula, formulas is an exception).

Those ending in on change to a: phenomenon, phenomena.

Most ending in um add s: memorandums, referendums, stadiums. Among those that still use the Latin ending: addenda, curricula, media.

Use the plural that Webster's New World lists as most common for a particular sense of a word.

FORM CHANGE: man, men; child, children; foot, feet; mouse, mice, etc.

Caution: When s is used with any of these words it indicates possession and must be preceded by an apostrophe: men's children's, etc.

WORDS THE SAME IN SINGULAR AND PLURAL: corps, chassis, deer, moose, sheep, etc.

The sense in a particular sentence is conveyed by the use of a singular or plural verb.

WORDS PLURAL IN FORM, SINGULAR IN MEANING: Some take singular verbs: measles, mumps, news.

Others take plural verbs: grits, scissors.

COMPOUND WORDS: Those written solid add s at the end: cupfuls, handfuls, tablespoonfuls.

For those that involve separate word or words linked by a hyphen, make the most significant word plural:

- Significant word first: adjutants general, aides-de-camp, attorneys general, courts-martial, daughters-in-law, passers-by, postmasters general, presidents-elect, secretaries general, sergeants major.

- Significant word in the middle: assistant attorneys general, deputy chiefs of staff.

- Significant word last: assistant attorneys, assistant corporation counsels, deputy sheriffs, lieutenant colonels, major generals.

WORDS AS WORDS: Do not use 's: His speech had to many "ifs," "ands," and "buts."

PROPER NAMES: Most ending in es or z add es: Charleses, Joneses, Gonzalezes.

Most ending in y add s even if preceded by a consonant: the Duffys, the Kennedys, the two Germanys, the two Kansas Citys. Exceptions include Alleghenies and Rockies.

For others, add s: the Reagans, the McCoys, etc.

FIGURES: Add s: The custom began in the 1920s. The airline has two 727s. Temperatures will be in the low 20s. There were five size 7s.

SINGLE LETTERS: Use 's: Mind your p's and q's. He learned the three R's and brought home a report card with four A's and two B's. The Oakland A's won the pennant.

MULTIPLE LETTERS: Add s: She knows her ABCs. I gave him five IOUs. Four VIPs were there.

PROBLEMS, DOUBTS: For questions not covered by this manual, use the plural listed in Webster's New World as most common for a particular sense of a word.

184. **p.m., a.m.** - Lowercase with periods. Avoid the redundant 10 p.m. tonight.

185. **police department** - In communities where this is the formal name, capitalize police department with or without the name of the community: the Los Angeles Police Department, the Police Department.

If a police agency has some other formal name such as Division of Police, use that name if it is the way the department is known to the public. If the story uses police department as a generic term for such an agency, put police department in lowercase.

If a police agency with an unusual formal name is known to the public as a police department, treat police department as the name, capitalizing it with or without the name of the community. Use the formal name only if there is a special reason in the story.

If the proper name cannot be determined for some reason, such as the need to write about a police agency from a distance, treat police department as the proper name, capitalizing it with or without the name of the community.

Lowercase police department in plural uses: the Los Angeles and San Francisco police departments.

Lowercase the department whenever it stands alone.

186. **police titles** - See **military titles and titles**.

187. **possessives** - Follow these guidelines:

A. PLURAL NOUNS NOT ENDING IN S: Add 's: the alumni's contributions, women's rights.

B. PLURAL NOUNS ENDING IN S: Add only an apostrophe: the churches' needs, the girls' toys, the horses' food, the ships' wake, states' rights, the VIPs' entrance.

C. NOUNS PLURAL IN FORM, SINGULAR IN MEANING: Add only an apostrophe: mathematics' rules, measles' effects. (But see INANIMATE OBJECTS below.)

Apply the same principle when a plural word occurs in the formal name of a singular entity: General Motors' profits, the United States' wealth.

- D. NOUNS THE SAME IN SINGULAR AND PLURAL: Treat them the same as plurals, even if the meaning is singular; one corps' location, the two deer's tracks, the lone moose's antlers.
- E. SINGULAR NOUNS NOT ENDING IN S: Add 's: the church's needs, the girl's toys, the horse's food, the ship's route, the VIP's seat.
- Some style guides say that singular nouns ending in s sounds such as ce, x, and z may take either the apostrophe alone or 's. See SPECIAL EXPRESSIONS, but otherwise, for consistency and ease in remembering a rule, always use 's if the word does not end in the letter s: Butz's policies, the fox's den, the justice's verdict, Marx's theories, the prince's life, Xerox's profits.
- F. SINGULAR COMMON NOUNS ENDING IN S: Add 's unless the next word begins with s: the hostess's invitation, the hostess' seat; the witness's answer, the witness' story.
- G. SINGULAR PROPER NAMES ENDING IN S: Use only an apostrophe: Achilles' heel, Agnes' book, Ceres' rites, Descartes' theories, Dicken's novels, Euripides' dramas, Hercules' labors, Jesus' life, Jules' seat, Kansas' schools, Moses' law, Socrates' life, Tennessee Williams' plays, Xerxes' armies.
- H. SPECIAL EXPRESSIONS: The following exceptions to the general rule for words not ending in s apply to words that end in an s sound and are followed by a word that begins with s: for appearance' sake, for conscience' sake, for goodness' sake. Use 's otherwise: the appearance's cost, my conscience's voice.
- I. PRONOUNS: Personal interrogative and relative pronouns have separate forms for the possessive. None involve an apostrophe: mine, ours, your, yours, his, hers, its, theirs, whose.
- Caution: If you are using an apostrophe with a pronoun, always doublecheck to be sure that the meaning calls for a contraction: you're, it's, there's, who's.
- Follow the rules listed above in forming the possessives of other pronouns: another's idea, others' plans, someone's guess.
- J. COMPOUND WORDS: Applying the rules above, add an apostrophe of 's to the word closest to the object possessed: the major general's decision, the major generals' decisions, the attorney general's request, the attorneys general's request. See the plurals entry for guidelines on forming the plurals of these words.
- Also: anyone else's attitude, John Adams Jr.'s father, Benjamin Franklin of Pennsylvania's motion. Whenever practical, however, recast the phrase to avoid ambiguity: the motion by Benjamin Franklin of Pennsylvania.

