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DEFENSE INTELLIGENCE AGENCY

DIA Style Manual for Intelligence Production

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for Intelligence Production

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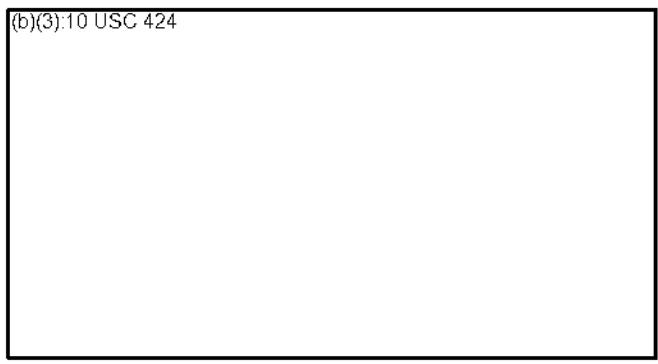
Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to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

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

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

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

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CHAPTER I:

—President John F. Kennedy on Winston Churchill

CHAPTER 1:

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

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

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

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

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

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

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

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

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

Short Sentences

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

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

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

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

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

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

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

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

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

A sentence in passive voice reverses that order:

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

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

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

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

- Reverse the object and the subject.

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

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

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

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

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

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

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

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

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

Unemphatic: There was a second explosion that killed three soldiers.
Emphatic: A second explosion killed three soldiers.

Unemphatic: It is probable that voter turnout will be heavy.
Emphatic: Voter turnout probably will be heavy.

Don't Confuse Passive Voice and Past Tense

Both active and passive forms of a verb can appear in present, past, or even future tenses:

Action: takes, took, will take
Passive: is taken, was taken, will be taken

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

Weak: Chemical attacks are in violation of the treaty.

Strong: Chemical attacks violate the treaty.

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

Strong: North Korea has committed to resuming talks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Not:* The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]
- But:* The farmer was intimidated by threats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]
- Not:* Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]
- But:* Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]

	<p><i>Not:</i> The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from <i>troops</i> to <i>camp</i>.]</p>	<p>Work Toward a Common Goal: Readability</p> <p>Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:</p> <ul style="list-style-type: none"> • All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation. • At the same time, editors need to keep their changes focused on readability. Rather than altering the author's voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.
<i>But:</i>	<p>The troops hurried up the mountain path and soon saw the camp. [One subject only.]</p>	
<i>Not:</i>	<p>The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from <i>soldier</i> to <i>confinement</i> as active voice shifts to passive voice.]</p>	
<i>But:</i>	<p>The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]</p>	
<i>Not:</i>	<p>Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]</p>	
<i>But:</i>	<p>Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]</p>	
<i>Not:</i>	<p>The United Nations deserves encouragement. Indeed, they deserve more than that. [If <i>United Nations</i> takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]</p>	
<i>But:</i>	<p>The United Nations deserves encouragement. Indeed, it deserves more than that. [<i>United Nations</i> and <i>it</i> correspond in number.]</p>	
<i>Not:</i>	<p>Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]</p>	
<i>But:</i>	<p>Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]</p>	

CHAPTER 2:

—Strunk and White, *The Elements of Style*

CHAPTER 2:

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

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

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

Common sense dictates these rules:

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

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

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

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

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

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

When To Introduce an Abbreviation

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

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

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

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

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

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

The Federal Aviation Administration (FAA)....

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

... earth-penetrator weapons (EPWs).
... within the military regions (MRs).

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

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

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

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

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

Forming Plurals of Abbreviations

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

ICBMs SAMs MiGs INSS

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

cy's

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

not 500 km's or 500 kms but 500 km

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

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

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

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

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

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

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

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

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

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

Plural possessive: The MRDs' leaders....

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

Adjective form: The MRD leaders....

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

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

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

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

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

anti-NATO stance

CFE-mandated reductions

pro-UN position

START-related reforms

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

a MIRVed ICBM

an unMIRVed version of the ICBM

deploying nonMIRVed missiles

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

interference with Global Positioning System (GPS)-related technology

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

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

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

The SAM was fired....

The ground controlled intercept operator chooses....

The GCI operator chooses....

Task Force Marte reported....

TFM reported....

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

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

DIA estimates....

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

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

When dealing with Defense Intelligence Enterprise organizations, DI will...

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

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

A or An?

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

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

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

Nix GOx Abbreviations

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

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

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

The United States sold....
U.S. arms sales....
... contracts involving the United Kingdom.
... UK contracts.

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

U.S. Army Officers/Warrant Officers

general of the Army (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)

chief warrant officer 5 (W 5)
chief warrant officer 4 (W 4)
chief warrant officer 3 (W 3)
chief warrant officer 2 (W-2)
warrant officer 1 (W-1)

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

fleet admiral (special)
admiral (O-10)
vice admiral (O-9)
rear admiral, upper half (O-8)
rear admiral, lower half (O-7)
captain (O-6)
commander (O-5)
lieutenant commander (O-4)
lieutenant (O-3)
lieutenant, junior grade (O-2)
ensign (O-1)
chief warrant officer (W-5)
chief warrant officer (W-4)
chief warrant officer (W-3)
chief warrant officer (W 2)
warrant officer (W 1) [no longer used]

U.S. Air Force Officers

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

U.S. Marine Corps Officers/Warrant Officers

general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O 6)
lieutenant colonel (O 5)
major (O 4)
captain (O 3)
first lieutenant (O 2)
second lieutenant (O 1)
chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)

chief warrant officer 3 (W 3)
chief warrant officer 2 (W 2)
warrant officer 1 (W 1)

U.S. Army Enlisted Personnel

sergeant major of the Army (E-9)
command sergeant major (E-9)
sergeant major (E-9)
first sergeant (E-8)
master sergeant (E-8)
sergeant first class (E-7)
staff sergeant (E-6)
sergeant (E-5)
corporal (E-4)
specialist (E-4)
private first class (E-3)
private (E-2)
private (E-1)

U.S. Navy and Coast Guard Enlisted Personnel

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

master chief petty officer of the Navy (E-9)
master chief petty officer of the Coast Guard (E-9)
fleet/force/command master chief petty officer (E-9)
master chief petty officer (E-9)
senior chief petty officer (E-8)
chief petty officer (E-7)
petty officer first class (E-6)
petty officer second class (E-5)
petty officer third class (E-4)
seaman (E-3)
seaman apprentice (E-2)
seaman recruit (E-1)

U.S. Air Force Enlisted Personnel

chief master sergeant of the Air Force (E-9)
command chief master sergeant (E-9)
first sergeant (E-9)
chief master sergeant (E-8)
first sergeant (E-8)
senior master sergeant (E-8)
first sergeant (E-7)
master sergeant (E-7)
technical sergeant (E-6)
staff sergeant (E-5)
senior airman (E-4)
airman first class (E-3)
airman (E-2)
basic airman (E-1)

U.S. Marine Corps Enlisted Personnel

- sergeant major of the Marine Corps (E-9)
- sergeant major (E-9)
- master gunnery sergeant (E-9)
- first sergeant (E-8)
- master sergeant (E-8)
- gunnery sergeant (E-7)
- staff sergeant (E-6)
- sergeant (E-5)
- corporal (E-4)
- lance corporal (E-3)
- private first class (E-2)
- private (E-1)

Foreign Military Officers

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

- admiral
- admiral (first grade)
- admiral of the fleet
- admiral (second grade)
- air chief marshal
- air commander
- air commodore
- air marshal
- air vice marshal
- army general
- brigadier
- brigadier general
- captain
- captain first rank
- captain second rank
- chief warrant officer
- colonel
- colonel general
- colonel major
- commander
- commodore
- corps general
- director general
- division general
- ensign
- field marshal
- first lieutenant
- fleet admiral
- flight lieutenant
- flying officer
- general
- general-colonel
- general (first grade)

general lieutenant
general lieutenant colonel
general major
general of the air force
general of the army
general (second grade)
group captain
lieutenant
lieutenant colonel
lieutenant colonel general
lieutenant commander
lieutenant general
lieutenant junior grade
major
major general
marshal
marshal of aviation
marshal of the Royal Air Force
marshal of the Soviet Union
pilot officer
rear admiral
second lieutenant
senior colonel
senior lieutenant colonel
squadron leader
squadron vice admiral
staff air marshal
staff air vice marshal
staff brigadier general
staff general
staff lieutenant general
staff major general
staff rear admiral
vice admiral
vice marshal
warrant officer
wing commander

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

Ranges are in kilometers.

The opening was several meters wide.

