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NATIONAL INSTITUTE OF JUSTICE
STYLE GUIDE

NIJ | **National Institute of Justice**

STRENGTHEN SCIENCE. ADVANCE JUSTICE.

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Part I. General Style and Editorial Guidelines

NIJ generally follows the *AP Stylebook*. The information below highlights some key guidance as well as critical areas in which NIJ style deviates from AP.

For spelling, compounding, style, and usage questions that are not covered by the *AP Stylebook,* AP recommends consulting *Webster's New World College Dictionary* (5th ed.). As a rule of thumb, use the first spelling listed in that dictionary unless the *AP Stylebook* provides a specific exception.

For notes, references, and bibliographies, NIJ generally follows the *Chicago Manual of Style*. See Part III. "Notes and References" for more information.

See Attachment A for a flow chart of the publishing process.

Abbreviations and Acronyms

Acronyms are words formed from the first letter or letters of a series of words (*laser* is light amplification by stimulated emission of radiation). Abbreviations are shortened words (*co.* for company).

- Abbreviations and initials of personal names that are followed by periods are set without spaces (U.S., A.B. Carter).
- Abbreviations of contractions and initials or numbers retain a space (S. 116, op. cit.).
- Use periods for most two-letter abbreviations, e.g., U.S., U.K., U.N.
    - Note: D.C. except in addresses and citations in notes, bibliographies, and references
    - Exceptions: AP, GI, EU
- U.N., U.K. are acceptable on first reference and as both nouns and adjectives.
- [NEW] U.S. — Okay if an adjective, but spell it out as a noun (U.S. Postal Service, but "The United States shares borders with Canada and Mexico.").
- Use all capitals, but no periods, for longer abbreviations and acronyms when individual letters are pronounced: FBI, DOJ, DHHS, CDC.
- U.S. state names —
    - [AP Update] **Do not** abbreviate state names when used in the body of a story, whether standing alone or in conjunction with a city, town, village, or military base (e.g., "They got stuck behind a buggy in Lancaster, Pennsylvania," not "They got stuck behind a buggy in Lancaster, Penn.").
    - Use abbreviations in datelines and short-form listings of party affiliations (e.g., *D-Ala*). See the *AP Stylebook* for abbreviations. Note that eight states do not have abbreviations (Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah).
    - Avoid abbreviating state names in headlines.
    - Use postal code abbreviations only in addresses, notes, and references.
- For abbreviations and acronyms of more than six letters, use an initial cap only.
- Abbreviate the following formal titles when they appear directly before a person's name: *Dr., Gov., Lt. Gov., Rep., Sen.* For example —
    - *Gov. Larry Hogan*
    - *former Lt. Gov. Michael Steele* (note that "former" is not capitalized)
    - *Sen. Benjamin Cardin*

    All other formal titles are spelled out in all uses (*President, Vice President, Attorney General*).

- [**UNLIKE** AP STYLE] Place acronyms in parentheses after the full term on first use in the text. Simply use the acronym on second reference.
- AP style lists a number of acronyms and abbreviations that can be used on first reference without definition. Some examples: *FBI, CIA, GOP, SWAT, DNA, RNA, GPS.*
  - o [NEW] In NIJ publications, NIJ can be used on first reference; it does not have to be introduced as the National Institute of Justice (NIJ). However, editors should consider the intended audience for the publication and use their editorial judgment.
- [NEW] Do not establish an acronym or abbreviation in a head or a subhead (for example, don't do this: "How Many Sexual Assault Kits (SAKs) Were in the Storage Locker?"). However, some acronyms or abbreviations may be used in a head or subhead, at the editor's discretion, before they are established in the text (e.g., STEM, R&D).
- [NEW] Spell out acronyms at the beginning of each section in long documents and webpages. NIJ avoids using acronyms on the web when possible. Editorial judgment may be needed.
- [NEW] When making the plural form of an acronym, use a lowercase "s" (no apostrophe needed). For example: CEDs, SAKs, BWCs, GPSs, SANEs.
- Do not use an article in front of an acronym used as a noun, unless the usage is generally accepted (*the FBI, the CIA, the IRS,* but *DOJ, NIJ, BJS, ONDCP, EPA, BOP, CDC*).
- [NEW] Use *a* or *an* with an acronym on the basis of its pronunciation. If the first sound is a consonant (including "y" when used as a consonant), use *a*. If the first sound is a vowel, use *an.* For example: an NIJ publication; an OJP initiative; a DOJ budget; an FBI partnership; a HUD program; an HHS study; a UAS crash; a SAK backlog.
- [NEW] Latin abbreviations: The abbreviation *e.g.* is for the Latin words meaning "for example," and *i.e.* means "that is." For plain language writing, it's generally better to write out these terms rather than to use the abbreviations. If you use the abbreviation, note the distinction between the meanings of the two terms and choose the correct one. Follow the abbreviation with a comma. In place of et al., it is clearer to use "and others." When et al. must be used, however, such as in a note or reference, the word "and" is omitted before the "et" (which means "and" in Latin); also note that after the "et," there is no period.

[New] Academic Degrees and Titles

Do not precede faculty names with "Dr." or "Professor." Instead, indicate the specific postgraduate degree after the name in the byline and on first reference in text, then use only the last name throughout the rest of the document. You may specify the degree again in the acknowledgments or biographies box. If an individual does not have a postgraduate degree, such as a research assistant, you may include the bachelor's degree in the acknowledgments or biographies box, but not in the body text.

Academic subjects are generally lowercased except when subjects are proper nouns, such as English or French. Some examples of AP's capitalization rules for academia follow:

- She urged James Maclean, professor of chemistry, to write about chemistry and crime analysis. (subsequently, Maclean).
- Thomas Smith holds a master's degree in physics (subsequently, Smith).
- E. Gordon Gee, Ed.D., president of West Virginia University; President Gee; (subsequently, Gee).
- Gerald Lang, Ph.D., chair of the Department of Forensic and Investigative Science; a professor of biology (subsequently, Lang).
- Leslie Sherman, Ph.D., W. Alton Jones Associate Professor of Chemistry (Associate Professor is capitalized here because it is part of the title of an endowed position); (subsequently, Sherman).
- Professor Emeritus (capitalized as an honorary, conferred title).

See also "Ranks and Civilian Titles."

[NOTE: THE SECTION ON **ADDRESSES** WAS REMOVED. PLEASE REFER TO THE *AP STYLEBOOK*. NIJ HAS NO SPECIAL GUIDANCE OR DEVIATIONS.]

Capitalization

- Avoid unnecessary capitals.
- [REVISED TO FOLLOW AP STYLE] Follow AP style for capitalizing job titles or official titles of federal officials before or after the person's name or if the title stands alone.
- Capitalize names of government departments and offices when they are not widely used or generic (e.g., *Office of Research and Evaluation*). Lowercase widely used or generic names of government agencies and offices (e.g., *adult protective services, communications office*), unless used in reference to a specific office (*Florida's Adult Protective Services, NIJ's Office of Communications*). Capitalize subsequent references to proper names of government departments (*Agency, Institute, Office*).
- Capitalize *act* only when it appears as part of the formal title of enacted or pending legislation: *the Juvenile Justice and Delinquency Act,* bu*t the act.* The term *bill* is not capitalized.
- Do not capitalize prepositions and conjunctions in titles and headings, including *to* as part of an infinitive, unless they have more than three letters:
  - *Convicted by Juries, Exonerated by Science*
  - *Police Integrity: Public Service With Honor*
  - *Policing Neighborhoods: A Report From St. Petersburg*
  - *Battered Women and Their Children*
- Additional guidelines to note:
  - *Congress*, but *congressional, congressionally*
  - *federal, state, territory, tribe, nation*
  - *federally, statewide, territorial, tribal, national, nationwide*
  - *government*
  - *website, webcam, webcast, webmaster, webpage, but web writer, web address, on the web, web browser*
  - *PDF*, not *pdf* **except** when specifying media in a website link (for example: Download the final report (pdf, 36 pages)).
  - *URL*, not url
  - *email*, not *Email*, except in a list of contact information
  - *First Amendment, 14th Amendment* (see also the Numbers section below)
  - *U.S. Constitution*, *the Constitution* (always capitalize when referring to the U.S. Constitution), *Massachusetts Constitution*, but *state constitution*
  - *legislature* and *senate* when used generically or to refer to multiple state legislatures (*the Kansas and Colorado legislatures*, *a state senate*) and *Legislature* and *Senate* when referring to a specific body (*U.S. Senate, Kansas Legislature*).