- K. JOINT POSSESSION, INDIVIDUAL POSSESSION: Use a possessive form after only the last word if ownership is joint: Fred and Sylvia's apartment, Fred and Sylvia's stocks.
- Use a possessive form after both words if the objects are individually owned: Fred's and Sylvia's books.
- L. DESCRIPTIVE PHRASES: Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense: citizens band radio, a Cincinnati Reds infielder, a teachers college, a Teamsters request, a writers guide.
- Memory Aid: The apostrophe usually is not used if for or by rather than of would be appropriate in the longer form: a radio band for citizens, a college for teachers, a guide for writers, a request by Teamsters.
- An 's' is required however, when a term involves a plural word that does not end in s: a children's hospital, a people's republic, the Young Men's Christian Association.
- M. DESCRIPTIVE NAMES: Some governmental, corporate and institutional organizations with a descriptive word in their names use an apostrophe; some do not. Follow the user's practice: Actors Equity, Diners Club, the Ladies' Home Journal, the National Governor's Association, the Veterans Administration.
- N. QUASI POSSESSIVES: Follow the rules above in composing the possessive form of words that occur in such phrases as a day's pay, two weeks' vacation, three days' work, your money's worth.
- Frequently, however, a hyphenated form is clearer: a two-week vacation, a three-day job.
- O. DOUBLE POSSESSIVES: Two conditions must apply for a double possessive - a phrase such as a friend of John's - to occur: 1. The word after of must refer to an animate object, and 2. The word before of must involve only a portion of the animate object's possessions.
- Otherwise, do not use the possessive form on the word after of: The friends of John Adams mourned his death. (All the friends were involved.) He is a friend of the college. (Not college's, because college is inanimate.)
- Memory Aid: This construction occurs most often, and quite naturally, with the possessive forms of personal pronouns: He is a friend of mine.
- P. INANIMATE OBJECTS: There is no blanket rule against creating a possessive form for an inanimate object, particularly if the object is treated in a personified sense. See some of the earlier examples, and not these: death's call, the wind's murmur.
- In general, however, avoid excessive personalization of inanimate objects and give preference to an of construction when it fits the makeup of the sentence. For example, the earlier reference to mathematics' rule and measles' effects

would better be phrased: the rules of mathematics, the effects of measles.

188. **post office** - It may be used but it is no longer capitalized because the agency is now the U.S. Postal Service.

Use lowercase in referring to an individual office: I went to the post office.

189. **prefixes** - Generally, do not hyphenate when using a prefix with a word starting with a consonant.

Three rules are constant, although they yield some exceptions in Webster's New World Dictionary:

- Except for cooperate and coordinate, use a hyphen if the prefix ends in a vowel, and the word that follows begins with the same vowel.
- Use a hyphen if the word that follows is capitalized.
- Use a hyphen to join doubled prefixes:
sub-subparagraph.

190. **president** - Capitalize president only as a formal title before one or more names: President Reagan, Presidents Ford and Carter.

Lowercase in all other uses: The president said today. He is running for president. Lincoln was president during the Civil war.

FIRST NAMES: In most cases, the first name of a current or former U.S. president is not necessary on first reference. Use first names when necessary to avoid confusion: President Andrew Johnson, President Lyndon Johnson. First names also may be used for literary effect, or in feature or personality contexts.

For presidents of other nations and organizations and institutions, capitalize president as a formal title before a full name: President Josip Broz Tito of Yugoslavia (not President Tito on first reference), President John Smith of Acme Corp.

On second reference, use only the last name of a man. Use Miss, Mrs. or Ms. or no title before the last name of a woman, depending on her preference.

191. **principal, principle** - Principal is a noun and adjective meaning someone or something first in rank, authority, importance or degree: She is the school principal. He was the principal player in the trade. Money is the principal problem for state parks.

Principle is a noun that means a fundamental truth, law, doctrine or motivating force: They fought for the principle of self-determination.

192. **pro-** - Use a hyphen when coining words that denote support for something. Some examples:

pro-abortion	pro-business
pro-labor	pro-life
pro-peace	pro-war

No hyphen when pro is used in other senses: produce, profile, pronoun, etc.

193. punctuation - Think of it as a courtesy to your readers, designed to help them understand a story.
See the punctuation chapter at the end of the style manual.
194. quotations in the news - Quotations should be corrected to avoid the errors in grammar and word usage that often occur unnoticed in speech, but are embarrassing in print.
Do not routinely use abnormal spellings such as gonna in attempts to convey regional dialects or mispronunciations. Such spellings are appropriate, however, when relevant or help to convey a desired touch in a feature.
- A. FULL vs. PARTIAL QUOTES: In general, avoid fragmentary quotes. If a speaker's words are clear and concise, favor the full quote. If cumbersome language can be paraphrased fairly, use an indirect construction, reserving quotation marks for sensitive or controversial passages that must be identified specifically as coming from the speaker.
- B. CONTEXT: Remember that you can misquote someone by giving a startling remark without its modifying passage or qualifiers. The manner of delivery sometimes is part of the context. Reporting a smile or a deprecatory gesture may be as important as conveying the words themselves.
195. railroads - Capitalize when part of a name: the Illinois Central Gulf Railroad.
Railroad companies vary the spelling of their names, using Railroad, Rail Road, Railway, etc.
Use the railroad for all lines in second references.
Use railroads in lowercase for all plurals, the Penn Central and Santa Fe railroads.
196. ranger - Do not abbreviate. Capitalize when used as a formal title before a name.
197. ratios - Use figures and a hyphen: the ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio. As illustrated, the word to should be omitted when the numbers precede the word ratio.
Always use the word ratio or a phrase such as a 2-1 majority to avoid confusion with actual figures.
198. Raven Rock State Park - A Division unit located in Harnett County.
199. re- - The rules in prefixes apply. The following examples of exceptions to first-listed spellings in Webster's New World are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

198. **real** - Avoid using the adjective real for the adverbs very or really. Ex.: She is very (not really) attractive and really well educated.
199. **religious titles** - The first reference to a clergyman or clergywoman normally should include a capitalized title before the individual's name.
In many cases, the Rev. is the designation that applies before a name on first reference.
On second reference to members of the clergy:
- To a man: Use only a last name if he uses a surname: the Rev. Billy Graham on first reference, Graham on second reference
- To a woman: Use Miss, Mrs., Ms. or no title before her last name depending on her preference.
200. **Reservoir District** - Capitalize when referring to the district in the N.C. Division of Parks and Recreation: The Reservoir District includes Falls Lake, Jordan Lake and Kerr Lake state recreation areas.
201. **Rev.** - When this description is used before an individual's name, precede it with the word the because, unlike the case with Mr. and Mrs., the abbreviation Rev. does not stand for a noun. Ex.: A fund-raising drive was organized by the Rev. Billy Graham.
202. **road** - Do not abbreviate. See **addresses**.
203. **Roman numerals** - Use letters (I, X, etc.) to express numbers.
Use Roman numerals for wars and to establish personal sequence for people and animals: World War I, Native dancer II, King George V, Pope John XXIII, John Jones III. See the junior, senior entry.
Use Arabic numerals in all other cases. See **Arabic numerals and numerals**.
In Roman numerals, the capital letter I equals 1, V equals 5, X equals 10, L equals 50, C equals 100, D equals 500 and M equals 1,000.
Other numbers are formed from these by adding or subtracting as follows:
- The value of a letter following another of the same or greater value is added: III equals 3.
- The value of a letter preceding one of greater value is subtracted: IV equals 4.
204. **room numbers** - Use figures and capitalize room when used with a figure: Room 2, Room 211.
205. **rooms** - Capitalize the names of specially designated rooms: Blue Room, Lincoln Room, Oval Office, Persian Room.