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

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

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

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

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

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

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

Percent and Other Symbols

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

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

Use the following abbreviations if they are required:

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

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

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

The abbreviation list employs two symbols:

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

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

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

A

angstrom(s)	air defense artillery
antiaircraft	air defense antitank system
Abdallah Azzam Brigades	air defense command center
antiaircraft artillery	air defense district
Asaib Ahl al-Haq	automatic direction finding
air-to-air intercept	degaussing/deperming ship
antiarmor improvised explosive device	air defense
air-to-air missile	identification zone
air-to-air refueling	air defense
Ansar al-Sharia	operations center
Ansar al-Sharia in Tunisia	advanced
antiair warfare	air defense exercise
airbase [in the proper name of a U.S. OCONUS airbase, Air Base—for example, Incirlik Air Base]	air defense zone
airborne battlefield	ammunition ship
command and control center	active electronically scanned array
antiballistic missile	armored engineer vehicle
airborne	airborne early warning
airborne command post	airborne early warning and control
alternating current	stores ship
aircraft	air force base
airborne-controlled intercept	automatic frequency control
Army Counterintelligence Center	medium auxiliary floating drydock (non-self-propelled)
acoustic intelligence	Air Force Intelligence Analysis Agency
alternate command post	Air Force Information Operations Center
armored cavalry regiment	Air Force Intelligence, Surveillance and Reconnaissance Agency
armored command and reconnaissance vehicle; artillery command and reconnaissance vehicle	airfield
air-cushion vehicle;	Armed Forces Medical Intelligence Center [now NCMI—National Center for Medical Intelligence]
armored combat vehicle	Air Force Office of Special Investigations
aircraft warning and control; anticarrier warfare	Air Force Operational Test and Evaluation Center
air defense	

combat stores ship	ante meridian (before noon):
Air Force Satellite Communications System	amplitude modulation
Air Force Technical Applications Center	ambassador
armored fighting vehicle	Air Mobility Command [USAF]
Australia Group; auxiliary general [ship]	American Embassy [U.S. Embassy preferred]
icebreaker	African Union Mission in Somalia
experimental auxiliary [ship]	antimateriel rifle
intelligence collection ship	advanced medium-range air to air missile
oceanographic research ship	Afghan National Army
ocean surveillance ship	African National Congress; active noise control
surveying ship	Afghan National Civil Order Police
actual ground zero	Afghanistan national development strategy
hospital ship	Afghan National Police
avian influenza; airborne intercept; air interdiction	Afghan national defense and security forces [formerly ANSF—Afghan national security forces]
al-Ittihad al-Islamiya	Australia-New Zealand- United States [Treaty]
armored infantry combat vehicle	area of operations; oiler
acquired immunodeficiency syndrome	air order of battle
armored infantry fighting vehicle	air operations center
addressee indicator group	fast combat support ship
air intercept missile	gasoline tanker
air-independent propulsion/ power; air-independent- powered	area of interest
automated information sys- tem; Automatic Identification System	area of responsibility; replenishment oiler
American Institute in Taiwan	special liquids tanker
cargo ship	transport oiler
also known as	armor-piercing; ammonium perchlorate; access point; transport [ship]
air-launched cruise missile	armored personnel carrier
air line of communication	Asia-Pacific Economic Cooperation
air-launched long-range air- to air missile	

aerial point of debarkation;	above sea level
air point of departure	air-to-surface missile
al-Qaida	alternate supply route;
al-Qaida in the Arabian Peninsula	submarine rescue ship
al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]	advanced short-range air-to-air missile
al-Qaida in the Lands of the Islamic Maghreb	antisubmarine rocket
al-Qaida in the Indian Subcontinent	antisurface ship warfare
repair ship	antisurface warfare
Arab Satellite Communications Organization	armored support vehicle
armored reconnaissance carrier; cable repairing ship	antisubmarine warfare
Nationalist Republican Alliance [El Salvador]	antitank; antiterrorism
antiradiation missile	auxiliary ocean tug
advanced remotely piloted vehicle	Army Tactical Missile System
salvage ship	antitactical ballistic missile
artillery	air traffic control;
armored recovery vehicle;	mini-armored troop carrier
armored reconnaissance vehicle	Bureau of Alcohol, Tobacco, Firearms, and Explosives;
submarine tender	fleet ocean tug
as soon as possible	antitank gun
advanced synthetic-aperture radar system	antitank guided missile
antisatellite	Acquisition, Technology, and Logistics
antiship ballistic missile	asynchronous transfer mode
antiship cruise missile	Atlantic-to-the-Urals [region]
advanced SEAL/swimmer delivery system	advanced technology vehicle;
auxiliary SEAL/swimmer delivery vehicle	all-terrain vehicle
Association of Southeast Asian Nations	African Union
African Standby Force	autonomous
Abu Sayyaf Group	underwater vehicle
	armored vehicle
	aviation logistic support ship
	armored-vehicle-launched bridge
	airborne warning and control system
	absent without leave
	water transport [ship]
	all weather

B

miscellaneous auxiliary [ship]	Base Realignment and Closure
training ship	Brazil, Russia, India, China, and South Africa
barrel(s)	Border Tunneling Activity Detection System
criminal band [from <i>banda criminal</i>]	battery
battalion artillery group	bushel(s)
battlefield air interdiction	beyond visual range
billion cubic meters	biological warfare; biological weapon
barrel(s) per day	Biological Weapons Convention
battle damage assessment	
brigade	
Basic Encyclopedia	C
Belgium, Netherlands, Luxembourg	Celsius
Board on Geographic Names	command and control
barrel(s) per hour	command, control, and communications
Battlefield Information Collection and Exploitation System	command, control, communications, and computers
United Nations Integrated Office in Burundi	command, control, and communication countermeasures
basic input/output system	command, control, communications, and intelligence
bit(s) per second	command, control, communications, computers, and intelligence
building	command, control, communications, computers, intelligence, surveillance, and reconnaissance
beyond line of sight	combined-arms army
battalion landing team	common access card
ballistic missile defense	Central American Common Market
ballistic missile defense system	carrier air group
ballistic missile early warning system	caliber
battalion	Canada-United Kingdom United States
broad ocean area	
United Nations Peacebuilding Support Office in the Central African Republic	

Canada	United States	Chief of Defence
combat air patrol		Intelligence [Canada]
[former] Controlled Access		recordable compact disc
Program Coordination		compact disc—
Office [see SMP]		read-only memory
Caribbean Community		rewriteable compact disc
close air support		Communications and
cavalry		Electronics Command
chemical and		Central America
biological defense		circular error probable
confidence building measure		computer emergency
chemical, biological,		response team
and radiological		Conventional Armed Forces
chemical, biological,		in Europe
radiological, and nuclear		cavalry fighting vehicle
chemical, biological,		centigram(s)
radiological, nuclear,		guided-missile cruiser;
and explosives		coast guard [or Coast Guard]
cluster bomb unit		nuclear-powered
chemical and biological		guided-missile cruiser
warfare; chemical and		common ground station
biological weapon		aviation cruiser
command center;		guided-missile
command ship		aviation cruiser
command and control boat		chief of defense
camouflage, concealment,		change of
and deception; charge		operational control
coupled device		counterintelligence
commander's critical		Central Intelligence Agency
information requirement		Central Intelligence Agency
counter-countermeasure		Crime and Narcotics Center
combatant command		combat information center;
[see COCOM]		combat intelligence center
Chinese Communist Party		Conference on Interaction
closed-circuit television;		and Confidence-Building
China Central Television		Measures in Asia
compact disc		Consolidated Intelligence
Centers for Disease		Guidance
Control and Prevention		commander in chief
coastal defense cruise missile		Combined Intelligence
		Operations Center

Commonwealth of Independent States	counterinsurgency
Counterintelligence Support Program	Community Online Intelligence System for End Users and Managers
close-in weapon system	communications exercise
Chairman of the Joint Chiefs of Staff	communications intelligence
core knowledge online	computer security
light cruiser	communications satellite
command to line of sight	communications security
centimeter(s)	concept of operations
square centimeter(s)	contingency plan;
cubic centimeter(s)	concept plan
Central Military Commission [China]	continental United States
Cyber Mission Force	continuity of operations
counternarcotics	Council of Representatives
computer network attack	[Iraq]: contracting officer representative
Comprehensive National Cybersecurity Initiative	commercial off the shelf
computer network defense	command post
computer network exploitation	Comprehensive Peace Agreement [Sudan]
computer network operations; Chief of Naval Operations	central processing unit
company	command post exercise
commanding officer	collection requirement
course of action	close range ballistic missile
combat operations center	combat support
combatant command (common usage) [Note: The Department of Defense Dictionary of Military and Associated Terms reserves COCOM for the command authority of a combatant command, using CCMD as the abbreviation for combatant command.]	combat search and rescue
confidence- and security-building measure	carrier strike group
carrier strike group	nonpowered causeway section (non-self-propelled)
nonpowered causeway section (non-self-propelled)	combat service support; Central Security Service [NSA often shown as NSA/CSS]
combat service support; Central Security Service [NSA often shown as NSA/CSS]	Combined Security Transition Command Afghanistan
Combined Security Transition Command Afghanistan	Collective Security Treaty Organization
center of gravity	
community of interest	

command and staff exercise	Defense Counterintelligence
capstone threat assessment	and HUMINT Center [now DIA Directorate for Operations]
Comprehensive Test	
Ban Treaty	Director of Central
counter-threat-finance	Intelligence [position no
intelligence	longer exists]
conventional takeoff	
and landing	Defense Civilian Intelligence
multipurpose aircraft carrier	Personnel System
attack aircraft carrier	Defense Clandestine Service
nuclear powered attack	deputy director; destroyer
aircraft carrier	denial and deception
V/STOL aircraft carrier	guided-missile destroyer
light aircraft carrier	aviation destroyer (ASW)
nuclear-powered	Deputy Director of National
multipurpose aircraft carrier	Intelligence for Analysis
tracked reconnaissance	dynamic domain name system
combat vehicle	distributed denial of service
chemical warfare; chemical	disarmament, demobiliza-
weapon; continuous wave	tion, and reintegration
Chemical Weapons	Directorate of Defense
Convention	Research and Engineering;
command-wired improvised	director, Defense Research
explosive device	and Engineering
calendar year	damage expectancy;
copy	directed energy