Compounding and Unit Modifiers

- In general, AP style suggests using hyphens unless the meaning is clear and the hyphen does not improve readability. Do not hyphenate two-word phrases when the first word is an adverb that ends in "ly." When in doubt, check the *AP Stylebook* for individual prefixes and suffixes. Also, AP style generally follows *Webster's New World College Dictionary* for compounding. Note some of the following uses in AP style:

- o words beginning with *anti-* are hyphenated, except for words with specific meanings (see the list in the *AP Stylebook*)
- o *cease-fire* (n.), *cease fire* (v.), but *Operation Ceasefire* or *CeaseFire* (depending on the city of the program) (see entry for Operation Ceasefire under Preferred Terms and Usage)
- o *child care* (n., u.m.)
- o *cross-examine, cross-examination, cross section* (n.), but *crossover* (n., adj.)
- o *day care* (n., u.m.)
- o *front line* (n.), *front-line* (adj.)
- o *follow-up* (n., u.m.), *follow up* (v.)
- o *health care* (n., u.m.)
- o *in-depth* (u.m.)
- o *re-entry,* but *Reentry Initiative*
- o *under way*

- In general, do not hyphenate prefixes that appear before a word starting with a consonant. Except for coordinate and cooperate, hyphenate prefixes that end with the same vowel as the vowel that begins the word that follows: *re-elect, pre-existing.* Some of these may be exceptions to first listed spellings in *Webster's New World College Dictionary*. Prefixes that generally do not need a hyphen include the following, noting some exceptions:
  - o *bi*
  - o *co* (except when forming words that indicate occupation or status: *co-author, co-defendant, co-signer, co-worker*)
  - o *counter*
  - o *fore*
  - o *infra*
  - o *inter*
  - o *intra*
  - o *mid*, but *mid-America, mid-1990s*
  - o *mini*
  - o *multi*
  - o *non*
  - o *pre*, but *pre-empt, pre-existing, pre-convention, pre-dawn*
  - o *re*, but hyphenate before words beginning with "e," e.g., *re-entry*, or if the word would have a different meaning as one word, e.g., *re-cover* (cover again), *re-sign* (sign again)
  - o *semi*
  - o *trans*
  - o *ultra*
  - o *un*
  - o *under*

- *After,* as a prefix, is printed solid when used to form a noun, but is hyphenated when used to form a unit modifier: *aftereffect, afterthought,* but *after-school activities.*
- *Post,* as a prefix, should be hyphenated if not listed in *Webster's New World College Dictionary.* Some exceptions: *postconviction, postdate, postelection, postgraduate, postoperative, postwar,* but *post-bellum*, *post-mortem*.
- Use a hyphen for unit modifiers beginning with "all": *all-around* (not *all-round*), *all-inclusive, all-out, all-time.*

- For suffixes, generally follow *Webster's New World College Dictionary*. If a combination is not listed there, use two words for the verb form and hyphenate nouns and unit modifiers. Some common examples:
    - *breakup, buildup, checkup, crackup, pileup, setup, smashup, speedup, tuneup*
    - *businesslike,* but *bill-like, shell-like* (to avoid tripling a consonant)
    - *citywide, communitywide, countrywide, statewide, nationwide*
    - *childless, tailless, waterless,* but *shell-less* (to avoid tripling a consonant)
    - *clockwise, lengthwise, otherwise,* but *penny-wise, street-wise*
    - *crossover*
    - *cutoff, liftoff, playoff, standoff, showoff, takeoff,* but *rip-off, send-off, shut-off*
    - *fallout, flameout, pullout, sellout, walkout, washout,* but *cop-out, fade-out, hide-out*
    - *holdover, stopover, takeover, walkover,* but *carry-over*
    - *shutdown, slowdown*
    - *standoff, standout*
    - *takeout, takeover*
    - *twofold, fourfold*

Dates

- In text, write out months in full when they appear alone or with the year only.
- Use the following forms for months as part of a month, day, and year combination: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.
    - [REVISED] On the *NIJ Journal* cover, use #Month/Full Year (e.g., 09/2015).
    - [REVISED] On all other publication covers and title pages, write out month (e.g., September 2015).
- When a phrase lists a month and year, do not separate with commas: *February 2008.*
- When a phrase lists a month, day, and year, place a comma before and after the year: *Feb. 14, 2008, is the target date.*
- In tables and figures only, use the following forms for months without a period: *Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.*
- In text, write out the days of the week in full.
- In tables, use the following forms for days of the week without periods: *Sun, Mon, Tue, Wed, Thu, Fri, Sat.*

Italics

Within text, use italics for the titles of books, online publications, NIJ final reports, journals, magazines, and other periodicals. However, place articles, chapters, and the titles of other sections within a publication in quotation marks.

Commas, periods, colons, and semicolons that follow directly after an italicized word or phrase should also be italicized. For example (note the italicized comma following *Journal*): The *NIJ Journal,* which was first published in 20 B.C., remains popular despite its age.

In general, do not use italics to emphasize words or sentences in main text. Before placing words in italics, ask the following questions: Why is this word/sentence more important than the others? Will the audience discern its importance, or can it only be conveyed through italics?

Italics on the Web
[Updated] Generally, limit the use of italics in web writing. When using italics is the preferred style, however, you can apply italics to regular web text, but not in link text. For example: The new issue of the *NIJ Journal* features an article on elder abuse. Read the article on [elder abuse in the NIJ Journal.](#)

The same rule applies to notes and references on the web.

[Updated] Lists
Use bullets (unlike AP style) to list items and use the same grammatical structure for each bullet. Bulleted lists are introduced by a statement ending with a colon or a dash, or can simply follow a heading. Begin each item with a capital letter **(short phrases can be initial-capped),** and end each item with a period **(for sentences or long items)**, or no punctuation for very short items. Do not end items with commas and semicolons. Examples follow:

The assessments revealed several program deficiencies:

- Localities often do not have the resources they need to locate victims and register them for restitution.
- Jurisdictions do not have the funding they need to maintain a collections staff.
- There is no state-level integrated technology to help staff track restitution owed and paid to victims.

Gun violence prevention and intervention starts with problem solving. Problem-solving policing pushes police officials to:

- Identify concentrations of crime or criminal activity.
- Determine what causes these concentrations.
- Implement responses to reduce these concentrations.

Prevention Programs

- Operation Ceasefire
- Directed Police Patrols
- Strategic Approaches to Community Safety Initiative

Through the survey, the Compensation Program determined —

- How applicants learned about the program.
- What would make both the application process and receiving services easier.
- What type of assistance the victims needed.
- Whether these victims had considered not applying for assistance and, if so, why.