- The value of a letter following another of the same or greater value is added: III equals 3.
 - The value of a letter preceding one of greater value is subtracted: IV equals 4.
206. **room numbers** - Use figures and capitalize room when used with a figure: Room 2, Room 211.
207. **rooms** - Capitalize the names of specially designated rooms: Blue Room, Lincoln Room, Oval Office, Persian Room.
EXAMPLES: The meeting was held in the fifth floor conference room. The meeting was held in Conference Room 224.
208. **school** - Capitalize when part of a proper name: Madison Elementary School, Doherty Junior High School, Crocker High School.
209. **seasons** - Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name: Dartmouth Winter Carnival, Winter Olympics, Summer Olympics.
210. **second reference** - When used in this manual, the term applies to all subsequent references to an organization or an individual within a story.
Acceptable abbreviations and acronyms may be used on second references only after full spelling on the initial reference.
The use of an acceptable term for second reference does not mean that it must be used after the first reference. Often a generic word such as the agency, the commission or the company is more appropriate and less jarring to the reader. At other times, the full names may need to be repeated for clarity.
For additional guidelines that apply to organizations, see the **abbreviations and acronyms** entry and **capitalization**. For additional guidelines that apply to individuals, see **courtesy titles and titles**.
211. **secretary** - Capitalize before a name only if it is an official corporate or organizational title. Do not abbreviate. See **titles**.
212. **section** - Capitalize when used with the full name of a section in the Division. EXAMPLES: He works in the Operations Section. What section does she work in?
213. **semi** - The rules in prefixes apply, but, in general, no hyphen.
Some EXAMPLES:
semifinal semiofficial
semi-invalid semitropical
214. **semiannual** - Twice a year, a synonym for biannual.

Do not confuse it with biennial, which means every two years.

215. **senate** - Capitalize all specific references to governmental legislative bodies, regardless of whether the name of the nation or the state is used: the U.S. Senate, the Senate, the North Carolina Senate, the state Senate, the Senate.

Lowercase plural uses: the Virginia and North Carolina senates.

See **governmental bodies**.

216. **senator, Sen.** - See **legislative titles and party affiliation**.

217. **sentences** - Capitalize the first word of every sentence, including quoted statements and direct questions:

Patrick Henry said, "I know not what course others may take, but as for me, give me liberty or give me death."

Capitalize the first word of a quoted statement if it constitutes a sentence, even if it was part of a larger sentence in the original: Patrick Henry said, "Give me liberty or give me death."

In direct questions, even without quotation marks: The story answers the question, Where does true happiness really lie?

218. **sewage, sewerage** - Sewage is waste matter. Sewerage is the drainage system. Sewer is the pipe system that moves sewage.

219. **shall, will** - Use shall to express determination: We shall overcome. You and he shall stay.

Either shall or will may be used in first-person constructions which do not emphasize determination: We shall hold a meeting. We will hold a meeting.

For second- and third-person constructions, use will unless determination is stressed: You will like it. She will not be pleased.

See the **should, would** entry and **subjunctive mood**.

220. **should, would** - Use should to express an obligation: We should help the needy.

Use would to express a customary action: In the summer we would spend hours by the seashore.

Use would also in constructing a conditional past tense, but be careful:

Wrong: If Soderholm would not have had an injured foot, Thompson would not have been in the lineup.

Right: If Soderholm had not had an injured foot, Thompson would not have been in the lineup.

See **subjunctive mood**.

221. **Singletary Lake State Park** - A Division unit located in Bladen County.

222. **sit, set** - Sit does not take an object. EXAMPLE: He will sit.
Set takes a receiver of its action. EXAMPLE: He will set the glass on the table.
223. **slang** - In general, avoid slang, the highly informal language that is outside conventional or standard usage.
224. **Social Security** - Capitalize all references to the U.S. system.
The number groups are hyphenated: 123-45-6789.
225. **South** - As defined by the U.S. Census Bureau, the 16-state region is broken into three divisions.
The four East South Central states are Alabama, Kentucky, Mississippi, Tennessee.
The eight South Atlantic states are Delaware, Maryland, Florida, Georgia, North Carolina, South Carolina, Virginia and West Virginia.
The four West South Central states are Arkansas, Louisiana, Oklahoma and Texas.
226. **South Mountains State Park** - A Division unit located in Burke County.
227. **standard time** - Capitalize Eastern Standard Time, Pacific Standard Time, etc., but lowercase standard time when standing alone.
228. **state** - Lowercase in all state of constructions: the state of Maine, the states of Maine and Vermont.
Four states - Kentucky, Massachusetts, Pennsylvania and Virginia - are legally commonwealths rather than states. The distinction is necessary only in formal uses; The commonwealth of Kentucky filed a suit. For simple geographic reference: tobacco is grown in the state of Kentucky.
Do not capitalize state when used simply as an adjective to specify a level of jurisdiction: state Rep. William Smith, the state Transportation Department, state funds.
Apply the same principles to phrases such as the city of Chicago, the town of Auburn, etc.
See also **state names**
229. **statehouse** - Capitalize all references to a specific statehouse, with or without the name of the state: The Massachusetts Statehouse is in Boston. The governor will visit the Statehouse today.
Lowercase plural uses: the Massachusetts and Rhode Island statehouses.
230. **state names** - Follow these guidelines:

- A. STANDING ALONE: Spell out the names of the 50 U.S. states when they stand alone in textual material.
- B. EIGHT NOT ABBREVIATED: The names of eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.
- C. ABBREVIATIONS REQUIRED: Use the state abbreviations listed at the end of this section:
 - In conjunction with the name of a city, town, village or military base in most datelines. See **datelines** for examples and for exceptions for large cities.
 - In conjunction with the name of a city, town, village or military base in text. See **datelines** for guidelines on when a city may stand alone in the body of a story.
 - In short-form listings of party affiliation: D-Ala., R-Mont. See **party affiliation** for details.

The abbreviations are:

Ala.	Ariz.	Ark.	Calif.	Colo.	Conn.
Del.	Fla.	Ga.	Ill.	Ind.	Kan.
Ky.	La.	Md.	Mass.	Mich.	Minn.
Miss.	Mo.	Mont.	Neb.	Nev.	N.H.
N.J.	N.M.	N.Y.	N.C.	N.D.	Okla.
Ore.	Pa.	R.I.	S.C.	S.D.	Tenn.
Vt.	Va.	Wash.	W.Va.	Wis.	Wyo.