D

defense attaché office	Administration
Defense Advanced Research	Defense Special Missile
Projects Agency	and Aerospace Center
defense attaché	degree(s)
decibel(s)	U.S. Deputy Secretary
decibel referenced to	of Defense
1 square meter	department
direct current	detachment
Defense Cooperation	directed-energy weapon
Agreement	Intelligence Community

dynamic host configuration protocol	demilitarized zone [use initial capitalization when spelling out a proper name, such as Korean Demilitarized Zone]
Revolutionary People's Liberation Party/Front	
Department of Homeland Security	deoxyribonucleic acid
Directorate for Analysis; Director for Analysis	Director of National Intelligence
Defense Intelligence Agency	date of birth
Defense Intelligence Analysis Center [now DIA Headquarters]	Department of Commerce [or Commerce Department]
Defense Intelligence Agency directive	document exploitation
Defense Intelligence Agency instruction	Department of Defense [or Defense Department]
Defense Intelligence Agency Liaison Office	Department of Defense
diameter	Intelligence Information System
Defense Intelligence Agency manual	Department of Defense manual
Defense Intelligence Analysis Program	Department of Defense regulation
Defense Intelligence Agency regulation	Department of Energy [or Energy Department]
Defense Intelligence Digest	date of information;
defense intelligence officer; Defence Intelligence Organisation [Australia]	Department of Interior [or Interior Department]
Defence Intelligence Staff [United Kingdom]	Department of Justice [or Justice Department]
Defense Information Systems Agency	document and media exploitation
Defense Intelligence Senior Executive Service	Department of State [or State Department]
Defense Intelligence Senior Level	denial of service
division	Department of Transportation [or Transportation Department]
Defense Liaison Office	director of Operational Test and Evaluation
desired mean point of impact	desired point of impact
Defense Message System	diesel powerplant
	director

Democratic Republic of the Congo	escape and evasion
digital radiofrequency memory	essential element of information
Defense Security Cooperation Agency	exclusive economic zone
Defense Satellite Communications System	explosively formed penetrator
Defense Switched Network	extremely high frequency
Defense Support Program	Egyptian Islamic Jihad
deep submergence rescue vehicle (self-propelled)	Economist Intelligence Unit
Defense Security Service	enemy killed in action
deep-submergence vehicle (self propelled)	extremely low frequency
dynamic threat assessment	electronic intelligence element
Disruptive Technology Innovations Partnership	National Liberation Army [Colombia]
drug trafficking organization	electronic mail
Defense Threat Reduction Agency	emission control
Defense Technology Security Administration	emissions intelligence
deep underground [facility]	electromagnetic pulse
digital video disc	exception to National Disclosure Policy
deadweight ton(s)	electro-optical; executive order
drop zone/landing zone	electronic order of battle
	explosive ordnance disposal
	ELINT ocean reconnaissance satellite
	Earth observation satellite
	electro optical warfare

E

electronic attack [formerly ECM— electronic countermeasures]	electronic protection [formerly ECCM— electronic countermeasures]
electronic counter- countermeasures [now EP—electronic protection]	El Paso Intelligence Center
electronic countermeasures [now EA—electronic attack]	explosively pumped iodine laser
Economic Community of West African States	ELINT Parameter Limits
	earth-penetrator weapon
	extended-range

effective radiated power
Popular Antiterrorist
Revolutionary Army
of Colombia
early release of submunitions
enhanced radiation weapon
electronic warfare support
[formerly ESM—electronic
support measures]
European Space Agency
European security and
defense policy
electronic support measures
[now ES electronic
warfare support]
estimate: estimated
estimated time of arrival;
Basque Fatherland and Liberty
enhanced tactical fighter
East Turkestan Islamic
Movement [also called ETIP]
East Turkestan Islamic Party
[also called ETIM]
elevate to launch
European Union
European Union Force
European Union Rule
of Law Mission
European
Telecommunications Satellite
Organization
extreme ultraviolet
electronic warfare;
early warning
early warning/ground-
controlled intercept
executive committee;
Intelligence Community
Executive Committee

F
Fahrenheit
field artillery
forward air controller
fuel-air explosive
fuel-air incendiary
Federal Agency
for Government
Communications and
Information [Russia]
Revolutionary Armed
Forces of Colombia
Armed Forces of the
Democratic Republic
of the Congo
Federally Administered
Tribal Areas [Pakistan]
Federal Bureau of
Investigation
Foreign Broadcast
Information Service [see OSC]
fire control
functional combatant
command
Foreign Counterintelligence
Program
Food and Drug Administration
foreign disclosure officer
forward edge of the
battle area
Federal Emergency
Management Agency
fuel enrichment plant
frigate
folding fin aerial rocket
guided-missile frigate
corvette
frigate (reserve training)

foreign government information	frequency
frequency-hopping	free rocket over ground
foreign intelligence entity	Federal Security Service [Russia]
far infrared	Sandinista National Liberation Front
foreign instrumentation signal;	forward storage site
foreign intelligence service	Federal Service for Technical and Export Control [Russia]
Foreign Intelligence Surveillance Act	former Soviet Union
foreign instrumentation signals intelligence	fire-support vehicle
foreign intelligence and security service	foot; feet
forward looking infrared	square foot; square feet
float-on/float-off	cubic foot; cubic feet
forward line of own troops	full time equivalent; full time employee
fleet; flight	fixed-target indicator
Fleet Satellite Communication System	foot (feet) per minute
frequency modulation	foreign terrorist organization
foreign materiel exploitation	file transfer protocol
Foreign Military Financing	fighter
Farabundo Marti National Liberation Front	foot (feet) per second
fuel manufacturing plant	field training exercise
Foreign Military Sales	Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom)
first name unknown	[tetraphraph for portion markings; in text, spell out, as in "Five Eyes community"]
forward operating base	fiscal year
fractional orbital bombardment system	Future Years Defense Program
full operational capability	for your information
foreign object damage	
follow on forces attack	
Freedom of Information Act	
follow-on test and evaluation	
14 February Youth Coalition	
field of view	
focused police	
district development	

G

gram(s); acceleration of gravity	Greenland Iceland United Kingdom
Group of Seven (major industrial nations): United States, United Kingdom, Canada, France, Germany, Italy, Japan	ground-launched cruise missile
Group of Seven plus Russia	ground line of communication
Group of 20: 19 of the world's largest economies plus the European Union	Global Navigation Satellite System
guards artillery division	general military intelligence
gallon(s)	guards motorized rifle division
guided bomb unit	Greenwich Mean Time
ground controlled approach	[see Coordinated Universal Time (UTC), also called Zulu in the U.S. military]
Gulf Cooperation Council; geographic combatant command	gross national product
Global Command and Control System	ground order of battle
Government Communications Headquarters [United Kingdom]	government-owned, contractor-operated
ground controlled intercept	gas oil separation plant
Global Combat Support System	Geotagged Open-Source Search Intelligence Program
Global Counterterrorism Force	government off-the-shelf
General Defense Intelligence Program	general purpose
gross domestic product	Global Positioning System
geosynchronous Earth orbit	group
geospatial intelligence	gross registered ton(s)
general headquarters	General Staff Main Intelligence Directorate [Russia]
gigahertz	General Staff
General Intelligence Directorate	ground support equipment
Global Information Grid	Global System for Mobile Communications
General Intelligence Training System	General Security of Military Information Agreement
	Global Strategic and Tactical Relay
	guards tank division
	Guantanamo Bay
	geostationary transfer orbit
	gas turbine powerplant

H

hour(s)	hypersonic glide vehicle
hectare(s)	higher high water
hardened aircraft bunker	Hezb-e-Islami Gulbuddin
humanitarian assistance and disaster relief	High-Mobility Artillery Rocket System
high altitude, low opening	human immunodeficiency virus
Islamic Resistance Movement [Note: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, HAMAS generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]	helicopter landing area
high-speed antiradiation missile	helicopter landing area/drop zone
hardened aircraft shelter	higher low water
Homing-All-the-Way Killer	helicopter landing zone
hazardous materials	homemade explosive
HUMINT Control System	heavy machinegun
hardened and deeply buried target	high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
high-definition television	height of burst
high explosive	howitzer
high-explosive antitank	horsepower
high-explosive incendiary	high-power microwave
high-energy laser	hydroelectric powerplant
helicopter	headquarters
high-altitude electromagnetic pulse	Haqqani Network
highly elliptical orbit	Homeland Security Council
heavy equipment transporter	high speed sealift [vessel]
highly enriched uranium	high speed vessel
high frequency	head-up display
high-frequency direction finding	Harakat-ul-Jihad-i-Islami
	Harakat ul-Jihad-i-Islami
	Bangladesh
	human intelligence
	heating, ventilation, and air conditioning
	homegrown violent extremist
	high-value individual
	high-value target
	highway
	hertz