Numbers
- Ordinal indicators should be set on the baseline, not superscript. For example: *The 1st Circuit, the 25th Annual Wisconsin Piano Tossing Competition.*
- Spell out numbers one through nine except for units of measurement (dimensions), degrees, decimals, money, percentages, or proportions; use figures for 10 and above. The ordinals first through ninth are also spelled out, except in political, geographical, and military designations:
  - *List of four robberies.*
  - *The 17 shootings.*

- o *First floor*
- o *Seventh Street*
- o *1st Congressional District*
- o *8th U.S. Circuit Court of Appeals, the 8th Circuit*
- When using numerals for second and third, use *2nd* and *3rd*, *not* 2d and 3d, except as part of a legal citation: *2nd ed.,* but *214 F.3d 417.*
- Spell out all numbers except for years at the beginning of a sentence. Spell out numbers one through nine when they appear in the same sentence as a number 10 and above:
    - o *The group of sex offenders interviewed included eight rapists, 16 child molesters, and 14 whose victims comprised both adults and children.*
    - o *Thirteen inmates escaped from the state penitentiary.*
    - o *1974 saw the passage of the Juvenile Justice and Delinquency Prevention Act.* Avoid this construction if possible. Instead, write *The Juvenile Justice and Delinquency Prevention Act was enacted in 1974.* Or, even better, *The U.S. Congress enacted the Juvenile Justice and Delinquency Prevention Act in 1974*.
- Use figures for time of day and dates, but write out one through nine when referring to durations of time: *8 a.m., 8:30 p.m.; Feb. 14, 2008,* but *one day, two weeks, three months, four years, five decades, six centuries.*
- Use figures to denote percentages. Do not use the *%* symbol in text; however, it may be used in exhibits.
- Use figures for units of dimension: *5 feet, 6 inches, 4 yards, a 6-foot-4-inch man.*
- Use figures for the age of a person or an animal, but not for inanimate objects that are less than 10 years old.
    - o *The incest victim was 6 years old*.
    - o *The USA PATRIOT Act is seven years old.* Suggest rewriting to avoid this construction. Instead, write *The USA PATRIOT Act passed seven years ago*. Or *Congress passed the USA PATRIOT Act seven years ago*.
    - o *a 5-year-old boy, a 7-year-old girl, a 35-year-old woman*
- Fractions standing alone or followed by *of a* or *of an* are generally spelled out: *three-fourths of an inch, a quarter of a mile.* Don't mix percentages and fractions: *20 percent of the men and three-fourths of the women.*
- Use hyphens in number ranges in text: *a 5-4 vote.*

Preferred Terms and Usage

- *administrative segregation* – NIJ does not use this term; see entry for *restrictive housing*
- [NEW] *although,* not *while* (unless noting a period of time)
    - o He tripped and fell over the small child **while** pursuing the suspect.
    - o The researchers found that ~~while~~ **although** there were similarities between the programs, they differed in terms of reporting requirements, functionality, and policies for sharing reports with other departments.
- *American Indian, Alaska Native,* or *Native American.* Editors should always check with the NIJ subject matter expert (as of 1/2017, this is Christine Crossland) about when and how to use these terms and whether or not *Indian, AIAN, AI/AN,* or *AI&AN* are acceptable on second reference.
- [NEW] *body armor* or *bullet (or stab)-resistant armor/vest*, not *bullet-proof armor/vest*
- [NEW] *challenges* (as in, Challenge.gov) — This will almost always be lowercase.

- o Capitalize only when using the full name of a specific challenge or in a header or title. For example: *NIJ announced the Gun Safety Technology Challenge in 2015.*
  - o Lowercase when not referring to a specific challenge. For example: *The challenge closed without any awards made.* (But, per the above, *The Gun Safety Technology Challenge closed without any awards made*.)
  - o Lowercase when referring to challenges in general. For example: *NIJ has issued seven challenges since 2012.*
- [NEW] *citizens*, use when specifically discussing citizenship or programs that apply only to citizens, otherwise *the public* is preferred.
- *compared to* when pointing out resemblances, often unexpected, between essentially dissimilar objects; use *compared with* to point out differences, often unexpected, between essentially similar objects.
- *conducted energy device (CED on second reference),* not *Taser*
  - o [NEW] Because most people are familiar with Taser and not CED, NIJ recommends introducing the term as "… conducted energy devices (CEDs), such as the Taser, are …"
  - o [NEW] Taser should be capitalized. It should **not** be written as TASER or Taser™ (see Trademarks section for more information).
- *correctional officers,* not *prison guards*
- [REVISED] *crime laboratory,* not *crime lab* on first use. *Crime lab* is acceptable on second use.
- *data set*
- *decision-maker, decision-making*
- *domestic partner violence* — NIJ does not use this phrase; see entry for *intimate partner violence*
- [NEW, AP UPDATE] *email, but e-book, e-newsletter, e-reader, e-commerce*
- [NEW] *etc.* Avoid whenever possible. Use "such as," "including," or "for example" to imply more items/options than are listed. Using "etc." tells your reader one of two things: either you don't have the information or you do have it but you're not bothering to include it.
- *exhibit* for tables, figures, and charts
- *firearm* when referring to the actual weapon (*shot by a firearm*); *gun* when referring to crime (*gun violence*). However, AP provides names and descriptions for several types of firearms and ammunition. Refer to AP when a specific weapon is mentioned.
- [NEW] *forensic science*, not *forensics* or *forensic sciences*
- [NEW] *gun safety technology,* not *smart gun technology* or *smart gun*
- *http://* at the start of a web address: *http://www.justice.gov, http://www.urban.org*
  - o EXCEPTION: "NCJRS.gov" and "NIJ.gov" should be used when directing readers to either site generally, such as when providing a keyword in print and PDF documents (see section below: Writing Keyword and Referral Text for Content on NIJ.gov and NCJRS.gov). Additionally, NIJ.gov can be used in NIJ logos (see NIJ branding guide).
- *human remains,* not *dead body*
- [NEW] *human trafficking,* not *trafficking in persons*
- [NEW] Indian Country
- [NEW] *inmates*, not *prisoners* unless specifically talking about prisoners
- [AP UPDATE] internet
- *intimate partner violence,* not *domestic violence* or *domestic partner violence*
- [NEW] *the Institute* is an acceptable replacement for NIJ except on first reference, but NIJ is preferred; use only if NIJ sounds awkward; note capitalization.
- [NEW] justice-involved (e.g., justice-involved youth) – do not use this term

- [NEW] *keyword*, singular — not keywords — even if there is more than one word. Keyword should also be used when the keyword is an NCJ or grant number.
- [NEW] *law enforcement,* not *police*, because sheriffs are not police. Use police or sheriff when referring specifically to a particular police or sheriff's department or to a jurisdiction that has police (e.g., "Police officers from the Houston Police Department participated in the training," or "Thousands of sexual assault kits are stored, untested, in law enforcement property rooms across the country. In Houston, police are working with researchers to learn more about the kits in their possession.").
- *offline, online*
- *Operation Ceasefire,* or *Operation CeaseFire* may be acceptable depending on the city. Confirm with the individual program for its proper spelling.
    - [REVISED] Chicago's program was *Operation CeaseFire* (the model is now called *Cure Violence*).
    - Boston's program is *Operation Ceasefire.*
- *or,* not *and/or;* avoid *and/or* in any case
- *percent* when a number appears in a sentence; *percentage* when no specific number is mentioned
    - Do not use the % symbol except in tables.
- *policymaker, policymaking*
- *postconviction*
- *prostituted persons* not *sex workers* or *prostitutes*
- *protection orders* or *protective orders*; either is acceptable
- [NEW] *research and development*, write out on first reference; on second reference, use R&D; note that there are no spaces between the letters and the ampersand in R&D
    - R&D can be used in headers before the full text appears in the body text but treat the first reference in text as above.
- *restrictive housing* — use this instead of *administrative segregation* or *solitary confinement*
- *September 11* or *Sept. 11, 2001*, not *9/11*
- [NEW] *sexual assault,* not *rape,* in general, but not always. Sexual assault is the more inclusive term. Rape refers specifically to forced penetration. Editorial judgment may be needed.
- [NEW] *sexual assault kit,* not *rape kit*
- [NEW] *smart gun/smart gun technology* — do not use this term; see entry for *gun safety technology*
- [NEW] *solitary confinement* — do not use this term; see entry for *restrictive housing*
- *staff* takes a plural verb form: *NIJ staff are reviewing ...*
- *Taser* — see entry for *conducted energy device*
- *victim advocate*
- [AP Update] *web*, *webpage, website, webcam, webcast*

Punctuation

The *AP Stylebook* has a complete punctuation guide, but you can refer to the list below for guidance on common questions.

- **Apostrophe**
  Use only to indicate possession, not to form the plural or contraction of a figure, symbol, or combination of letters: *1920s, OKs, YMCAs.*

Omit the apostrophe after a word ending in "s" when it is used primarily in a descriptive sense: *citizens band radio, teachers college, writers guide.*

Proper names that end in "s" use only an apostrophe, as follows:
  o *Harris' hat*
  o *Chalmers' house*
  o *Brahms' symphonies*

- **Colon**
  Use a colon to introduce lists, texts, and tabulations. Capitalize the text following the colon only if it forms a complete sentence.

