

Abbreviations

Abbreviate company, corporation, incorporated, and limited when used after the name of a corporate entity.

EXAMPLE: Duke Energy Co., Malone Displays, Inc.

Use the abbreviation a.m. and p.m. when stating a time.

EXAMPLE: At 9:00 a.m. the subject was located.

Do not abbreviate reference to states.

EXAMPLE: The driver of the vehicle was from Boise, Idaho.

Acronyms

Do not follow an organization's full name with an acronym in parenthesis, but do use the acronym if there is a second reference to the organization.

EXAMPLE: The Wildlife Resources Commission met with park staff. WRC staff assisted with the rescue.

Allegations

Use the word alleged or a similar phrase when necessary to make it clear that an unproved action is not being treated as a fact.

EXAMPLE: The man allegedly stole a wallet from an unlocked vehicle.

Ampersand

Do not use the & sign in place of and.

Arrests

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."

Capitalization

Capitalize common nouns when they are the name for a person, place, or thing.

EXAMPLE: French Broad River, Pettigrew State Park

Do not capitalize the common noun element of names in plural uses.

EXAMPLE: The New, Lumber, and Tar rivers; Pettigrew, Hanging Rock, and South Mountains state parks; Pitt, Martin, and Robeson counties.

Do not capitalize references to facilities in state parks.

EXAMPLE: visitor center, visitor contact station

Compound Adjectives

When two or more words that express a single concept precede a noun, use hyphens to link the words.

EXAMPLE: high-quality natural area, part-time position, well-known actor, 5 year-old boy, 5-acre tract of land, etc.

Do not use a hyphen with modifiers ending in *ly*.

EXAMPLE: Happily married man, heavily guarded compound, etc.

Contractions

Avoid the use of contractions.

Dates

Do not refer to dates using both the day of the week and the day of the month. Do not abbreviate the name of the month.

EXAMPLE: On October 29, the park was closed.

Do not reference the year unless you are referring to a past or future year.

EXAMPLE: On October 29, 1979 the park was closed. The park will reopen on January 1, 2025.

Do not use *st*, *nd*, *rd*, or *th* in dates.

Dimensions

Use numerals and spell out *inches*, *feet*, *yards*, etc. Repeat the dimension with each individual figure.

EXAMPLE: The board was 5 feet by 2 feet.

Distances

Use numerals for 10 and above; spell out *one* through *nine*. Do not spell out distances expressed in decimals. For amounts less than one, precede the decimal with a zero.

EXAMPLE: He walked 10 miles. She walked four miles. The trailhead was 0.5 miles from the river.

Dollars

Use numerals and the \$ sign for all references to dollar amounts. For amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places.

EXAMPLE: The property cost \$1.5 million. The house cost \$750,000.

Format for WAR Items

Each WAR item should be preceded by a "title." Do not capitalize the title. The title should be underlined in bold. The title should end in a colon. Do not underline the colon. The colon should be followed by two spaces.

EXAMPLE: **Staff Attend Meeting:** Staff from DUPO met . . .

Fractions

Spell out amounts less than one.

North Carolina

Do not use North Carolina when making references to agencies within North Carolina state government.

EXAMPLE: Staff from the Department of Transportation attended the meeting.

Do not use North Carolina in a reference to a city in North Carolina.

EXAMPLE: The accident involved a man from High Point and Charleston, South Carolina.

Numerals

Spell out numbers when they are used at the beginning of a sentence.

EXAMPLE: Twenty-five cars were in the parking lot.

Use numerals for 10 and above; spell out one through nine.

Spell out first through ninth when they indicate a sequence in time or location. Use figures for references to ordinals greater

EXAMPLE: He was first in line. The third annual conference was held in Charlotte. The 52nd session of Congress convened on September 2.

Use figures for addresses, dimension, congressional districts, highway designations, dates, monetary units, speeds, ages, and page numbers.

Park Names

Use acronyms for all references to state parks.

Percentages

Use figures and a % sign for references to percentages. Repeat the % sign with each individual figure. For amounts less than one, precede the decimal with a zero.

EXAMPLE: The group ate 50% of the cake. The supplies cost 10% to 20% more than expected. The cost of living rose 0.5%.

Prefixes

Generally, do not hyphenate when using a prefix with a word starting with a consonant; use a hyphen if the prefix ends in a vowel, and the word that follows begins with the same vowel.

EXAMPLE: re-evaluate, prefinal, reinspect, subcontractor, pre-emergent, etc.

Publication Titles

Use italics to distinguish publication titles.

EXAMPLE: *The Steward*, *Yours to Discover*, *The Charlotte Observer*.

Ratios/Comparisons/Estimates

Use the word to for comparisons and estimates. Use a hyphen and the word to for ratios.

EXAMPLE: There were 25 to 35 participants at the workshop. The board was 4 feet to 5 feet in length. The measure was passed by a 2-to-1 vote.

Staff References

The first reference to Division staff should reference both the position title, the first name, and the last name. Subsequent references to field staff should include the position title and last name. First names should be used for subsequent references to other Division staff.

EXAMPLE: Superintendent Joe Blow and Project Manager Jane Doe attended the meeting. Superintendent Blow and Jane discussed several issues.

Do not include the acronym for the park in references to field staff, unless the reference is to staff from another park.

EXAMPLE: DUPO Staff Attend Meeting: DUPO staff and CRMO Superintendent Joe Blow attended a meeting.

Television Stations

References to television stations should be written as: television station WTBD.

Word Usage

ALTERNATE - To switch from one to another; every other one; someone who takes the place of another.

ALTERNATIVE - The choice between two or more; providing a choice.

BIANNUAL - Two times each year.

BIENNIAL - Every two years.

ENSURE - To make certain of.

INSURE - To protect from financial loss with insurance.

LAY - To place something.

LIE - To recline

MAD - Implies insanity.

ANGRY - Having strong negative feeling.

MAY - Indicates permission.

CAN - The ability or capacity to do something.

MONEY - Legal medium of exchange.

MONIES - Used to reflect two or more sums or sources of money.

PERSONAL - Individual, private.

PERSONNEL - Staff, employees.

SHALL - A command to do something.

WILL - The intent to do something.