I

information assurance	Independent Election Commission [Afghanistan]
integrated air defense system	improvised explosive device
International Atomic Energy Agency	Implementation and Followup Committee for National Reconciliation [Iraq]
in accordance with	identification, friend or foe
Iberian Atlantic [region]; Iberian-Atlantic [Command, NATO; now SOUTHLANT]	instrument flight rules
Iraqi Baath Party	infantry fighting vehicle
Intelligence Community	inspector general; Islamic Group
International Civil Aviation Organization	Improved Homing-All-the-Way Killer
intercontinental ballistic missile	Independent High Electoral Commission [Iraq]
International Criminal Court	Interagency Intelligence Committee on Terrorism
Intelligence Community directive; imitative communication deception	intelligence information report; imaging infrared
Immigration and Customs Enforcement	Islamic Jihad Union
International Contact Group	instrument landing system
International Court of Justice [commonly called World Court]	info memo
information cutoff date; intelligence cutoff date	International Military Education and Training
intelligence collection requirement	International Monetary Fund
International Committee of the Red Cross	imagery intelligence
International Criminal Tribunal for the former Yugoslavia	International Maritime Organization
infantry combat vehicle	imagery satellite
International Development Association	
Israel Defense Forces	
internally displaced person	
International Energy Agency	
	Islamic Movement of Uzbekistan; inertial measurement unit
	inch(es)
	square inch(es)
	cubic inch(es)
	information need
	Iraqi National Alliance
	improvised nuclear device
	indefinite

infantry	Islamic Revolutionary Guard Corps–Qods Force [Iran]
intermediate-range nuclear force; Intermediate-Range Nuclear Forces [Treaty]	infrared intelligence
information security	INHERENT RESOLVE
International Mobile Satellite Organization [originally International Maritime Satellite Organization]	Kinetic Support
[State Department] Bureau of Intelligence and Research	infrared search and track
inertial navigation system	Intelligence Reform and Terrorism Prevention Act
Intelligence and Security Command [U.S. Army]	International Security Assistance Force
intelligence	Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]
International Telecommunications Satellite Organization	Iraqi security forces
International Criminal Police Organization	Directorate General for Inter-Services Intelligence [Pakistan]
intelligence report	Islamic State of Iraq and the Levant [widely known in the news media as ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]
intelligence summary	improved semisubmersible infiltration landing craft [improved infiltration boat]
information operations	International Organization for Standardization
initial operational capability	Information Security Oversight Office
International Olympic Committee	Internet service provider
Internet protocol	intelligence, surveillance, and reconnaissance
intelligence preparation of the battlespace	intelligence, surveillance, target acquisition, and reconnaissance
intelligence production requirement	information technology
infrared	International Traffic in Arms Regulations
Irish Republican Army	Information Telegraph Agency of Russia
improvised rocket-assisted munition	
intermediate-range ballistic missile	
infrared countermeasures	
inhibited red fuming nitric acid	
Islamic Revolutionary Guard Corps [Iran]	

International Telecommunications Satellite Organization	Joint Functional Component Command for Intelligence, Surveillance, and Reconnaissance
initial threat warning assessment	Joint Functional Component Command for Network Warfare
in the vicinity of; in view of information warfare	Jemaah Islamiyah
indications and warning	Joint Interagency Cyber Task Force
interagency working group; intelligence working group	Joint Interagency Task Force South
unclassified miscellaneous unit [naval]	joint intelligence center
J	Joint Improvised-Threat Defeat Agency [formerly JIEDDO]
joint analysis center	[former] Joint Improvised Explosive Device Defeat Organization [now JIDA]
Joint Atomic Energy Intelligence Committee	joint intelligence operations center
judge advocate general	Joint Intelligence Operations Center–Afghanistan
Jund al-Khilafah	Joint Information Operations Warfare Command
joint air to surface standoff missile	Joint Intelligence Preparation of the Operational Environment
Jemaah Anshorut Tauhid	Joint Military Intelligence Training Center
joint country force assessment	joint operations center
Joint Chiefs of Staff	Joint Operational Intelligence Information System
junction	jet petroleum
joint capabilities technology demonstration	Jaysh Rijal al-Tariq al-Naqshabandiyah (Army of the Naqshabandiyah Order)
joint duty assignment	Joint Staff
Joint Direct-Attack Munition	Japan Self-Defense Force
Joint Document Exploitation Center–Afghanistan	Joint Strike Fighter
Justice and Equality Movement; Jaish-e-Mohammad	Joint Standoff Weapon
Joint Electronic Warfare Center	

Joint Surveillance Target Attack Radar System	kiloneutron(s)
joint task force	[North] Korean People's Army
Joint Task Force–Global Network Operations	kilometer(s) per hour [see also km/h]
Joint Tactical Information Distribution System	Kurdistan Regional Government [Iraq]
Jamaat-ud-Dawa	kips per square inch
Joint-Use Intelligence Analysis Facility	kiloton(s)
Joint U.S. Military Advisory Group	kilovolt(s)
Joint Warfare Analysis Center	kilowatt(s)
Joint Worldwide Intelligence Communications System	kilowatt-hour(s)

L

K

degrees Kelvin [Note: used without degree symbol (°) or word <i>degree</i>]	liter(s)
Kurdistan Democratic Party [Iraq]	laboratory
Kosovo Force	Line of Actual Control
kilogram(s)	[de facto boundary between India and China]
Kongra Gel [also called Kurdistan People's Congress; formerly Kurdistan Workers' Party (PKK)]	land-attack cruise missile
Kataib Hizballah	Lebanese Armed Forces
kilohertz	local area network
killed in action	Land Satellite (commercial multispectral)
kinetic-kill vehicle	Low-Altitude Navigation and Targeting Infrared for Night
kilometer(s)	light artillery rocket
square kilometer(s)	light amplification by simulated emission of radiation
cubic kilometer(s)	laser intelligence
kilometer(s) per hour [see also kph]	light antitank weapon
knot(s)	pound(s)
	assault landing craft
	air cushion landing craft
	amphibious command ship
	launch control facility

mechanized landing craft [U.S. Navy definition]: medium landing craft [definition commonly used with navies of other countries]	last name unknown
air-cushion medium landing craft	low-observable
personnel landing craft	line of communication; Line of Control
air cushion personnel landing craft	Linked Operations
littoral combat ship	Intelligence Centers Europe
utility landing craft	long-range aid to navigation
air-cushion utility landing craft	line of sight
landing craft, vehicle, personnel	logistics over the shore
launch detection satellite	liquid oxygen
law enforcement agency	amphibious transport
law enforcement force; Law Enforcement Forces [Iran]	large phased-array radar
low Earth orbit	amphibious transport dock
low-enriched uranium	liquefied petroleum gas
low frequency	amphibious assault
large	ship (helicopter)
laser guided bomb	low-profile vehicle
laser-guided munition	Long-Range Aviation [Russia]; Lord's Resistance Army
laser-guided weapon	long-range air-to-air missile
amphibious assault ship	long-range cruise missile
amphibious assault dock	dock landing ship
lower high water	swimmer delivery vehicle
low-intensity conflict	medium landing ship
light detection and ranging	light SEAL/swimmer support craft
Libyan Islamic Fighting Group	tank landing ship
amphibious cargo ship	Lashkar-e-Tayyiba
lower low water	Limited Test Ban Treaty
liquefied natural gas	Limited [as part of a firm's proper name]
Library of National Intelligence	laser target designator
liaison officer	Liberation Tigers of Tamil Eelam
	long-wavelength infrared landing zone

M

micro [one-millionth]	medium extended air defense system
micrometer(s)	medical evacuation
microsecond(s)	[abbreviation accepted as a standard English word]
meter(s)	medical intelligence
square meter(s)	Marine expeditionary force
cubic meter(s)	Mujahedin-e Khalq
Military Assistance Advisory Group	mobile erector-launcher
magnetic anomaly detector	medium Earth orbit
Marine Air-Ground Task Force	Military Equipment Parametrics and Engineering Database
man portable air defense system(s)	Southern Cone Common Market
membership action plan [NATO]	merchant ship
maneuverable reentry vehicle	Middle East Stability Force
measurement and signature intelligence	meteorological satellite
medium assault transport	Marine expeditionary unit
maximum	medium frequency
megabyte(s)	Multinational Force and Observers
main battle tank	milligram(s)
Multinational Coalition Forces-Iraq	Military Grid Reference System
mapping, charting, and geodesy	coastal minehunter
Marine Corps Intelligence Activity	air-cushion coastal minehunter
mine countermeasures: mine countermeasures ship	minehunting ship
mobile command post	mean high water neaps
mine countermeasures support ship	mean high water springs
military district	megahertz
Missile Defense Agency	(statute) mile(s)
multidisciplinary counterintelligence	square mile(s)
medium	missing in action
	Military Intelligence Board
	military intelligence battalion
	mechanized infantry combat vehicle
	Modernized Integrated Database