- **Comma**
  [UPDATED] **NIJ uses a serial comma in ALL lists**.
  o *The flag is red, white, and blue.*
  o *He had orange juice, toast, and ham and eggs for breakfast.*
  o *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.*

  Use a comma before and after explanatory phrases, appositives, and identifiers:
  o After a state when using a city and state: *In Newark, New Jersey, the Police Department ….*
  o In a complete date within a sentence: *On May 1, 1995, President Clinton signed the bill.* Do not use a comma if only writing the month and year (*June 1994*).
  o In city/state lists, use commas between individual cities and states: *Portland, Oregon; Tucson, Arizona; and Springfield, Massachusetts.*

- **Dash**
  Use an em-dash to set off a phrase that contains a series of words set off by commas or to indicate an abrupt change in thought. Place a space before and after an em-dash in a sentence: *He listed the qualities — intelligence, humor, independence — that he liked in an executive.*

- **Ellipsis**
  Treat an ellipsis as a three-letter word with spaces before and after: *I … tried to do what was best.* Do not place spaces between the dots in an ellipsis.

- **Hyphen**
  In headers and subheads, capitalize the word following a hyphen. For example, *Decision-Makers End Funding for Re-Entry Program.*

  Place a hyphen between a range of numbers: *1995-1997*. An en-dash is also acceptable if used consistently within a document.

- **Period**
  Use only one space after a period.

- **Quotation marks**
  Place periods and commas inside quotation marks. Colons, semicolons, question marks, dashes, and exclamation points are placed outside quotation marks unless they are part of the material being quoted.

  Quotation marks are not necessary for nonliteral terms that have a commonly accepted meaning in the criminal justice field: *hot spot, broken windows.* However, when quotation marks are used, they should be used only the first time.

- **Semicolon**
  Use a semicolon to separate a complex series of major elements when those elements also contain commas: *the country's resources consist of large ore deposits; lumber, waterpower, and fertile soils; and a strong, rugged people.* Do not use a semicolon when a comma will suffice.

[New] Ranks and Civilian Titles

AP provides extensive lists of military ranks and instructions on using them for law enforcement and firefighters (keyword "military titles"). It also provides lists indicating which titles should be spelled out and which abbreviated. In general, capitalize a military rank when it is part of a formal title before an individual's name on first reference. Then use only the last name.

- Gen. John Jones is the top U.S. commander in Afghanistan. The general endorsed the idea. (subsequently, Jones)
- retired Gen. Colin Powell (subsequently, Powell)
- Sgt. Michael Bolton (subsequently, Bolton)
- Capt. Darren Oser (subsequently, Oser)

AP provides more general guidelines for civilian titles through search categories such as legislative, organizational, courtesy, and religious titles. A person's title is generally used once with only the last name used thereafter. Courtesy titles such as Mr. and Ms. are not used. Examples include —

- Sen. Dianne Feinstein (legislative; subsequently, Feinstein)
- House Minority Leader Nancy Pelosi (organizational; subsequently, Pelosi)
- Pope John (religious).

In general, capitalize only formal titles used directly before an individual's name and not set off by commas. Lowercase formal titles when they follow a name, when the name is set off by commas, or when no name is given.

A formal title indicates authority or professional or academic activity:

- President Donald Trump
- Mike Pence, vice president, attended the international summit.

Other titles are descriptive and occupational:

- Mayor Emanuel; Rahm Emanuel, mayor of Chicago; the mayor
- Governor John Hickenlooper; the governor of Colorado, John Hickenlooper; the governor

See also "Academic Degrees and Titles."

[New, AP Update] State Names

The names of the 50 U.S. states should be **spelled out** when used in the body of a story, whether standing alone or in conjunction with a city, town, village, or military base.

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.

Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: *He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico. She said Cook County, Illinois, was Mayor Daley's stronghold.*

Trademarks

Do not use the symbol with a trademark name. Capitalize the word when referring to a trademark brand, word, or name. When possible, use the generic equivalent unless the trademark name is necessary. For example, use tissue rather than Kleenex.

[NEW] Writing Keyword and Referral Text for Content on NIJ.gov and NCJRS.gov

NIJ print and PDF products often refer readers to content on NIJ.gov or NCJRS.gov for additional information. NIJ prefers to use keywords rather than writing out URLs where possible.

[NOTE: This does **not** apply to endnotes, footnotes, and bibliographies. See Part III for detailed information on formatting notes and references.]

Keyword references should use the following style:

… at NIJ.gov, keyword: xxxx.

… at NIJ.gov, keyword: xxx yyy etc. (Note that keyword is singular even when there is more than one word.)

… at NCJRS.gov, keyword: xxxx.

… at NCJRS.gov, keyword: xxx yyy etc.

Examples:

Learn more about standards at NIJ, including accessing a list of active standards and information on standards under development, at NIJ.gov, keyword: standards.

Read the full report, *Homeland Security in Small Law Enforcement Jurisdictions: Preparedness, Efficacy, and Proximity to Big-City Peers*, at NCJRS.gov, keyword: 239466.

Read an *NIJ Journal* article, "Untested Evidence: Not Just a Crime Lab Issue," at NIJ.gov, keyword: 230417.

Read an abstract and access the final report at NIJ.gov, keyword: 236318.

Read more about the grant at NIJ.gov, keyword: 2010-DN-BX-0002.

Watch Dr. Busch-Armendariz talk about the Houston team's work on victim-notification issues at NIJ.gov, keyword: sakvideos.

Watch William King and ATF Special Agent John Risenhoover's *Research for the Real World* presentation about the study at NIJ.gov, keyword: NIBIN seminar.

Learn more about the NIJ-FBI partnership at NIJ.gov, keyword: FBI SAK.

Additional Considerations

Always check the keywords with the NIJ Web Content Manager before including them in a publication. The Web Content Manager can make sure the keyword will bring up the page you want readers to find or create unique keywords or phrases for use in a particular publication.

When directing readers to NIJ publications, the NCJ number can serve as the keyword. NCJ numbers will usually work on both NCJRS and NIJ.

For ongoing projects (that is, projects without final reports), the grant number can serve as the keyword on NIJ.gov.

In PDFs —

(1) The "at NIJ.gov (or NCJRS.gov), keyword: xxx" text should be rendered as an invisible link (i.e., text should be linked but remain roman, not blue/underlined) to the destination URL. That allows readers to click directly on the text and go to the destination page or document rather than typing the keyword into their browser.
(2) For text referring readers to a publication that involves downloadable media (such as PDF, Word, Excel, and PowerPoint), NIJ prefers that the link send readers to web abstracts or publication summaries rather than linking directly to the downloadable document, when possible.

Part II. Print Documents

Audience

NIJ recognizes the need to translate research for nontechnical readers at all levels — from the chief of police to street officers, from the elected state's attorney to assistant district attorneys, from the governor to members of the governor's task force on public safety.

The people who read NIJ publications are like the people who read *Newsweek,* the *Harvard Business Review,* and the *New York Times.* They are intelligent and busy individuals who may or may not know much about methodology or NIJ. They want accurate information that's timely, easy to read, and helps them do their job better.

The Inverted Pyramid

NIJ editors follow the newspaper industry's inverted pyramid rule: We put the most important part of the story at the beginning. The introductory sentences tell the reader what the finding is, why it is significant, and its relevance to the field. Newspaper editors cut text from the end of the story because few people read all the way to the end. NIJ editors are less ruthless about space, but still follow the newspaper rule of thumb: Put the most important information at the beginning and cut from the end.

The manuscript you submit to your NIJ editor should be clear, concise, and well-structured. Headings, subheadings, lists, tables, graphs, and illustrations should be presented in such a way that a busy reader can scan the report and still get the main points.

The Process

On average, publications take eight to 10 months to produce after the director approves the request to publish findings. Each document varies depending on its length, issues unique to the document, and number of reviewers required. See Attachment A for the NIJ publishing steps.

Peer Reviews

Final reports and summaries submitted to NIJ are sent to a peer review panel, whose comments are a major factor in NIJ's dissemination decision.

The peer review panel concentrates primarily on the substance of the research methodology and findings but also frequently addresses the editorial quality and the contribution to the field. Peer reviewers forward their comments to program managers who then help authors address concerns raised during the review period.