- D. PUNCTUATION: Place one comma between the city and state name and another comma after the state name, unless ending a sentence or indicating a dateline: He was traveling from Nashville, Tenn., to Austin, Texas, en route to his home in Albuquerque, N.M.
- MISCELLANEOUS: Use New York state when necessary to distinguish the state from New York City. Use state of Washington or Washington state when necessary to distinguish the state from the District of Columbia.

- 231. **Stone Mountain State Park** - A Division unit located in Wilkes and Alleghany counties.
- 232. **street** - Abbreviate only with numbered addresses. See **addresses**.
- 233. **sub-** - The rules in **prefixes** apply, but in general, no hyphen. Some examples:
 subbasement submachine gun subcommittee suborbital
 subculture subtotal subdivision subzero.
- 234. **subcommittee** - Lowercase when used with the name of a legislative body's full committee: a Ways and Means subcommittee.
 Capitalize when a subcommittee has a proper name of its own: The Senate Permanent Subcommittee on Investigations.

235. **subjunctive mood** - Use the subjunctive mood of a verb for contrary-to-fact conditions, and expressions of doubts, wishes or regrets. Examples:

If I were a rich man, I wouldn't have to work hard.

I doubt that more money would be the answer.

I wish it were possible to take back my words.

Sentences that express a contingency or hypothesis may use either the subjunctive or the indicative mood depending on the context. In general, use the subjunctive if there is little likelihood that a contingency might come true.

EXAMPLES:

If I were to marry a millionaire, I wouldn't have to worry about money.

If the bill passes as expected, it will provide an immediate tax cut.

236. **superintendent** - Do not abbreviate. Capitalize when used as a formal title before a name.

237. **suspensive hyphenation** - The form: The 5- and 6-year-olds attend morning classes.

238. **telephone numbers** - Use figures. The form: (919) 621-1500. If extension numbers are given: Ext. 364.

239. **television station** - The call letters alone are frequently inadequate, but when this phrase is needed, use lowercase: television station WTEV.

240. **temperatures** - Use figures for all except zero. Use a word, not a minus sign, to indicate temperatures below zero.

Right: The day's low was minus 10.

Right: The day's low was 10 below zero.

Wrong: The day's low was -10.

Right: The temperature rose to zero by noon.

Right: The day's high was expected to be 9 or 10.

Also: 5-degree temperature, temperatures fell 5 degrees, temperatures in the 30s (no apostrophe).

Temperatures get higher or lower, but they don't get warmer or cooler.

Wrong: temperatures are expected to warm up in the area Friday.

Right: Temperatures are expected to rise in the area Friday.

241. **that (conjunction)** - Use the conjunction that to introduce a dependent clause if the sentence sounds or looks awkward without it. However, the word that is frequently overused and should not be used unless necessary. There are no hard-and-fast rules, but in general:

- That usually may be omitted when a dependent clause immediately follows a form of the verb to say: The president said he had signed the bill.

- That should be used when a time element intervenes between the verb and the dependent clause: The president said Monday that he had signed the bill.
- That usually is necessary after some verbs. They include: advocate, assert, contend, declare, estimate, make clear, point out, propose and state.
- That is required before a subordinate clause beginning with conjunctions such as after, although, because, before, in addition to, until and while: Haldeman said that after he learned of Nixon's intention to resign, he sought pardons for all connected with Watergate.

240. **that, which, who, whom** (pronouns) - Use who and whom in reference to people and to animals with a name: John Jones is the man who helped me. See the who, whom entry. Use that and which in referring to inanimate objects and to animals without a name. See the essential, non-essential clauses entry for guidelines on using that and which to introduce phrases and clauses.
241. **their, there, they're** - Their is a possessive pronoun: They went to their house.
There is an adverb indicating direction. We went there for dinner.
There also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: There is no food on the table. (Tip: Try to avoid these constructions since there has no meaning in this usage).
They're is a contraction for they are.
242. **Theodore Roosevelt Natural Area** - A Division unit located in Carteret County.
243. **time element** - Use Monday, Tuesday, etc. for days of the week within seven days before or after the current date. Use the month and a figure for dates beyond this range.
Avoid such redundancies as last Tuesday or next Tuesday. Verb tense dictates which Tuesday. Unless the time element falls within a week before or after publication, the time element is not of great importance in a story and should not be placed in the first few paragraphs. More important information should be reserved for the first few paragraphs.
244. **times** - Use figures except for noon and midnight. Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m.
Avoid such redundancies as 10 a.m. this morning, 10 p.m. tonight, 10 p.m. Monday night.
245. **titles** - In general, confine capitalization to formal titles used directly before an individual's name. Capitalize all job titles in the N.C. Department of Environment, Health and

Natural Resources and the N.C. Division of Parks and Recreation when they precede an individual's name. Lowercase the title if it follows an individual's name and is set off by commas. EXAMPLES: District Superintendent Scott Daughtry; Scott Daughtry, district superintendent; William W. Cobey Jr., secretary of the N.C. Department of Environment, Health and Natural Resources; Park Ranger Eugene Jordan. He is a park ranger with the N.C. Division of Parks and Recreation.

The basic guidelines:

- A. LOWERCASE: Lowercase and spell out titles when they are not used with an individual's name: The president issued a statement. The pope gave his blessing.
Lowercase and spell out titles in constructions that set them off from a name by commas: The vice president, George Bush, declined to run again. Paul VI, the current pope, does not plan to retire.
- B. COURTESY TITLES: See the **courtesy titles** entry for guidelines on when to use Miss, Mr., Mrs. and Ms. or no titles. The forms Mr., Mrs., Miss and Ms. apply both in regular text and in quotations.
- C. FORMAL TITLES: Capitalize formal titles when they are used immediately before one or more names: Pope Paul, President Washington, Vice Presidents John Jones and William Smith.
A formal title generally is one that denotes a scope of authority, professional activity or academic accomplishment so specific that the designation becomes almost as much an integral part of an individual's identity as a proper name itself: President Reagan, Gov. Jim Martin, Dr. Marcus Welby, Pvt. Gomer Pyle.
Other titles serve primarily as occupational descriptions: astronaut John Glenn, movie star John Wayne, peanut farmer Jimmy Carter.
A final determination on whether a title is formal or occupational depends on the practice of the governmental or private organization that confers it. If there is doubt about the status of a title, use a construction that sets the name of the title off with commas.
- D. ABBREVIATED TITLES: The following formal titles are capitalized and abbreviated as shown when used before a name outside a quotations: Dr., Gov., Lt. Gov., Rep., Sen., and certain military ranks listed in the **military titles** entry. Spell out all except Dr. when they are used in quotations.
All other formal titles are spelled out in all uses.
- E. PAST AND FUTURE TITLES: A formal title that an individual formerly held, is about to hold or holds temporarily is capitalized if used before the person's name. But do not capitalize the qualifying word: former President Ford, acting Mayor Peter Barry.

The five Pacific division states are Alaska, California, Hawaii, Oregon and Washington.