Mikoyan aircraft	Multinational Force Iraq
[formerly Mikoyan Gurevich Design Bureau]	[became USF I on 1 January 2010]
mile(s) per hour	Moro National Liberation Front
[see also mph]	middle name unknown
meaconing, intrusion, jamming, or interference	memorandum of agreement
Moro Islamic Liberation Front	main operating base; missile order of battle; mobilization
military satellite communications	Ministry of Defense [preferred: Defense Ministry]
Military Strategic and Tactical Relay [System]	modification [used in missile designators, such as "CSS-5 Mod 4"]
minute(s); minimum	Ministry of Defense and Armed Forces Logistics [Iran]
United Nations Mission in the Central African Republic and Chad	motor gasoline
United Nations Mission for the Referendum in Western Sahara	Ministry of Intelligence and Security [Iran]
United Nations Stabilization Mission in Haiti	monitor [riverine warfare craft]
Military Intelligence Program	United Nations Organization Mission in the Democratic Republic of the Congo
multiple independently targetable reentry vehicle	mortar
Mk V special operations craft	memorandum of understanding
milliliter(s)	military operations in urban terrain
mean lower low water	mixed oxide
Multiple Launch Rocket System	military police; maritime patrol
mean low water neaps	megaPascal(s)
mean low water springs	maritime patrol aircraft
millimeter(s)	maritime pre-positioning ship, aviation
minelayer	maritime pre-positioning ship, cargo
square millimeter(s)	maritime pre-positioning ship, dock
cubic millimeter(s)	miles per hour [see also mi/h]
medium range multirole combat aircraft	Popular Movement for the Liberation of Angola
millimeter wave	
multinational force	

military region	
mine-resistant, ambush-protected [vehicle]	
medium-range ballistic missile	
motorized rifle company	
motorized rifle division	
multiple rocket launcher	
motorized rifle regiment	
multirole tanker transport	
millisecond(s)	
meter(s) per second	
minesweeping boat	
coastal minesweeper	
coastal minesweeper (old)	
minesweeper, drone	
fleet minesweeper (steel hull)	
minehunter	
inshore minesweeper	
Missile and Space Intelligence Center	
mean sea level; minesweeping launch	
river minesweeper	
money service provider	
main supply route	
specialized minesweeper	
medium SEAL/swimmer support craft	
megaton(s)	
Missile Technology Control Regime	
moving target indicator	
master terminal unit	
motorized infantry	
Multinational Space-Based Imaging System	
merchant vessel	
megawatt(s)	
mine warfare	
	megawatt(s) electrical
	mid-wavelength infrared
	mean water level
	missile warning receiver
	megawatt(s) thermal
	not applicable; not available
	North Atlantic Council
	North American Free Trade Agreement
	named area of interest
	Nonaligned Movement
	Naval Medical Research Unit [U.S.]
	naval air station
	National Aeronautics and Space Administration
	National Air and Space Intelligence Center
	North Atlantic Treaty Organization
	navigation aid
	navigation satellite
	nuclear, biological, and chemical
	national command authority; nuclear command authority
	National Counterintelligence Center
	Naval Criminal Investigative Service
	National Center for Medical Intelligence [formerly AFMIC—Armed Forces Medical Intelligence Center]
	noncommissioned officer
	noncommissioned officer in charge

N

National Counterproliferation Center	National Intelligence University
National Capital Region	National Joint Operations Intelligence Center
National Clandestine Service	Northern Limit Line [Koreas]
National Counterterrorism Center	nanometer(s)
network-centric warfare	nautical mile(s)
national disclosure policy	national missile defense
noncombatant evacuation operation	National Media Exploitation Center
no further information	no middle initial
National Foreign Intelligence Board	National Maritime Intelligence Center
nuclear-free zone	no middle name
National Geospatial-Intelligence Agency [formerly DMA (Defense Mapping Agency) and later NIMA (National Imagery and Mapping Agency)]	number
National Ground Intelligence Center	naval order of battle
natural gas liquids	North American Aerospace Defense Command
nongovernmental organization	New People's Army
National Intelligence Council	Nonproliferation Treaty
National Intelligence Collection Board	submersible research vehicle (self-propelled)
National Intelligence Coordination Center	National Reconnaissance Office
national intelligence estimate	near-real-time
national intelligence officer	nanosecond(s)
National Intelligence Program	National Security Agency
National Intelligence Priorities Framework	National Security Agency/Central Security Service
Nonsecure Internet Protocol Router Network	National Security Council
near infrared	Nuclear Suppliers Group
National Intelligence Support Team; National Institute of Standards and Technology	nonsubmersible infiltration landing craft [small speedboat]
national intelligence topic	NATO Security Investment Program
	naval special warfare
	rigid hull inflatable boat
	national technical means
	NATO Training Mission—Afghanistan

O

nitrogen tetroxide [N ₂ O ₄ ; also shown as dinitrogen tetroxide]	operational mentoring and liaison team
nuclear intelligence	Office of the Martyr Sadr
night-vision device	Office of Naval Intelligence
night-vision goggles	overhead nonimaging infrared
North-West Frontier Province [Pakistan] [now Khyber Pakhtunkhwa]	out of area
nuclear-weapons-free zone	Organization for the Prohibition of Chemical Weapons
nuclear weapon storage site	Organization of Petroleum Exporting Countries
opposing force(s)	office of primary interest
Organization of American States	overhead persistent infrared
order of battle	operation plan
overtaken by events	office of primary responsibility
offensive counterair	operations security
outside the continental United States	operational tempo
operational conversion unit	optical intelligence
Office of the Director of National Intelligence	Open Source Center [formerly FBIS—Foreign Broadcast Information Service]
Organization for Economic Cooperation and Development	Organization for Security and Cooperation in Europe
Operation ENDURING FREEDOM	Office of the Secretary of Defense
Office of the High Commissioner for Human Rights	open-source intelligence
Office of the High Representative	operational test and evaluation
officer in charge; Organization of the Islamic Conference	over-the-horizon
Operation IRAQI FREEDOM	over-the-horizon
on the job training	backscatter [radar]
operations and maintenance	over-the-horizon radar
operational maneuver group	over-the-horizon targeting
	operational training unit
	Office of the Under Secretary of Defense for Intelligence
	ounce(s)

P

permanent five members of the UN Security Council (United States, United Kingdom, France, China, Russia)	personal digital assistant
permanent five members of the UN Security Council plus Germany	President's Daily Brief
Palestinian Authority; probability of arrival	portable document format
permissive action link	personal electronic device
People's Armed Police [China]	penetration aid
precision-approach radar; phased-array radar	Popular Front for the Liberation of Palestine
phased-array tracking radar intercept on target	Popular Front for the Liberation of Palestine—General Command
Phased-Array Warning System	Partnership for Peace
patrol boat	patrol combatant
air-cushion patrol boat	guided-missile patrol combatant
drone patrol boat	air-cushion guided-missile patrol combatant
guided-missile patrol boat	hydrofoil patrol combatant
hydrofoil patrol boat	precision-guided munition
river patrol craft	doctor of philosophy
training patrol boat	patrol combatant missile (hydrofoil) [hydrofoil guided-missile patrol combatant]
postboost vehicle	photographic intelligence
personal computer; coastal patrol craft	Palestine Islamic Jihad
fast patrol craft	passive infrared; priority intelligence requirement
fast air-cushion patrol craft	personally identifiable information
fast guided-missile patrol craft	public key infrastructure
fast hydrofoil patrol craft	[former] Kurdistan Workers' Party [see KGK]
fire-support patrol craft	peacekeeping operation
hydrofoil patrol craft	People's Liberation Army [China]
permanent change of station	Palestine Liberation Front
probability of damage; pulse duration	Palestine Liberation Organization
	platoon
	part(s) per million
	post meridian (after noon)

river monitor [naval craft]; perception management	air cushion missile attack boat
project management office; program management office	hydrofoil missile attack boat
point of contact	hydrofoil torpedo boat
port of entry	push to talk
petroleum, oils, and lubricants	partially underground
Popular Front for the Liberation of Sagua el-Hamra and Rio de Oro	Patriotic Union of Kurdistan [Iraq]
pre-positioning of materiel configured to unit sets	physical vulnerability
President of the United States	primary war headquarters
prisoner of war	Q
Palestinian Popular Resistance Committees	question(s) and answer(s)
production requirement	quality control
Performance Review Authority [DCIPS]	Quadrennial Defense Review
pulse repetition frequency	quart(s)
pulse repetition interval	R
provincial reconstruction team	radiation absorbed dose
large patrol ship	radio detection and ranging
guided missile patrol ship	radio communications
pound(s) per square inch	radar intelligence
Proliferation Security Initiative	radio-relay
pierced-steel planking	radar absorbing material
training patrol ship	random access memory
public switched telephone network	regional command
psychological operations	riot-control agent
pint(s)	Regional Command Capital [Afghanistan]
torpedo boat	Regional Command East [Afghanistan]
drone torpedo boat	radio-controlled improvised explosive device
fast patrol craft	recoilless rifle
missile attack boat	Regional Command North [Afghanistan]
	radar cross section