After the external and internal reviews, subject matter experts propose a dissemination plan to the NIJ director who then authorizes NIJ Communications to begin editorial and production work.

Manuscript

After the director authorizes NIJ Communications to begin work, an editor reviews the manuscript and assesses what needs to be done to prepare the manuscript for publication.

Working closely with the author and the subject matter expert, the editor often rewrites sections of the manuscript to conform with NIJ's requirement to present research in plain language. Sometimes the author will redraft sections. Many reports require three or four drafts before the manuscript is ready for review by the director.

We strongly encourage authors to make all revisions at the manuscript stage because changes made at this point are least expensive and time consuming.

Laser

Once the director approves the manuscript, the report is laid out in pages. Usually two sets of lasers are prepared (the initial laser and the final laser). Changes made at this stage are expensive and time consuming.

Camera-Ready

When all revisions are complete, the document is prepared for the printer. Changes at this stage are very expensive and time consuming.

Other Considerations

- **Quoted material**
  Quoted material exceeding 10 lines should be set off in a left-indented paragraph introduced by a colon and followed by the note number or citation.

- **Photographs**
  Photos must carry contact information for the photographers. NIJ will arrange to get photo permission and correct crediting information.

- **Pull quotes**
  Pull quotes, which can be a paraphrased or shortened version of body text, are used with some publications to add design interest and to draw readers' attention to text highlights. Pull quotes are usually developed by the editor at the time a document goes to graphics for production; however, the author is encouraged to provide suggested pull quotes (generally one per page).

Part III. Notes and References

The guidelines listed in this section are for the notes section for print, PDF, and Web documents. When there is a difference between how a note should be formatted in a print or PDF document and how it should be formatted in a web (html) document, examples are given for both.

NIJ follows the conventions in the *Chicago Manual of Style* (16th ed.). NIJ uses endnotes rather than footnotes, and it does not use the American Psychological Association style of embedded text references (e.g., Wilson, 1995) with a list of citations at the end of the document. In long documents, however, such as Special Reports or Science and Technology Reports, references may be used instead of or along with endnotes.

Because NIJ uses endnotes almost exclusively, this section is focused on guidelines for notes. If you are compiling a bibliography or other list of references, please consult Chicago on formatting differences for references (go to http://www.chicagomanualofstyle.org/tools_citationguide.html and click on the author-date tab). Endnotes and bibliographic entries have basically the same format, with two differences: Notes often include page numbers while bibliographic entries do not. Also, almost all note components are set off by commas, and almost all bibliographic components are set off by periods.

For a shorter work or for a Special Report/Research in Brief by a single author, endnotes should generally be consolidated at the end of the document and listed sequentially (not by chapter or section). Endnotes may appear at the end of each chapter or section of multiauthor works.

Notes to exhibits should be placed at the bottom of the exhibit. If an exhibit has only one note, use an asterisk to designate it; if it has more than one, each note should be indicated by numerals in sequential order.

Notes to sidebars should be placed at the end of the sidebar, not the end of the larger publication.

For the sake of consistency, use the same format for endnotes and references, with three differences for references:

- Authors should be last name first.
- Use periods instead of commas.
- Give page numbers only for periodicals.

General Format for Notes

- Author names presented Firstname Lastname.
- Titles capitalized initial-capped style.
- Titles of larger works are italicized. However, when working on a webpage, do not italicize a link when linking to a publication with an italicized title.
- Titles of smaller works (chapter, articles) or unpublished sources are set in roman type and enclosed in quotation marks.
- Abbreviate editor/edited by, translated/translated by, volume, and edition.
- If a reference is to a particular passage in a work, the page numbers should be included.
- If the source is electronic, include the URL or DOI if you are working on a print or PDF document. Make the title of the work link text if you are working in html (web).

Multiple Citations in One Note

Separate citations by semicolons. If the works or authors appear in the text (names, quotations), they should appear in the same order in the note.

Using Short Forms in Subsequent Notes

If you use a source more than once, provide a full citation first and a short form citation in subsequent references.

Note: If this is part of a longer work, such as a book with chapters, use the full form when a new chapter or major section begins.

If cited directly after the previous citation of the work, use Ibid. If the page number is different, use: Ibid, page number.

Example:

Stephen King, *On Writing* (New York: Scribner, 2000), 11.

Short form: Ibid, 13.

Otherwise use a short form. The basic structure is last name of author, main title of work cited (usually shortened if more than four words), page numbers. Use full numbers when indicating page numbers (131-132 rather than 131-2 or 131-32).

Examples:

Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24-25.

Short form: Morley, *Poverty and Inequality*, 43.

Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," *Critical Inquiry* 19, no. 1 (1992): 131-132.

Short form: Schwartz, "Nationals and Nationalism," 138.

Note: For long form citations of periodicals, a colon precedes the page numbers, but in short form, page numbers are preceded by a comma.

See below for examples with multiple authors, translators, etc.

Using "Accessed on" in Online Source Citations

There are two cases when you should include an "accessed on" date in an endnote. The first is when no publication (or updated) date is available. The second is if the access date is relevant even though there is also a publication date, such as when you cite to the page of a website that is regularly updated to include new material. In that case, you'll want to capture the date that you accessed material on that page.

Exit Notices on NIJ.gov

When citing sources on NIJ.gov, all nonfederal government URLs must be accompanied by an **exit notice** link to https://www.justice.gov/legalpolicies#other. These are indicated in citations below as [exit notice].

Citing Indirect Sources

Always try to cite to original sources and avoid using a source cited within another source. However, when the original source is unavailable, Chicago recommends the use of "quoted in" for the note:

> Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006), 2.

Books

One Author

Stephen King, *On Writing* (New York: Scribner, 2000), 11.

> Short form: King, *On Writing*, 73-74.

Two Authors

Daron Acemoglu and James Robinson, *Why Nations Fail: The Origins of Power, Prosperity, and Poverty* (New York: Crown Publishers, 2012), 23-24.

> Short form: Acemoglu and Robinson, *Why Nations Fail*, 96.

Three Authors

Joyce Heatherton, James Fitzgilroy, and Jackson Hsu, *Meteors and Mudslides: A Trip Through Time (*New York: Routledge, 2008).

> Short form: Heatherton, Fitzgilroy, and Hsu, *Meteors and Mudslides*, 22.

Four or More Authors

Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* (Chicago: University of Chicago Press, 1982), 91-92.

> Short form: Barnes et al., *Plastics*, 91-92.

However, in a reference list or bibliography, include all the authors.

Book With Editor

Adelaida R. Del Castillo, ed., *Between Borders: Essays on Mexicana/Chicana History* (Encino, CA: Floricanto, 1990), 334.

> Short form: Del Castillo, *Between Borders*, 334.

Book With Translator

Gabriel Garcia Marquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242-55.

> Short form: Marquez, *Love in the Time of Cholera*, 243.

Chapter in an Edited Book

Hilary Putnam, "The Nature of Mental States," in *Problems in Mind: Readings in Contemporary Philosophy of Mind*, ed. Jack S. Crumley (Mountain View, CA: Mayfield Publishing Company, 2000), 102-109.

> Short form: Putnam, "The Nature of Mental States," 104.

Editions Other Than First
William Strunk Jr. and E.B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 43.

> Short form: Strunk and White, *The Elements of Style*, 43.

E-books
Cite electronic books the same way you would their print counterparts with the medium identified at the end: such as Kindle edition, PDF e-book, and CD-ROM. Include URL or DOI after that or as link text on the Web, if available.

Print/PDF examples:

> John S. Dempsey and Linda S. Forst, *An Introduction to Policing*, 8th ed. (Boston, MA: Cenage Learning, 2014), Kindle edition.

> Chaomei Chen, *Mapping Scientific Frontiers: The Quest for Knowledge Visualization*, 2nd ed. (London: Springer, 2013), 163, http://link.springer.com/book/10.1007%2F978-1-4471-5128-9.

Web example:

> Chaomei Chen, [Mapping Scientific Frontiers: The Quest for Knowledge Visualization](#) (London: Springer, 2013).