264. **Western District** - Capitalize when referring to the district in the N.C. Division of Parks and Recreation: Mount Mitchell State Park is in the Western District.
265. **western Piedmont** - Lowercase. EXAMPLE: John Shaffner is the trails specialist for the western Piedmont region.
266. **Weymouth Woods Natural Area** - A Division unit located in Moore County.
267. **who, whom** - Use who and whom for references to human beings and to animals with a name. Use that and which for inanimate objects and animals without a name.
Who is the word when someone is the subject of a sentence, clause or phrase: The woman who rented the room left the window open. Who is there?
Whom is the word when someone is the object of a verb or preposition: The woman to whom the room was rented left the window open. Whom do you wish to see?
268. **who's, whose** - Who's is a contraction for who is, not a possessive: Who's there?
Whose is the possessive: I don't know whose coat it is.
269. **wide-** - Usually hyphenated. Some examples:
wide-angle wide-eyed wide-awake wide-open
-wide - No hyphen. Some examples:
citywide countrywide nationwide statewide
industrywide worldwide
270. **William B. Umstead State Park** - A Division unit located in Wake County.
271. **word selection** - In general, any word with a meaning that universally is understood is acceptable unless it is offensive or below the standards for literate writing.
272. **years** - Use figures, without commas: 1988. Use an s without an apostrophe to indicate spans of decades or centuries: the 1890s, the 1800s.
Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: 1976 was a good year.

A GUIDE TO PUNCTUATION

There is no alternative to correct punctuation. Incorrect punctuation can change the meaning of a sentence, the results of which could be far-reaching.

Even if the meaning is not changed, bad punctuation, however inconsequential, can cause the reader to lose track of what is being said and give up reading a sentence.

The basic guideline is to use common sense.

-Punctuation is to make clear the thought being expressed.

-If punctuation does not help make clear what is being said, it should not be there.

"The Elements of Style" by E.B. White and William Strunk Jr. is a bible of writers. It states:

"Clarity, clarity, clarity. When you become hopelessly mired in a sentence, it is best to start fresh; do not try to fight your way through against terrible odds of syntax. Usually what is wrong is that the construction has become too involved at some point; the sentence needs to be broken apart and replaced by two or more shorter sentences."

This applies to punctuation. If a sentence becomes cluttered with commas, semicolons, and dashes, start over.

These two paragraphs are full of commas and clauses; all of it equals too much for the reader to grasp:

"The Commonwealth Games Federation, in an apparent effort to persuade other nations to ignore the spiraling boycott, ruled Sunday that Budd, a runner who has had a storied past on and off the track, and Cowley, a swimmer who competes for the University of Texas, were ineligible under the Commonwealth Constitution to compete for England in the 10-day event to be held in Edinburgh, Scotland, beginning July 24.

"The decision on Budd, who has been the object of a number of demonstrations in the past, and Cowley followed an earlier announcement Sunday by Tanzania that it was joining Negeria, Kenya, Ghana and Uganda in boycotting the games because of Britain's refusal to support economic sanctions against South Africa's white-led government."

PUNCTUATION MARKS AND HOW TO USE THEM

ampersand (&) Use the ampersand when it is part of a company's formal name: Baltimore & Ohio Railroad, Newport News Shipbuilding & Dry Dock Co.

The ampersand should not otherwise be used in place of and.

apostrophe ('') Follow these guidelines:

PLURAL NOUNS NOT ENDING IN S: Add 's: the alumni's contributions, women's rights.

PLURAL NOUNS ENDING IN S: Add only an apostrophe: the churches' needs, the girls' toys, the horses' food, the ships' wake, states' rights, the VIPs' entrance.

NOUNS PLURAL IN FORM, SINGULAR IN MEANING: Add only an apostrophe: mathematics' rules, measles' effects. (But see INANIMATE OBJECTS BELOW.)

Apply the same principle when a plural word occurs in the formal name of a singular entity: General Motors' profits, the United States' wealth.

NOUNS THE SAME IN SINGULAR AND PLURAL: Treat them the same as plurals, even if the meaning is singular: one corps' location, the two deer's tracks, the lone moose's antlers.

SINGULAR NOUNS NOT ENDING IN S: Add 's: The church's needs, the girl's toys, the horse's food, the ship's route, the VIP's seat.

Some style guides say that singular nouns ending in s sounds such as ce, x, and z may take either the apostrophe alone or 's'. See SPECIAL EXPRESSIONS but otherwise, for consistency and ease in remembering a rule, always use 's' if the word does not end in the letter s: Butz's policies, the fox's den, the justice's verdict, Marx's theories, the prince's life, Xerox's profits.

SINGULAR COMMON NOUNS ENDING IN S: Add 's' unless the next word begins with s: the hostess's invitation, the hostess' seat; the witness's answer, the witness' story.

SINGULAR PROPER NAMES ENDING IN S: Use only an apostrophe: Achilles' heel, Agnes' book, Ceres' rites, Descartes' theories, Dickens' novel, Euripides' dramas, Hercules' labors, Jesus' life, Jules' seat, Kansas' schools, Moses' law, Socrates' life, Tennessee Williams' plays, Xerxes' armies.

SPECIAL EXPRESSIONS: The following exceptions to the general rule for words not ending in s apply to words that end in an s sound and are followed by a word that begins with s: for appearance' sake, for conscience' sake, for goodness' sake. Use 's' otherwise: the appearance's cost, my conscience's voice.

PRONOUNS: Personal interrogative and relative pronouns have separate forms for the possessive. None involve an apostrophe: mine, ours, your, yours, his, hers, its, theirs, whose.

Caution: If you are using an apostrophe with a pronoun, always double check to be sure that the meaning calls for a contraction: you're, it's, there's, who's.

Follow the rules listed above in forming the possessives of other pronouns: another's idea, other's plans, someone's guess.

COMPOUND WORDS: Applying the rules above, add an apostrophe or 's' to the word closest to the object possessed: the major general's decision, the major generals' decision, the attorney generals' requests, the attorneys general's requests. See the plurals entry for guidelines on forming the plurals of these words.

Also: anyone else's attitude, John Adams Jr.'s father, Benjamin Franklin of Pennsylvania's motion. Whenever practical, however, recast the phrase to avoid ambiguity: the motion by Benjamin Franklin of Pennsylvania.

JOINT POSSESSION: Use a possessive form after only the last word of ownership is joint: Fred and Sylvia's apartment, Fred and Sylvia's stocks.

Use a possessive form after both words if the objects are individually owned: Fred's and Sylvia's books.

DESCRIPTIVE PHRASES: Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense: citizens band radio, a Cincinnati Reds infielder, a teachers college, a Teamsters request, a writers guide.

Memory Aid: The apostrophe usually is not used if for or by rather than of would be appropriate in the long form: a radio band for citizens, a college for teachers, a guide for writers, a request by the Teamsters.

An 's is required, however, when a term involves a plural word that does not end in s: a children's hospital, a people's republic, the Young Men's Christian Association.