Regional Command	RESOLUTE SUPPORT
South [Afghanistan]	Mission Afghanistan
Regional Command	render-safe procedure
West [Afghanistan]	Really Simple Syndication
round(s)	reconnaissance, surveillance, and target acquisition
research and development	route
research, development, and acquisition	rail transfer point; rail transshipment point
radiological dispersal device	remote terminal unit;
radio direction finding	remote telemetry unit
round(s) per minute	reentry vehicle
research, development, testing, and evaluation	radar warning receiver
radioelectronic combat	runway
reconnaissance	
reference	
regiment	S
retired [used with rank]	second(s)
radiofrequency	Supreme Allied Commander, Europe [NATO]
request for information	Supreme Allied Command(er), Atlantic [NATO]
radiofrequency identification	semiautomatic command to line-of-sight
request for proposal	Southern African Development Community
radiofrequency weapon	safing, arming, fuzing, and firing
remote ground facility	surface-to-air missile
radar homing and warning	surface-to-air missile
rigid hulled inflatable boat	order of battle
reduction in force	special access program
rocket launcher	search and rescue;
response memo;	synthetic aperture radar
risk management	severe acute
rock-mass rating	respiratory syndrome
rules of engagement	strategic air-to-surface missile
roll-on/roll-off	satellite communications
rocket-propelled grenade	satellite navigation
revolution(s) per minute	
remotely piloted vehicle	
rapid reaction force	

satellite reconnaissance	special forces
advance notice	Stabilization Force
Space-Based Infrared System	Supreme Headquarters Allied Powers, Europe [NATO]
space-based laser	superhigh frequency
space-based radar	ship-launched ballistic missile
supervisory control and data acquisition	short range air defense
sensitive compartmented information	special intelligence:
sensitive compartmented information facility	International System of Units [commonly called the metric system]
Supreme Council for the Islamic Revolution in Iraq [now ISCI – Islamic Supreme Council of Iraq]	senior intelligence analyst
Shanghai Cooperation Organization	signals intelligence
supply chain risk management	semisubmersible infiltration landing craft [infiltration boat]
self contained underwater breathing apparatus	subscriber identity module
senior defense intelligence analyst	single-channel ground and airborne radio system
source directed requirement	senior intelligence officer
SEAL/swimmer delivery vehicle; strategic delivery vehicle	Single Integrated Operational Plan
suppression of enemy air defenses	Secret Internet Protocol Router Network
sea/air/land	situation report
[U.S.] Secretary of Defense	Sendero Luminoso [or Shining Path]
Secretariat of National Defense [Mexico includes Mexico's Army and Air Force]	standoff land-attack missile
Secretariat of the Navy [Mexico]	side-looking airborne radar
survival, evasion, resistance, and escape	submarine launched ballistic missile
survival, evasion, resistance, escape, and recovery	sea-launched cruise missile
Senior Executive Service	service life
	extension program
	superlow frequency
	Sudanese Liberation Movement/Army
	sea line of communication
	space launch vehicle
	side-loadable warping tug
	small

subject matter expert	self propelled
significant military exercise brief	semisubmersible [vessel]
Security Markings Program [formerly CAPCO]	square
short message service	squadron
short-range nuclear force; spent nuclear fuel	short-range attack missile
social networking site	short-range ballistic missile
space order of battle	Strategic Rocket Forces [Russia]
sector operations center	sensitive reconnaissance operation
special operations craft, riverine [riverine special operations craft]	diesel powered attack submarine
special operations forces	auxiliary submarine
status of forces agreement	ballistic missile submarine; single sideband
special operations group	nuclear-powered ballistic missile submarine
Sons of Iraq	coastal submarine
special operations/ low-intensity conflict	cruise missile attack submarine
sound navigation and ranging	nuclear-powered cruise missile attack submarine
standard operating procedure	transport submarine
Strategic Offensive Reduction Treaty	surface to surface missile; midget submarine
space object surveillance and identification	surface-to-surface missile order of battle
Regional Command Southeast Atlantic [NATO; formerly IBERLANT]	nuclear-powered attack submarine
self-propelled	air-independent-powered attack submarine
self-propelled antiaircraft gun	surface-to-surface rocket
space defense operations center	Sensitive Source Reporting Program
self-propelled gun	staff summary sheet; source summary statement
seaport of debarkation; sea point of departure	training submarine
Satellite pour l'Observation de la Terre	stability, support, transition, and reconstruction
	street; saint

scientific and technical: science and technology	T
standardization	metric ton(s) (tonne[s])
agreement [NATO]	technology transfer
system threat	[see also TT]
assessment report	tank army
Strategic Arms Reduction Treaty	tactical air army
scientific and technical intelligence	tactical air navigation
special technical operation	telegraph automation
short takeoff and landing	relay equipment
short takeoff and vertical landing	tactical antiradiation missile
Strategic Transition Plan [South Korea]	tactical air-to-surface missile
space tracking and surveillance system	tactical air support for maritime operations
secure telephone unit	to be announced
submarine rocket	to be determined
surface warfare	theater ballistic missile; tactical ballistic missile; tunnel-boring machine
suicide vehicle-borne improvised explosive device	theater ballistic missile defense
suicide vest improvised explosive device	tactical cruise missile
Foreign Intelligence Service [Russia]	transmission control protocol/Internet protocol
Southwest Africa People's Organization	Taepo Dong 2
special warfare craft	time division multiplexed
special warfare craft, light	time division multiple access
special warfare craft, medium	temporary duty
static war headquarters	test and evaluation
short-wavelength infrared	technical intelligence
	transporter-erector-launcher
	transporter-erector-launcher and radar
	telemetry intelligence
	Transitional Federal Government [Somalia]
	targeting forward- looking infrared
	terrain-following radar
	target

terminal high altitude air defense	television
toxic industrial chemical	theater of military operations
Terrorist Identities Datamart Environment	al-Tawhid wal-Jihad in West Africa [also known as Movement for Unity and Jihad in West Africa (MUJWA)]
tank	
Tomahawk land-attack missile	
Tomahawk land-attack missile/conventional	U
Tomahawk land attack missile/nuclear	United Arab Emirates
transporter-launcher and radar	unmanned aerial vehicle
treaty-limited equipment	under construction
theater missile defense	unmanned combat aerial vehicle
theater nuclear force	uranium conversion facility
time of arrival	Unified Command Plan
table of organization and equipment	unsymmetrical dimethyl hydrazine
term of reference	underwater demolition team
time on target	uranium enrichment facility
tube-launched, optically tracked, wire-guided [antitank missile]	uranium tetrafluoride
metric ton(s) per day	uranium hexafluoride
thermal powerplant	Underground Facility Analysis Center
tank regiment	underground
temporary restricted area	underground facility
Training and Doctrine Command [U.S. Army]	unmanned ground vehicle
technical reconnaissance bureau	ultrahigh frequency
Transportation Security Administration	unidentified
Threat System Management Office	United Kingdom
technology transfer	ultralarge crude carrier
[see also T2]	ultralow frequency
Threshold Test Ban Treaty	unmanned launch vehicle
tactics, techniques, and procedures; Tehrik-e	Rural Mobile Patrol
Taliban Pakistan	Unit [Bolivia]
	United Nations
	United Nations Assistance Mission in Afghanistan
	United Nations Assistance Mission for Iraq

African Union United Nations Hybrid Operation in Darfur	United Nations Integrated Mission in Timor-Leste
Union of South American Nations	United Nations Military Observer Group in India and Pakistan
United Nations Command	United Nations Operation in Cote d'Ivoire
United Nations Disengagement Observer Force	United Nations Office on Drugs and Crime
United Nations Development Program	United Nations Peacebuilding Support Office in Guinea-Bissau
United Nations Environment Program	United Nations Observer Mission in Georgia
United Nations Educational, Scientific, and Cultural Organization	United Nations Office for Project Services
United Nations Peacekeeping Force in Cyprus	United Nations Office for West Africa
United Nations Population Fund	United Nations Political Office for Somalia
United Nations High Commissioner for Refugees	United Nations Regional Centre for Preventive Diplomacy in Central Africa
United Nations Children's Fund	United Nations Relief and Works Agency for Palestinian Refugees in the Near East
United Nations Industrial Development Organization	United Nations Security Council
United Nations Interim Force in Lebanon	Office of the United Nations Special Coordinator for the Middle East Peace Process
United Nations Integrated Office in Sierra Leone	Office of the United Nations Special Coordinator for Lebanon
United Nations Integrated Peacebuilding Office in Sierra Leone	United Nations Security Council resolution
unknown	United Nations Truce Supervision Organization
United Nations Interim Administration Mission in Kosovo	uniform resource locator
United Nations Mission in Liberia	United States
United Nations Mission in Nepal	
United Nations Mission in South Sudan	