Periodicals
Elements
- Author names
- Title and subtitle of article or column
- Title of periodical
- Issue information (such as volume, issue number, date)
- Page reference (where appropriate)
- For online periodicals, URL or DOI. If the full text of the article is available for free, use the URL that goes directly to the article. If the article is behind a paywall, use the URL to the abstract instead.

General Considerations
Cite online articles the same way you would their print counterparts with the addition of a URL or DOI at the end (print/PDF/Word) or with a link in the article title (web). Note that if both web and PDF versions of an article are available, NIJ prefers the PDF version if it has the same formatting and page numbers as the print version. If it does not, or if the journal is published online exclusively, either is fine. You do not need to include the access date.

Page numbers
Journals: If citing the article as a whole, use the first and last page; if citing a specific portion of the article, just include the page numbers that portion appears on. If the article is available online as html, include the URL or DOI. If the article is available online as a PDF, include the page number and the URL or DOI.

Magazines: Include the page number only if citing a specific portion of text; do not include beginning/end page numbers.

Publications With Print Editions
If an article, column, or other publication is available both in print and online, citing only the online version is acceptable.

Journal Articles
Print/PDF examples:

John M. Butler et al., "Quantitation of Polymerase Chain Reaction Products by Capillary Electrophoresis Using Laser Fluorescence," *Journal of Chromatography B* 658 no. 2 (1994): 271-280.

Larry Bennett, Stephanie Riger, Paul Schewe, April Howard, and Sharon Wasco, "Effectiveness of Hotline, Advocacy, Counseling, and Shelter Services for Victims of Domestic Violence: A Statewide Evaluation," *Journal of Interpersonal Violence* 19 no. 7 (2004): 815-829, http://jiv.sagepub.com/content/19/7/815.abstract.

Laura Fogger-Rogers, Ann Grand, and Margarida Sardo, "Beyond Dissemination — Science Communication as Impact," *Journal of Science Communication* 14 (2015): 2, http://jcom.sissa.it/sites/default/files/documents/JCOM_1403_2015_C01.pdf.

Web examples:

Larry Bennett, Stephanie Riger, Paul Schewe, April Howard, and Sharon Wasco, "Effectiveness of Hotline, Advocacy, Counseling, and Shelter Services for Victims of Domestic Violence: A Statewide Evaluation," [exit notice] *Journal of Interpersonal Violence* 19 no. 7 (2004): 815-829.

Laura Fogger-Rogers, Ann Grand, and Margarida Sardo, "Beyond Dissemination — Science Communication as Impact," [exit notice] *Journal of Science Communication* 14 (2015): 2.

Magazines and Newspapers
Endnote citations for articles in magazines and newspapers closely follow the form of citations for scholarly articles, but there are two significant differences:

- Include the month or month and day of the magazine or newspaper article in the citation in addition to the year.
- Unlike in a citation for a scholarly journal article, the year of publication is not enclosed in parentheses when citing a magazine or newspaper article.

Print/PDF examples:

Darryl Fears, "NIH Ends Era of U.S. Medical Research on Chimpanzees," *The Washington Post*, November 18, 2015, https://www.washingtonpost.com/news/speaking-of-science/wp/2015/11/18/nih-ends-the-era-of-us-medical-research-on-chimpanzees/.

Virginia Hughes, "Why Police Lineups Will Never Be Perfect," *The Atlantic*, October 2, 2014, http://www.theatlantic.com/technology/archive/2014/10/the-evolving-science-of-police-lineups/381046/.

Web examples:

Darryl Fears, "NIH Ends Era of U.S. Medical Research on Chimpanzees," *The Washington Post*, November 18, 2015.

Virginia Hughes, "Why Police Lineups Will Never Be Perfect," *The Atlantic*, October 2, 2014.

NIJ Final Reports and OJP Publications

NIJ Final Reports

NIJ final reports follow the guidelines for listing authors described above. Final report titles are placed in quotation marks. Include the grant number (available on the face sheet of the report). Most final reports are available online through NCJRS and notes should include their URL, either at the end of the note (for print/PDF publications) or as a link in the report title (for web publications).

Print/PDF example:

Meagan Cahill et al., "Foreclosures and Crime: A Space-Time Analysis," Final report to the National Institute of Justice, grant number 2010-IJ-CX-0029, February 2015, NCJ 248652, https://www.ncjrs.gov/pdffiles1/nij/grants/248652.pdf.

Web example:

Meagan Cahill et al., "Foreclosures and Crime: A Space-Time Analysis," Final report to the National Institute of Justice, grant number 2010-IJ-CX-0029, February 2015, NCJ 248652.

NIJ Journal Articles

Citations to *NIJ Journal* articles follow Chicago guidelines for magazine articles but take note of the following:

- Publication date (use the posting date of the html version).
    - If linking to the PDF of a full issue or a PDF of the article, use the month and year listed on the full issue.
    - If linking to the html version of an article, use posted on month and year (found above the About the Author section).
- Include either the NCJRS URL (for PDF versions of articles or issues) or the NIJ.gov URL (for html versions of articles)

Print/PDF examples:

Stephen Gies, "GPS Supervision in California: One Technology, Two Contrasting Goals," *NIJ Journal* 275, December 2015, https://www.ncjrs.gov/pdffiles1/nij/248778.pdf.

Alison Brooks Martin, "Plan for Program Evaluation from the Start," *NIJ Journal* 275, May 2015, http://nij.gov/journals/275/Pages/plan-for-program-evaluation.aspx.

Web examples:

Stephen Gies, "GPS Supervision in California: One Technology, Two Contrasting Goals," *NIJ Journal* 275, December 2015.

Alison Brooks Martin, "Plan for Program Evaluation from the Start," *NIJ Journal* 275, May 2015.

Other OJP Publications

Most other OJP publications take the form Chicago recommends for government series. The information below has been tailored for OJP. Consult Chicago when citing to other government publications.

Elements

- Author name
- Title (italicized unless it is a link – see web example below)
- Series (if applicable – InShort, Research in Brief, Special Report, Research for Practice)
- Washington, DC
- U.S. Department of Justice
- Name of OJP Agency
- Date of publication – Month Year
- NCJ number
- NCJRS URL

Do not list the Government Printing Office as the publisher.

Do not use "Author" as the publisher when the author and publisher are the same. Repeat the publisher's full name.

Print/PDF examples:

Office for Victims of Crime, *In Their Own Words: Domestic Abuse in Later Life,* Washington, DC: U.S. Department of Justice, Office for Victims of Crime, August 2010, NCJ 227928, https://www.ovc.gov/publications/infores/pdftxt/InTheirOwnWords.pdf.

Christy A. Visher, *Pretrial Drug Testing*, Research in Brief, Washington, DC: U.S. Department of Justice, National Institute of Justice, September 1992, NCJ 137057, https://www.ncjrs.gov/pdffiles1/Digitization/137057NCJRS.pdf.

Shannan M. Catalano, *Intimate Partner Violence, 1993-2010,* Special Report, Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics, November 2012, NCJ 239203, http://www.bjs.gov/content/pub/pdf/ipv9310.pdf.

Web examples:

Office for Victims of Crime, [In Their Own Words: Domestic Abuse in Later Life](#), Washington, DC: U.S. Department of Justice, Office for Victims of Crime, August 2010, NCJ 227928, https://www.ovc.gov/publications/infores/pdftxt/InTheirOwnWords.pdf.

Christy A. Visher, [Pretrial Drug Testing, Research in Brief](#), Washington, DC: U.S. Department of Justice, National Institute of Justice, September 1992, NCJ 137057.

Shannan M. Catalano, [Intimate Partner Violence, 1993-2010](#), Special Report, Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics, November 2012, NCJ 239203.

Online Sources

Generic Form for Online Sources
Print/PDF example:

FirstName LastName, "Title of Webpage," *Publishing Organization or Name of Website in Italics*, publication date or update date or access date, URL.

Web example: Linking to a nongovernment webpage

FirstName LastName, "Title of Webpage," [note: "Title of Webpage," should be a link to the publication URL] [exit notice] *Publishing Organization or Name of Website in Italics*, publication date or update date or access date.

Web example: Linking to a government webpage

Same as above without the exit notice.