DESCRIPTIVE NAMES: Some governmental, corporate and institutional organizations with a descriptive word in their name use an apostrophe; some do not. Follow the user's practice: Actors Equity, Diners Club, the Ladies' Home Journal, the National Governor's Association, the Veterans Administration. See separate entries for these and similar names frequently in the news.

QUASI POSSESSIVES: Follow the rules above in composing the possessive form of words that occur in such phrases as a day's pay, two weeks' vacation, three days' work, your money's worth.

Frequently, however, a hyphenated form is clearer: a two-week vacation, a three-day job.

DOUBLE POSSESSIVE: Two conditions must apply for a double possessive - a phrase such as a friend of John's - to occur: 1. The word after of must refer to an animate object, and 2. The word before of must involve only a portion of the animate object's possessions.

Otherwise, do not use the possessive form on the word after of: The friends of John Adams mourned his death. (All the friends were involved.) He is a friend of the college. (Not college's, because college is inanimate).

Memory Aid: This construction occurs most often, and quite naturally, with the possessive forms of personal pronouns: He is a friend of mine.

INANIMATE OBJECTS: There is no blanket rule against creating a possessive form for an inanimate object, particularly if the object is treated in a personified sense. See some of the earlier examples, and note these; death's call, the wind's murmur.

In general, however, avoid excessive personalization of inanimate objects, and give preference to an of construction when it fits the makeup of the sentence. For example, the earlier references to mathematics' rules and measles' effects would better be phrased: the rules of mathematics, the effects of measles' effects would better be phrase: the rules of mathematics, the effects of measles.

OMITTED LETTERS: I've, it's, don't, rock 'n' roll, 'Tis the season to be jolly. He is a ne'er-do-well. See **contractions** in main section

OMITTED FIGURES: The class of '62. The Spirit of '76. The '20s

PLURALS OF A SINGLE LETTER: Mind your p's and q's. He learned the three R's and brought home a report card with four A's and two B's. The Oakland A's won the pennant.

DO NOT USE: For plurals of numerals or multiple-letter combinations. See **plurals**.

See **parentheses**.

colon (:) The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: He promised this: The company will make good all the losses. But: There were three considerations: expense, time and feasibility.

EMPHASIS: The colon often can be effective in giving emphasis: He had only one hobby: Eating.

LISTINGS: Use the colon in such listings as time elapse (1:31:07.2), time of day (8:31 p.m.), biblical and legal citations (2 Kings 2:14; Missouri Code 3:245-260).

DIALOGUE: Use a colon for dialogue. In coverage of a trial, for example;

Bailey: What were you doing the night of the 19th?
Mason: I refuse to answer that.

Q AND A: The colon is used for question-and-answer interviews:

Q: Did you strike him?
A: Indeed I did

INTRODUCING QUOTATIONS: Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use colon to introduce longer quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.

PLACEMENT WITH QUOTATION MARKS: Colons go outside quotation marks unless they are part of the quotation itself.

MISCELLANEOUS: Do not combine a dash and a colon.

comma (,) The following guidelines treat some of the most frequent questions about the use of commas.

For detailed guidance, consult "the Comma" and "Misused and Unnecessary Commas" in the Guide to Punctuation section in the back of Webster's New World Dictionary.

IN A SERIES: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: The flag is red, white and blue. He would nominate Tom, Dick or Harry.

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: I had orange juice, toast, and ham and eggs for breakfast.

Use a comma also before the concluding conjunction in a complex series of phrases: The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

See the **dash** and **semicolon** entries for cases when elements of a series contain internal commas.

WITH EQUAL ADJECTIVES: Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word and without changing the sense, the adjectives are equal: a thoughtful, precise manner; a dark, dangerous street.

Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun: a cheap fur coat (the noun phrase is fur coat); the old oaken bucket; a new, blue spring bonnet.

WITH NON-ESSENTIAL CLAUSES: A non-essential clause must be set off by commas. An essential clause must not be set off from the rest of a sentence by commas.

See the **essential clauses**, **non-essential clauses** entry in the main section.

WITH NON-ESSENTIAL PHRASES: A non-essential phrase must be set off by commas. An essential phrase must not be set off from the rest of a sentence by commas.

See the **essential** phrases, **non-essential phrases** entry in the main section.

WITH INTRODUCTORY CLAUSES AND PHRASES: A comma is used to separate an introductory clause or phrase from the main clause: When he had tired of the mad pace of New York, he moved to Dubuque.

The comma may be omitted after short introductory phrases if no ambiguity would result: During the night he heard many noises.

But use the comma if its omission would slow comprehension: On the street below, the curious gathered.

WITH CONJUNCTIONS: When a conjunction such as and, but or for links two clauses that could stand along as separate sentences, use a comma before the conjunction in most cases: She was glad she had looked, for a man was approaching the house.

As a rule of thumb, use a comma if the subject of each clause is expressly stated: We are visiting Washington, and we also plan a side trip to Williamsburg. We visited Washington, and our senator greeted us personally. But no comma when the subject to the two clauses is the same and it not repeated in the second: We are visiting Washington and plan to see the White House.

The comma may be dropped if two clauses with expressly stated subjects are short. In general, however, favor use of a comma unless a particular literary effect is desired or if it would distort the sense of a sentence.

INTRODUCING DIRECT QUOTES: Use a comma to introduce a complete one-sentence quotation within a paragraph: Wallace said, "She spent six months in Argentina and came back speaking English with a Spanish accent." But use a colon to introduce quotations of more than one sentence. See colon.

Do not use a comma at the start of an indirect or partial quotation: He said his victory put him "firmly on the road to a first-ballot nomination."

BEFORE ATTRIBUTION: Use a comma instead of a period at the end of a quote that is followed by attribution: "Rub my shoulder," Miss Cawly suggested.

Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point: "Why should I?" he asked.

WITH HOMETOWNS AND AGES: Use a comma to set off an individual's hometown when it is placed in apposition to a name: Mary Richards, Minneapolis, and Maude Findlay, Tuckahoe, N.Y., were there. However, the use of the word of without a comma between the individuals' name and the city name generally is preferable: Mary Richards of Minneapolis and Maude Findlay of Tuckahoe, N.Y., were there.

If an individual's age is used, set it off by commas: Maude Findlay, 48, Techahoe, N.Y., was present. The use of the word of eliminates the need for a comma after the hometown if a state name is not needed: Mary Richards, 36, of Minneapolis and Maude Findlay, 48 of Tuckahoe, N.Y., attended the party.

WITH PARTY AFFILIATION, ACADEMIC DEGREES, RELIGIOUS AFFILIATIONS: See separate entries under each of these terms.

NAMES OF STATES AND NATIONS USED WITH CITY NAMES: His journey will take him from Dublin, Ireland, to Fargo, N.D., and back. The Selma, Ala., group saw the governor.