United States of America [United States or U.S. preferred];	unmanned surface vehicle
United States Army	undersea warfare
United States Air Force	Coordinated Universal Time [also known as Greenwich Mean Time and as Zulu]
United States Africa Command	unmanned underwater vehicle
United States Agency for International Development	unconventional warfare
United States Central Command	ultrawideband
United States Coast Guard	
United States Department of Agriculture [or Agriculture Department]	
United States Defense Attaché Office	V
Under Secretary of Defense for Intelligence	volt(s)
United States European Command	vehicle-borne improvised explosive device
United States Forces Iraq [formerly MNF I]	variable-depth sonar
United States Forces, Korea	video display terminal
United States Geological Survey	Russian Airborne Troops
United States Joint Forces Command	visual flight rules
United States Marine Corps	variable-geometry wing
United States Navy	very-high frequency
United States Northern Command	very important person
United States Pacific Command	visual intelligence
U.S. person	visual observer
United States Special Operations Command	very large crude carrier
United States Southern Command	very-low frequency
United States Strategic Command	vulnerability number
United States Transportation Command	victim-operated improvised explosive device
	Voice Over Internet Protocol
	very-high-frequency omnidirectional range
	colocated VOR and TACAN
	very-small-aperture terminal
	vertical/short takeoff and landing
	vertical takeoff and landing
	tracked recovery vehicle

W

[Adding an initial *W* to an abbreviation for a naval ship or craft indicates a coast guard ship or craft; thus, a *VLCU* is an LCU (utility landing craft) assigned to a coast guard or coast-guard-like force.]

watt(s)

wide area network

wartime reserve mode

wideband

World Food Program

watt-hour(s)

World Health Organization

war headquarters

wounded in action

wing in ground effect

wireless local loop

weapons of

mass destruction

war reserve materiel

war reserve materiel stock

Weapon and Space Systems

Intelligence Committee

World Trade Organization

weapons usable

nuclear material

World Wide Web

Y

yard(s)

square yard(s)

cubic yard(s)

year(s)

Z

Zulu [see Coordinated Universal Time (UTC); also known as Greenwich Mean Time]

Ziyad al-Jarrah Battalions

X

executive assistant

transmitter

executive officer

CHAPTER 3:

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

CHAPTER 3:

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

Begin each sentence with a capital letter.

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

The rule applies to the following types of indented lists:

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

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

Capitalize proper names, also known as proper nouns.

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

Capitalizing Plurals

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

Baltic and Black Seas

Tigris and Euphrates Rivers

Helsinki and Turku Naval Bases

Helmand and Kandahar Provinces

Forward Operating Base Kala Gush

but a forward operating base; three forward operating bases

Ninawa Reconstruction Team

but a provincial reconstruction team; two provincial reconstruction teams

Karbala Provincial Council

but a provincial council; affecting all provincial councils

UN Security Council Resolution 1600

but a UN Security Council resolution; UN Security Council resolutions

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

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

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

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

the Volga River; the river

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

Gwadar Port; the port

Puerto Quetzal; the port

Target Intelligence Conference; the conference

the Gulf of Aden; the gulf

the English Channel; the channel

Korean Peninsula; the peninsula

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

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

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

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

treaty-limited equipment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A'amal Al Nashi Transportation Est.	A M Al Khorafi Est.
Al-Arabiyah [television network]	Al Jazeera [television network]
Al-Furat [television network]	Al-Furat [newspaper]

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

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

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

Operations in Al Basrah began during....

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

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

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

Iraqi Government Operations Against al Qaida Fighters

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

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

the British Parliament; the Parliament; the British legislature

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

the Icelandic Althing; the Icelandic parliament; the Icelandic legislature

the Ecuadorian National Congress; the Congress; the legislature

the Austrian Federal Assembly; the congress; the parliament

but the Pakistani Ministry of Law and Justice; the ministry

the Mexican National Public Safety Council; the council

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

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

the national government; the Brown

government; the government; the Obama

administration; the administration

Parliament

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

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

Capitalize Parliament if it is the actual name of a country's legislature, but use lowercase parliament if the legislature actually has a different name. Check *The World Factbook* if you are uncertain about a legislature's proper name.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Use lowercase for shortened forms of individual unit names.

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

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

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

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

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

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

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

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

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

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

This manual is consistent with the DIA

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

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

The Agency

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

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

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

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

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

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

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

Use lowercase for religious terms used in nonreligious senses.

a bible for intelligence writing
her catholic approaches to English usage

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

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

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

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

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

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

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

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

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

Earth orbit; near-Earth orbit; orbit the Earth; position on the Earth; the Earth's crust;
but digging in the earth [here earth is equivalent to dirt, not the name of the planet]

Moon landing, moonlight
orbit the Sun, the Sun's rays; sunshine

Use lowercase for descriptive geographic terms.

tropical temperature
arctic conditions; arctic nights
polar exploration

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

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

Capitalize full proper forms of coined names for military, economic, political, or other groupings.
Use lowercase for the shortened forms of the names and for generic references.

the former Warsaw Pact; the pact; pact countries
the North Atlantic Treaty Organization; NATO; the alliance; allies; allied
the European Community; the community
the European Union
the Big Four
the Muslim World; Muslim countries
the Arab World
the former Soviet Bloc; the bloc
Six-Party Talks
the Developing World
the Greens
the Intelligence Community [U.S.]; the community
the Defense Intelligence Community [U.S.]; the community

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

New Year's Day	the Holocaust	the Great Depression
the New Year	the Battle of the Bulge	the Rose Revolution
the Feast of the Passover	the Islamic Revolution	the New Deal
the Great Leap Forward		

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

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

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

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

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

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

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

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

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

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

Spotting Terrorists: What To Look for and Where To Look
Warlords and Other Militant Leaders
Pacific Alliance—The United States and Japan
“Nothing but Trouble: Divisions Within the Party”

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

covered in Chapter 3	(see Figure 13)
included in Appendix B	detailed in Table 5
expected in Phase 3	

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

the Strategic Arms Reduction Treaty (START)
the Intermediate-Range Nuclear Forces (INF) Treaty
a treaty applying to all intermediate-range nuclear force (INF) operations within ground-controlled intercept (GCI) coverage

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

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

a meeting in summer 1999
no later than fall 2008

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

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

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

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

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

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

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

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

sodium chloride; NaCl
sodium citrate; $\text{Na}_3\text{C}_6\text{H}_5\text{O}_7 \cdot 2\text{H}_2\text{O}$
uranium; U; uranium tetrafluoride; UF_4 ; uranium hexafluoride; UF_6
uranium-235; U-235; uranium-238; U-238

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

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

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

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

Anthropoda [phylum]

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

Rodentia [order]

Hominidae [family]

CHAPTER 4:

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

CHAPTER 4:

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

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

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

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

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

1. Except at the beginning of a sentence, show numbers 10 or greater as numerals.

If a number is the first word of a sentence, however, spell it out.

The job took 12 workers 30 days.

Forty-three workers built the bridge.

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

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

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

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

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

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

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

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

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

The attack involved five tanks and two helicopters.

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

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

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

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

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

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

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

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

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

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

The third group contained two items.

The third group contained 12 items.

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

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

Turning Off Superscripting for Ordinal Numbers

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

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

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

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

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

323rd Fighter Wing

451st Motorized Rifle Division

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

XII Corps

XVIII Airborne Corps

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

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

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

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

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

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

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

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

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

- Cubic meters and kilograms are preferred for volume and mass, but liters and metric tons are preferred for fuel capacity and bulk mass (wheat, coal, and others). Bushels, barrels, and barrels per day may be used.
- Use square meters for floor areas within buildings and for other covered structures, including caves, and small open-air storage areas less than 10,000 square meters. Use hectares for large open storage areas (equal to or greater than 10,000 square meters, since 1 hectare equals 10,000 square meters) and cropland (except for small gardens), forests, etc. Use square kilometers for land areas of large political units (urban areas, districts, provinces, states, countries, etc.), for areas of military operations, and for enclosed bodies of water (unless the body of water is so small, as with a pond, that showing square meters is more appropriate).
- Use kilotons and megatons for nuclear weapon yields.
- Weights for standard U.S. bombs usually are given in pounds rather than kilograms—for example, “a 5,000 lb penetrating warhead.”
- Use degrees (rather than radians) for azimuth, beamwidth, inclination, reentry angle, and other angles for which degrees customarily have been used.
- For very short distances and very small pressures, use micrometers, not microns.
- Preferred units for radius, range, speed, and altitude vary depending on the applications:

Nautical miles and knots or mach continue to be used for naval and aircraft related parameters and for radius, range, or distance associated with aircraft and ship operations. Showing metric units in addition is not required but sometimes may be appropriate. If altitudes are associated with distances in nautical miles, those altitudes should be in feet.

Use nautical miles for ranges of territorial waters and economic zones at sea.