Online-Only Publications
Articles, columns, and other products published in online-only publications follow the generic form for citing online sources. For the date, use the most recent publication date (uploaded/posted or updated). If there is no date available, include the access date in parentheses at the end of the citation.

Print/PDF examples:

Joel Anderson, "The Black Cop In Baltimore," *BuzzFeed*, posted February 18, 2016, http://www.buzzfeed.com/joelanderson/the-rise-and-fall-of-the-black-cop-in-baltimore.

Brad Plumber, "Hurricane Patricia: Why a Record Storm Did Surprisingly Little Damage," *Vox*, last updated October 26, 2015, http://www.vox.com/2015/10/26/9615274/hurricane-patricia-aftermath.

Web examples:

Joel Anderson, "The Black Cop In Baltimore," [exit notice] *BuzzFeed*, posted February 18, 2016.

Brad Plumber, "Hurricane Patricia: Why a Record Storm Did Surprisingly Little Damage," [exit notice] *Vox*, last updated October 26, 2015.

Blogs
Blog entries follow the general format for online sources with the addition of "(blog)" after the publisher or website title (which is generally the blog's title). If the word "blog" is in the title of the blog, you do not need to include it after the title. Include not just the date, but also the time the entry was made or last updated, if available.

Print/PDF examples:

Christopher Ingraham, "A Terrifying and Hilarious Map of Squirrel Attacks on the U.S. Power Grid," *Wonkblog*, *The Washington Post*, January 12, 2016, https://www.washingtonpost.com/news/wonk/wp/2016/01/12/a-terrifying-and-hilarious-map-of-squirrel-attacks/.

Paige Brown Jarreau, "Help! I'm Interviewing a Scientist, What Do I Ask?" *From the Lab Bench* (blog), September 12, 2015, http://www.scilogs.com/from_the_lab_bench/help-im-interviewing-a-scientist-what-do-i-ask/.

Joachim Krapels and Marco Hafner, "Attacking Poverty Through Employability Interventions," *The RAND Blog*, October 16, 2015, http://www.rand.org/blog/2015/10/attacking-poverty-through-employability-interventions.html.

Scot Haug, "IACP 2015 Technology and Information Sharing Track — An Attendee Perspective," *Official Blog of the International Association of Chiefs of Police*, October 13, 2015 (10:22 a.m.), http://theiacpblog.org/2015/10/13/iacp-2015-technology-and-information-sharing-track-an-attendee-perspective/.

Web examples:

Christopher Ingraham, "A Terrifying and Hilarious Map of Squirrel Attacks on the U.S. Power Grid," [exit notice] *Wonkblog*, *The Washington Post*, January 12, 2016.

Paige Brown Jarreau, "Help! I'm Interviewing a Scientist, What Do I Ask?" [exit notice] *From the Lab Bench* (blog), September 12, 2015.

Joachim Krapels and Marco Hafner, "Attacking Poverty Through Employability Interventions," [exit notice] *The RAND Blog*, October 16, 2015.

Scot Haug, "IACP 2015 Technology and Information Sharing Track — An Attendee Perspective," [exit notice] *Official Blog of the International Association of Chiefs of Police*, October 13, 2015 (10:22 a.m.).

General Website Homepage
Print/PDF examples:

CNN.com, accessed July 26, 2012, http://www.cnn.com/.

Justice.gov, accessed October 28, 2015, http://www.justice.gov/.

Web examples:

CNN.com, [exit notice] accessed July 26, 2012.

Justice.gov, accessed October 28, 2015.

Page Within Website
Examples are given below for —

1. Individual author
2. No author identified
3. Staff author

Print/PDF examples:

1. Kris Ankarlo, "How DC Is Turning Department of Forensic Sciences Around, Part I," *CBS DC*, October 14, 2015, http://washington.cbslocal.com/2015/10/14/how-funds-will-help-turn-dcs-department-of-forensic-sciences-around-part-i/.
2. "Crime Statistics," *City of New York Police Department*, accessed April 17, 2016, http://www1.nyc.gov/site/nypd/stats/crime-statistics/crime-statistics-landing.page
3. CNN Wire Staff, "Researchers List Top 10 Airports for Spreading Disease," *CNN*, last modified on July 26, 2012, http://www.cnn.com/2012/07/26/travel/airports-disease/index.Web.

Web examples:

1. Kris Ankarlo, "How DC Is Turning Department of Forensic Sciences Around, Part I," [exit notice] *CBS DC*, October 14, 2015.
2. "Crime Statistics," [exit notice] *City of New York Police Department*, accessed April 17, 2016.
3. CNN Wire Staff, "Researchers List Top 10 Airports for Spreading Disease," [exit notice] *CNN*, last modified on July 26, 2012.

Multimedia

Include running time and medium (e.g., podcast audio, TED video). If it is a recording of a speech or performance, provide information about the original source (e.g., filming date) in addition to the online source (e.g., posted date).

General form: Firstname Lastname of Performer, Writer or Creator, *Title of Text*, indication of format/medium, running time, publication date, URL.

Print/PDF examples:

Michael Pollan, "Michael Pollan Gives a Plant's-Eye View," filmed March 2007, TED video, 17:31, posted February 2008,
http://www.ted.com/index.php/talks/michael_pollan_gives_a_plant_s_eye_view.html.

Radiolab, "Sight Unseen," podcast audio, 30:34, posted April 28, 2015,
http://www.radiolab.org/story/sight-unseen/.

Web examples:

Michael Pollan, "Michael Pollan Gives a Plant's-Eye View," [exit notice] filmed March 2007, TED video, 17:31, posted February 2008.

"Sight Unseen," [exit notice], *Radiolab*, podcast audio, 30:34, posted April 28, 2015.

Interviews and Personal Communication

Interviews and personal communication must be included as notes; do not put them in a reference list or bibliography.

Unpublished interview examples:

Andrew Macmillan (principal advisor, Investment Center Division, FAO), in discussion with the author, September 1998.

Benjamin Spock, interview by Milton J.E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Unattributed interview example:

Interview with health care worker, March 23, 2010.

Published or broadcast interview example:

  Print/PDF examples:

McGeorge Bundy, interview with Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.

David Whyte, interview with Krista Tippet, "The Conversational Nature of Reality," *On Being*, podcast audio, 51:00, posted April 17, 2016, http://www.onbeing.org/program/david-whyte-the-conversational-nature-of-reality/8560.

  Web example:

  David Whyte, interview with Krista Tippet, "The Conversational Nature of Reality," [exit notice] *On Being*, podcast audio, 51:00, posted April 17, 2016.

Personal communication example:

  Constance Conlon, email message to author, April 17, 2000.

Conference and Other Unpublished Papers

Paper presented at a meeting or conference:

  Julie Smith, "Meth Labs and Toxicity," paper presented at annual meeting of the National Sheriffs Association, Spokane, WA, November 2002.

Thesis or dissertation:

  Julie Smith, "Meth Labs and Toxicity," Ph.D. diss., University of Chicago, 2002.

Solicitations/Funding Opportunities

  National Institute of Justice funding opportunity, "Title of Solicitation," grants.gov announcement number NIJ-20XX-XXX, posted Month Day Year, URL.

  National Institute of Justice funding opportunity, "FY 2017 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program," grants.gov announcement number NIJ-2017-11581, posted March 13, 2017, https://nij.gov/funding/Documents/solicitations/NIJ-2017-11582.pdf.

Part IV. Web Writing

In this section, you will find a "guide" for writing for the NIJ website. It includes some specific rules but does not cover everything. The guide walks you through the web writing process at NIJ, covers best practices for web writing, and provides guidance on common web style issues and issues specific to NIJ.

Examples of Effective Web Writing

This section discusses the following guidelines for writing effective webpages:

- **Consider the Audience**
- **Follow the "Page Principle"**
- **Use Plain Language**
- **Use Familiar Words**
- **Use Active Voice**
- **Create Pages for Scanning, Not Reading**
- **Organize Content by "Chunking"**

Consider the Audience

You will define the audience at the kickoff meeting. By elaborating on the following questions, the purpose of each page will be more clearly defined:

- Who are they?
    - Think of the audience as individual people, not vague institutions.
- What tasks are they trying to accomplish?
- What questions do they have?
- What answers do we have?