Use parentheses, however, if a state name is inserted within a proper name; The Huntsville (Ala.) Times.

WITH YES AND NO: Yes, I will be there.

IN DIRECT ADDRESS: Mother, I will be home late. No, sir, I did not take it.

SEPARATING SIMILAR WORDS: Use a comma to separate duplicated words that otherwise would be confusing: What the problem is, is not clear.

IN LARGE FIGURES: Use a comma for most figures higher than 999. The major exceptions are: street addresses (1234 Main Str.), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers, and years (1876). See separate entries under these headings.

PLACEMENT WITH QUOTES: Commas always go inside quotation marks.

See semicolon.

compound adjectives See the hyphen entry.

dash (-) Follow these guidelines:

ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in sentence or an emphatic pause: We will fly to Paris in June - if I get a raise. Smith offered a plan - it was unprecedented - to raise revenues.

SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: He listed the qualities - intelligence, humor, conservatism, independence - that he likes in an executive.

ATTRIBUTION: Use a dash before an author's or composer's name at the end of a quotation: "Who steals my purse steals trash." - Shakespeare.

IN DATELINES:

NEW YORK (AP) - The city is broke.

IN LISTS: Dashes should be used to introduce individual sections of a list. Capitalize the first word following the dash. Use periods, not semicolons, at the end of each section. Example: Jones gave the following reasons: - He never ordered the package. - If he did, it didn't come. - If it did, he sent it back.

WITH SPACES: Put a space on both sides of a dash in all uses except the start of a paragraph and sports agate summaries.

LOCATION ON KEYBOARDS: On most manual typewriters, the dash must be indicated by striking the hyphen key twice. On most video display terminals, however, there is a separate key that should be used to provide the unique dash symbol with one key stroke.

ellipsis (...) In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here.

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents. Be especially careful to avoid deletions that would destroy the meaning.

Brief examples of how to use ellipses are provided below. More extensive examples, drawn from the speech in which President Nixon announced his resignation, are in the sections below marked CONDENSATION EXAMPLE and QUOTATIONS.

SPACING REQUIREMENTS: In some computer editing systems the thin space must be used between the periods of the ellipsis to prevent them from being placed on two different lines when they are sent through a computer that handles hyphenation and justification.

Leave one regular space on both sides of an ellipsis: I ... tried to do what was best.

PUNCTUATION GUIDELINES: If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I no longer have a strong enough political base. ...

When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis: Will you come? ...

When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

CONDENSATION EXAMPLE: Here is an example of how the space and punctuation guidelines would be applied in condensing President Nixon's resignation announcement:

Good evening. ...

In all the decisions I have made in my public life, I have always tried to do what was best for the nation. ...

... However, it has become evident to me that I no longer have a strong enough political base in Congress.

... As long as there was a base, I felt strongly that it was necessary to see the constitutional process through to its conclusion, that to do otherwise would be ... a dangerously destabilizing precedent for the future.

QUOTATIONS: In writing a story, do not use ellipsis at the beginning and end of direct quotes:

"It has become evident to me that I no longer have a strong enough political base," Nixon said.

Not "... it has become evident to me that I no longer have a strong enough political base ...," Nixon said.

HESITATION: An ellipsis also may be used to indicate a pause or hesitation in speech, or a thought that the speaker or writer does not complete. Substitute a dash for this purpose, however, if the context uses ellipses to indicate that words actually spoken or written have been deleted.

SPECIAL EFFECTS: Ellipses also may be used to separate individual items within a paragraph of show business gossip or similar material. Use periods after items that are complete sentences.

exclamation point (!) Follow these guidelines:

EMPHATIC EXPRESSIONS: Use the mark to express a high degree of surprise, incredulity or other strong emotion.

AVOID OVERUSE: Use a comma after mild interjections. End mildly exclamatory sentences with a period.

PLACEMENT WITH QUOTES: Place the mark inside quotation marks when it is part of the quoted material: "How wonderful!" he exclaimed. "Never!" she shouted.

Place the mark outside quotation marks when it is not part of the quoted material: I hated reading Spenser's "Fatherie Queene"!

MISCELLANEOUS: Do not use a comma or a period after the exclamation mark:

Wrong: "Halt!", the corporal cried.

Right: "Halt!" the corporal cried.

hyphen (-) Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

AVOID AMBIGUITY: Use a hyphen whenever ambiguity would result if it were omitted: The president will speak to small-business men. (Businessmen normally is one word. But the president will speak to small businessmen is unclear.)

Others: He recovered his health. He re-covered the leaky roof.

COMPOUND MODIFIERS: When a compound modifier - two or more words that express a single concept - precedes a noun, use hyphens to link all the words in the compound except the adverb verb and all adverbs that end in ly: a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, a better-qualified woman, a know-it-all attitude, a very good time, an easily remembered rule.

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: The team scored in the first quarter. The dress, a bluish green, was attractive on her. She works full time. His attitude suggested that he knew it all.

But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb to be, the hyphen usually must be retained to avoid confusion: The man is well-known. The woman is quick-witted. The children are soft-spoken. They play is second-rate.

The principle of using a hyphen to avoid confusion explains when no hyphen is required with very and ly words. Readers can expect them to modify the word that follows. But if a combination such as little-known man were not hyphenated, the reader could logically be expecting little to be followed by a noun, as in little man. Instead, the reader encountering little known would have to back up mentally and make the compound connection on his own.

TWO-THOUGHT COMPOUNDS: serio-comic, socio-economic.

COMPOUND PROPER NOUNS AND ADJECTIVES: Use a hyphen to designate dual heritage: Italian-American, Mexican-American.

No hyphen, however, for French Canadian or Latin American.

AVOID DUPLICATED VOWELS, TRIPLED CONSONANTS: EXAMPLES:
anti-intellectual, pre-empt, shell-like.

WITH NUMERALS: Use a hyphen to separate figures in odds, ratios, scores, some fractions and some vote tabulations. See examples in entries under these headings.

When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word: twenty-one, fifty-five, etc.

SUSPENSIVE HYPHENATION: The form: He received a 10- to 20-year sentence in prison.

parentheses () In general, use parentheses around logos, as shown in the datelines entry, but otherwise be sparing with them.

Parentheses are jarring to the reader. Because they do not appear on some news service printers, there is also the danger that material inside them may be misinterpreted.

The temptation to use parentheses is a clue that a sentence is becoming contorted. Try to write it another way. If a sentence must contain incidental material, then commas or two dashes are frequently more effective. Use these alternatives whenever possible.

There are occasions, however, when parentheses are the only effective means of inserting necessary background or reference information. When they are necessary, follow these guidelines:

WITHIN QUOTATIONS: If parenthetical information inserted in a direct quotation is at all sensitive, place an editor's note under a dash at the bottom of a story alerting copy desks to what was inserted.