Follow the "Page Principle"

- **Each page should live on its own**
  Users will not necessarily follow the logical progression of the site outline. You should write each page as if it will be the only page a user will visit. In other words, content should include enough information so that a first-time reader will understand the message. Use links to other pages to avoid repeating concepts so much that the main subject of the page is buried.

- **Each page should contain one main topic**
  Limit each webpage to just one main topic, with subtopics, if appropriate. Users will scan the page to find what they need — they don't want a book. By limiting the page to just one main point, the site will be much more effective. If the page has too many subtopics, consider breaking the page into more sections, or adding additional pages.

Use Plain Language

All NIJ webpages must be written in plain language. Writing in plain language is not the same as "dumbing down" the content. It means writing so the intended audience can:

- Understand the first time they read or hear it
- Find what they need
- Understand what they find
- Use what they find to meet their needs

Consider the intended audience of the page — language that is plain to one set of readers may not be plain to others. If your reader needs specific technical or legal details, put them in, but think carefully about what's really necessary. Make sure you're not including information just because you always include it.[1]

Consider the guidance below from plainlanguage.gov regarding plain language and the sciences and technical content:

> "It is important for scientists to use plain language not only to reach the public; but also to reach one another. Indeed, scientific information conveyed in plain language invariably reaches bigger scientific audiences than information conveyed in technical language."[2]

> 'What do we mean by jargon? Jargon is unnecessarily complicated, technical language used to impress, rather than to inform, your audience.

> 'When we say not to use jargon [unnecessarily complicated, technical language used to impress, rather than to inform, your audience], we're not advocating leaving out necessary technical terms; we are saying to make sure your other language is as clear as possible. For example, there may not be another correct way to refer to a brinulator valve control ring. But that doesn't prevent you from saying 'tighten the brinulator valve control ring securely' instead of 'Apply sufficient torque to the brinulator valve control ring to ensure that the control ring assembly is securely attached to the terminal such that loosening cannot occur under normal conditions.' The first is a necessary use of a technical term. The second is jargon.'[3]

Use Familiar Words

Use words that are familiar to, and used frequently by, the target audience for the page. Words that are more frequently seen and heard are better and more quickly recognized.[4]

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[1] U.S. Department of Health and Human Services, "The Research-Based Web Design & Usability Guidelines – Chapter 15," http://www.usability.gov/pdfs/chapter15.pdf, December 17, 2009; Plainlanguage.gov, "What Is Plain Language?" http://www.plainlanguage.gov/whatisPL/index.cfm, February 23, 2010; Plainlanguage.gov, "How to Comply With the President's Memo on Plain Language," http://www.plainlanguage.gov/howto/guidelines/PresMemoGuidelines.cfm, February 23, 2010; Plainlanguage.gov, "President Clinton's Memorandum on Plain Language in Government Writing," http://www.plainlanguage.gov/whatisPL/govmandates/memo.cfm, February 23, 2010.

[2] U.S. Department of Health and Human Services, "The Research-Based Web Design & Usability Guidelines – Chapter 15," http://www.usability.gov/pdfs/chapter15.pdf, December 17, 2009; Plainlanguage.gov, "Scientists Need Plain Language," http://www.plainlanguage.gov/usingPL/sciences/whiteman.cfm, February 23, 2010.

[3] Plain Language Action and Information Network, "Federal Plain Language Guidelines," http://www.plainlanguage.gov/howto/guidelines/bigdoc/fullbigdoc.pdf, March 2011.

[4] U.S. Department of Health and Human Services, "The Research-Based Web Design & Usability Guidelines – Chapter 15," http://www.usability.gov/pdfs/chapter15.pdf, December 17, 2009; Plainlanguage.gov, "What Is Plain Language?" http://www.plainlanguage.gov/whatisPL/index.cfm, February 23, 2010; Plainlanguage.gov, "How to Comply With the President's Memo on Plain Language," http://www.plainlanguage.gov/howto/guidelines/PresMemoGuidelines.cfm, February 23, 2010; Plainlanguage.gov, "President Clinton's Memorandum on Plain Language in Government Writing," http://www.plainlanguage.gov/whatisPL/govmandates/memo.cfm, February 23, 2010.

Use Active Voice

In general, NIJ prefers using active voice over passive voice. Active voice means the subject is doing the action of the verb. Passive voice means the object is doing the action.[5] For example:

- **Active voice**
  NIJ funded the study.

- **Passive voice**
  The study was funded by NIJ.

Create Pages for Scanning, Not Heavy Reading

Use descriptive headings, links, and lists to easily inform and grab the reader's attention while scanning. Users that scan generally read headings and scan the first couple of sentences of the paragraph — not the full text — and may miss information when a page contains dense text. Summarize the main point of your paragraph in the first couple of sentences.[6]

Organize Content by "Chunking"

"Chunking" is the process of dividing information into small, clearly written paragraphs. Summarize the primary theme of the paragraph in the first sentence. Remember:

- Sentences should not have more than 20 words.
- Paragraphs should be no longer than six sentences,[7] and it is acceptable to have a paragraph of only one or two sentences.

A well-organized page should:

- Focus on a main idea.
- Be self-contained because text may be read out of order.
- Flow logically from one chunk to another.

After Writing: The Delivery

Questions to Ensure a Web-Friendly Document

After finishing the first draft, ask yourself the following questions before submitting the draft for review:

- Did your content achieve its main purpose?
- Did you target your content to your audience?
- Does your lead tell users what your content is about?
- Is your message clear?
- Does each paragraph present one idea?
- Will the page title of your document remind users of the document's contents?
- Do headings and subheadings communicate your message?
- Have you used active verbs?

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[5] *Ibid*.

[6] U.S. Department of Health and Human Services, "The Research-Based Web Design & Usability Guidelines – Chapter 15," http://www.usability.gov/pdfs/chapter15.pdf, December 17, 2009; Plainlanguage.gov, "Scientists Need Plain Language," http://www.plainlanguage.gov/usingPL/sciences/whiteman.cfm, February 23, 2010.

[7] U.S. Department of Health and Human Services, "The Research-Based Web Design & Usability Guidelines – Chapter 15," http://www.usability.gov/pdfs/chapter15.pdf, December 19, 2009.

- Did you overdo links within the text?
- Do your links tell users what to expect?
- Did you delete the "click here" links?
- Did you cut excess words and sentences?
- Is there a good flow between the chunks of your document?
- Did you create vivid pictures in the reader's mind?
- Did you test your writing by reading your copy out loud?
- Will bullets get your message across faster than sentences?

Attachment A: NIJ's Publishing Steps

Content Approval Stage

Staff propose content to supervisor, who discusses merits and makes recommendation to the Director.

▸ **Director approves concept** ◂

Manuscript Stage: Four to 12 Months

The writing and editing stage is the most challenging and time-consuming stage: elapsed time varies by author, type of product, number of reviewers, and topic.

- Author, editor, program manager, subject matter experts develop first draft.
- Reviewers read and comment, authors and editors revise the draft (this step is repeated until all parties are satisfied with the manuscript.)
- Communications sends manuscript to Director for approval.

▸ **Director approves manuscript** ◂

Laser (Layout) Stage: Two to Four Months

Graphic artists or web developers convert the manuscript to a laser (formerly called "galleys" or "page proofs"). Elapsed time varies by author, type of product, and number of reviewers.

- Communications sends approved manuscript to production team for final proof, copyedit, and layout.
- Communications, author, and program manager review, revise, and approve the product.
- Communications sends the laser to the Director for approval.

▸ **Director approves manuscript** ◂

Advance Notice: One to Two Months

Communications sends the final laser to AG thru the AAG along with the Advance Notification Memo.

After the AAG signs the Advance Notification Memo, Communications staff prepare the document for publishing both online and hard-copy (if applicable).

▸ **The publication is cleared for release 30 days after the AAG signs the Advance Notification Memo** ◂

Note: Printing usually takes two to three weeks. Converting files for the web usually takes three to five days. Graphic artists prepare the printer's package which is delivered to GPO for printing purposes. All files are made 508-compliant prior to completion. Document is published online, and physical copies are delivered.