PUNCTUATION: Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment). (An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

When a phrase placed in parentheses (this one is an example) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

MATERIAL FROM OTHER AREAS: If a story contains information from outside the datelined city, put the material in parentheses only if the correspondent in the datelined community was cut off from incoming communication. See dateline selection.

INSERTIONS IN A PROPER NAME: Use parentheses if a state name or similar information is inserted within a proper name: The Huntsville (Ala.) Times. But use commas if no proper name is involved: The Selma, Ala., group saw the governor.

NEVER USED: Do not use parentheses to denote a political figure's party affiliation and jurisdiction.

Do not use (cq) or similar notation to indicate that an unusual spelling or term is correct. Include the confirmation in an editor's note at the top of a story.

periods (.) Follow these guidelines: END OF DECLARATIVE SENTENCE: The stylebook is finished.

END OF MILDLY IMPERATIVE SENTENCE: Shut the door.

Use an exclamation point if greater emphasis is desired: be careful!

END OF SOME RHETORICAL QUESTIONS: A period is preferable if a statement is more a suggestion than a question: Why don't we go.

END OF AN INDIRECT QUESTION: He asked what the score was.

INITIALS: John F. Kennedy, T.S. Eliot (No space between T. and S., to prevent them from being placed on two lines in typesetting.)

Abbreviations using only the initials of a name do not take periods: JFK, LBJ

ENUMERATIONS: After numbers or letters in enumerating element of summary: 1. Wash the car. 2. Clean the basement. Or: A. Punctuate properly. B. Write simply.

PLACEMENT WITH QUOTATION MARKS: Periods always go inside quotation marks. See quotation marks.

question mark(?) Follow these guidelines:

END OF A DIRECT QUESTION: Who started the riot?

Did he ask who started the riot? (The sentence as a whole is a direct question despite the indirect question at the end.)

You started the riot? (A question in the form of a declarative statement.)

INTERPOLATED QUESTION: You told me - Did I hear you correctly? - that you started the riot.

MULTIPLE QUESTION: Use a single question mark at the end of the full sentence:

Did you hear him say, "What right have you to ask about the riot?"

Did he plan the riot, employ assistants, and give the signal to begin?

Or, to cause full stops and throw emphasis on each element, break into separate sentences: Did he plan the riot? Employ assistants? Give the signal to begin?

CAUTION: Do not use question marks to indicate the end of indirect questions:

He asked who started the riot. To ask why the riot started is unnecessary. I want to know that the cause of the riot was. How foolish it is to ask what caused the riot.

QUESTION AND ANSWER FORMAT: Do not use quotation marks; Paragraph each speaker's words:

Q: Where did you keep it?

A: In a little tin box.

PLACEMENT WITH QUOTATION MARKS? Inside or outside, depending on the meaning:

Who wrote "Gone With the Wind"?

He asked, "How long will it take?"

MISCELLANEOUS: The question mark supercedes the comma that normally is used when supplying attribution for a quotation: "Who is there?" she asked.

quotation marks (" ") The basic guidelines for open-quote marks(') and close-quote marks("):

FOR DIRECT QUOTATIONS: to surround the exact words of a speaker or writer when reported in a story:

"I have no intention of staying," he replied.

"I do not object," he said, "to the tenor of the report."

Franklin said, "A penny saved is a penny earned."

A speculator said the practice is "too conservative for inflationary times."

RUNNING QUOTATIONS: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Continue in this fashion for any succeeding paragraphs, using close-quote marks only at the end of the quoted material.

If a paragraph does not start with quotation marks but ends with a quotation that is continued in the next paragraph, do not use close-quote marks at the end of the introductory paragraph if the quoted material constitutes a full sentence. Use close-quote marks, however, if the quoted material does not constitute a full sentence. For example:

He said, "I am shocked and horrified by the incident.

"I am so horrified, in fact, that I will ask for the death penalty."

But: He said he was "shocked and horrified by the incident."

"I am so horrified, in fact, that I will ask for the death penalty," he said.

DIALOGUE OR CONVERSATION: Each person's words, no matter how brief, are placed in a separate paragraph, with quotation marks at the beginning and the end of each person's speech:

"Will you go?"

"Yes."

"When?"

"Thursday."

NOT IN Q-and-A: Quotation marks are not required in formats that identify questions and answers by Q: and A:. See the question mark entry for example.

NOT IN TEXTS: Quotation marks are not required in full texts, condensed texts or textual excerpts. See ellipsis.

COMPOSITION TITLE: See the composition titles entry for guidelines on the use of quotation marks in book titles, movie titles, etc.

IRONY: Put quotation marks around a word or words used in an ironical sense: The "debate" turned into a free-for-all.

UNFAMILIAR TERMS: A word or words being introduced to readers may be placed in quotation marks on first reference:

Broadcast frequencies are measured in "kilohertz."

Do not put subsequent references to kilohertz in quotation marks.

AVOID UNNECESSARY FRAGMENTS: Do not use quotation marks to report a few ordinary words that a speaker or writer has used:

Wrong: The senator said he would "go home to Michigan" if he lost the election.

RIGHT: The senator said he would go home to Michigan if he lost the election.

PARTIAL QUOTES: When a partial quote is used, do not put quotation marks around words that the speaker could not have used.

Suppose the individual said, "I am horrified at your slovenly manners."

Wrong: She said she "was horrified at their slovenly manners."

Right: She said she was horrified at their "slovenly manners."

Better when practical: Use the full quote.

QUOTES WITHIN QUOTES: Alternate between double quotation marks ("or") and single marks (;or:):

She said, "I quote from his letter, 'I agree with Kipling that "the female of the species is more deadly than the male," but the phenomenon is not an unchangeable law of nature,' a remark he did not explain."

Use three marks together if two quoted elements end at the same time:

She said, "He told me, "I love you.'"

PLACEMENT WITH OTHER PUNCTUATION: Follow these long-established printers' rules:

-The period and the commas always go within the quotation marks.

-The dash, the semicolon, the question mark and the exclamation point go within the quotation marks.

- the dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

See comma.

semicolon (;) In general, use the semicolon to indicate a greater separation of thought and information than a comma can convey but less than the separation that a period implies.

The basic guidelines:

TO CLARIFY A SERIES: Use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas:

He leaves a son, John Smith of Chicago; three daughters, Jane Smith of Wichita, Kan., Mary Smith of Denver, and Susan, wife of William Kingsbury of Boston; and a sister, Martha, wife of Robert Warren of Omaha, Nebraska.

Note that the semicolon is used before the final and in such a series.

See the dash entry for a different type of connection that uses dashes to avoid multiple commas.

TO LINK INDEPENDENT CLAUSES: Use a semicolon when a coordinating conjunction such as and, but or for is not present: The package was due last week; it arrived today.

If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses: They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane.

Unless a particular literary effect is desired, however, the better approach in these circumstances is to break the independent clauses into separate sentences.

PLACEMENT WITH QUOTES: Place semicolons outside quotation marks.

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