- Use meters for wave heights (showing feet in parentheses also may be appropriate). Metric units (kilometers and kilometers per hour) should be used where more appropriate, such as when discussing flight activity originally reported in kilometers, when describing radar scopes and other items calibrated in kilometers, when citing data from foreign documents with distances in kilometers, and when reporting estimates originally calculated in metric units. Showing values in nautical miles in addition to values in kilometers is not required; however, key characteristics—maximum range, maximum speed, and others—should be stated in nautical miles and knots as well as in metric units. Altitude capability should be expressed in meters (rather than kilometers).
- Use kilometers for ballistic missiles and space related parameters such as range, apogee, and perigee.
- Use meters for circular error probable (CEP). CEP is a measure of locational accuracy; it represents the radius of a circle into which half of the projectiles—bombs, missile warheads, bullets, etc.—are expected to impact.
- Use meters per second for velocity and g for acceleration.
- Use kilometers and kilometers per hour where statute miles and miles per hour customarily would have been used, such as for highway and rail travel, landline distances, and “roadmap” distances between sites. Use meters for altitude for land-related locations.

Metric and Nonmetric

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

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

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

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

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

The missile exploded 500 kilometers downrange.

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

Each aperture is protected by a 2-meter shield.

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

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

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

The general is in his 60s.

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

The draft now applies to 17-year-olds.

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

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

All signers had left by the 22nd.

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

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

Declassify on: 20351117

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

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

From, Between, and Dashes

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

He visited the embassy twice between 2008 and 2009. [not "between 2008-09"]

He visited the embassy twice from 2008 to 2009. [not "from 2008-09"]

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

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

Also use numerals for fiscal years.

fiscal year 2010
FY 2010

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

He worked at the embassy during 2004–06.

He worked at the embassy during 2006 and 2007.

The first two submarines were launched in 1990 and 1991. [not "1990 91"]

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

production in FY 2010/11

He flew three illegal flights in 2008/09.

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

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

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

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

during three decades

from one century to the next

Use numerals and the 24-hour system.

The managers met at 0745.

The meeting has been postponed to 1725.

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

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

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

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

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

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

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

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

The work cost the firm thousands of dollars.

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

The plan projects a 5-percent increase by 1990.

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

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

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

five times as large

10 times greater

2.5 times faster

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

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

Use numerals.

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

He had a 50–50 chance of winning.

The measure passed with a 50 to 1 vote.

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

BE 0254-08342

BE 0254CA8342

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

BE 0613DJ0002/DJ003

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

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

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

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

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

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

multiplied by 3

divided by 4

Data points are rounded to the nearest 10th.

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

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

Table I

Part 4

Figure 3

Section 5

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

Three Rivers, Pennsylvania

1st Army

Air Force One

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

a tenfold increase

The project will cost tens of millions.

She addressed several thousand people.

She is famous for eleventh-hour decisions.

He is the number-two man in the regime.

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

Approximation

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

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

The population is about 240 million.

More than 12.35 million Americans served in World War II.

The program calls for funding of \$5.2 billion.

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

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

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

"\$12 to \$14 million," which implies "12 dollars to 14 million dollars"]

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

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

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

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

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

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

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

around 5 °C (low 40 °F)

exceed 30 °C (upper 80 to 90 °F)

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

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

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

There were 1,087,143 casualties. A force of 20,000 was needed.

but

during 2009	the 1028th Brigade
1400 hours	job number 518225/10
3.1416	3,732.14592
pages 3614 and 3617	1812 kHz [but 15,117 kHz and 1,832 MHz]

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

4x4 8x8

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

After 5 years' planning, the project was scrapped.

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

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

0.25 centimeter	1.25 centimeters
silver 0.900 fine [exact measurement]	a .22-caliber cartridge

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

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

0.75 kilometer [preferred over "three-quarters of a kilometer"]
one-half year
a two-thirds majority; a majority of two-thirds
first quarter FY 2009 [note no hyphen in "first quarter"]

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

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

Otherwise, spell out phrases in nonstatistical contexts.

two and a half years ago

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

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

Use hyphens with numerical unit modifiers.

20-km march

23-meter-wide river

105 mm guns

eleventh hour decision

7-meter limit

two-story building; 10-story building

3-million-member Army

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

20-NM range

one- to two-story structure

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

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

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

14 152-mm guns

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

0.75 meter

1 meter

1.25 meters

7 meters

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

a 0.75-km road segment

a 1-km road segment

a 1.25 km road segment

a 7 km road segment

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

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

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

- A number of individual things is plural.

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

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

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

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

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

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

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

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

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

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

CHAPTER 5:

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

CHAPTER 5:

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

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

- With words.
 - Use *a* before a word beginning with a consonant sound or an aspirated *h* (such as "hill," "habitual," "historic").
 - Use *an* when the following word begins with a vowel sound or a silent *h* (such as "honest," "hour," "honor").
- With numerical expressions. When the following expression begins with a numeral, choose between *a* and *an* on the basis of the pronunciation of the numerical term, applying the rules for words above: "a 12-year-old ship"; "an 11-year-old airframe."
- With abbreviations, including acronyms and letter/number groups. The initial sound test still applies.
 - For acronyms pronounced as words (such as "BMEWS," "HOT," "IMINT," "OCONUS"), apply the rules for words above: "a BMEWS installation," "a HOT missile," "an IMINT collector," "an OCONUS military base."
 - For acronyms and other letter/number groups (such as "SS-25") for which you pronounce the letters and numbers themselves, apply the following rules:

Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y*, or *z*: "a DIA employee," "a UN worker."

Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s*, or *x*: "an NSC directive," "an SS-25 missile," "an Su-34 aircraft."
 - When choosing between *a* and *an* with an abbreviation, consider the abbreviation itself, not the expansion of the abbreviation. For example, for discussion of a fuel-air explosive (FAE) device, because we would pronounce the letters of the abbreviation, we would write "an FAE device," since *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FAE device" even though *a* would be appropriate before "fuel."

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

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

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

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

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

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

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

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

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

adit, entrance, entryway, entranceway, portal. An entrance is an opening allowing entry. An *entry way* is a passage serving as an entrance; this term is preferable to *entranceway*. In general English, a *portal* is a two-dimensional entrance or doorway; an *adit* is an entryway, mostly horizontal, leading into a mine or other underground facility. For intelligence writing related to hardened structures and underground facilities, however, both *portal* and *adit* have more precise engineering definitions; see the Defense Resources and Infrastructure Office's *Lexicon of Hardened Structure Definitions and Terms*, <http://www.cisic.gov/intel/worc_wide/cird/IDIA_13_1_10_170_REL_10_HVI_Y.htm>.

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

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

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

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

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

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

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

afterward, afterwards. Afterward is preferred.

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

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

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

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

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

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

almost. See most, mostly and only.

alongside, alongside of. Alongside is adequate without of.

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

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

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

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

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

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

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

among, between. [See tone box.]

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

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

an. See *a, an*.

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

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

Among and Between

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

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

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

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

apparently. See *qualifiers*.

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

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

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

around. See *about, around*.

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

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

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

assess. See *access, assess*.

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

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

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

as well as. See *along with*.

attributive nouns. See *nouns as adjectives*.

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

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

averse. See *adverse, averse*.

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

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

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

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

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

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

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

below. See *above, below*.

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

between. See *among, between*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

clearly. See *qualifiers*.

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

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

cohort. See *cadre, cohort*.

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

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

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

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

colocated. See *adjacent, contiguous, colocated*.

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

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

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

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

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

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

Compose, Comprise, Constitute, Include

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

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

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

conceivably. See *qualifiers*.

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

concrete. See *cement, concrete*.

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

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

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

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

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

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

contiguous. See *adjacent, contiguous, colocated*.

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

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

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

contrast. See *compare, contrast*.

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

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

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

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

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

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

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

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

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

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

dangling modifier, dangling participle. See *participles*.

data. [See tone box.]

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

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

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

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

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

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

Data

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Endemic, Indigenous, Native

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

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

elevation. See *altitude, elevation*.

embargo. See *boycott, embargo*.

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

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

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

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

enemy. See *collective nouns*.

enough. See *ample, enough*.

ensure. See *assure, ensure, insure*.

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

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

every. See *only*.

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

evident. See *apparent, evident*.

evidently. See *qualifiers*.

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

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

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

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

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

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

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

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

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

flagrant. See *blatant, flagrant*.

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

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

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

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

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

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

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

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

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

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

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

geographic, geographical. Use the simpler *geographic*.

governmental crisis. See *crisis*.

group. See *collective nouns*.

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

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

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

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

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

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

immigrate. See *emigrate, immigrate*.

imminent. See *eminent, imminent*.

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

impending. See *pending, impending*.

implication. See *consequence, effect, implication*.

implicit. See *explicit, implicit*.

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

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

in addition to. See *along with*.

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

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

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

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

indigenous. See *endemic, indigenous, native*.

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

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

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

Instead of, Rather Than, Vice, Versus

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

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

insure. See assure, ensure, insure.

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

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

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

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

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

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

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

joint. See combined, joint.

just. See only.

Leaders, Leadership

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

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

latter. See *former, latter*.

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

leaders, leadership. [See tone box.]

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

liable. See *apt, liable*.

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

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

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

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

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

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

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

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

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

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

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

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

merely. See *only*.

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

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

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

monetary. See *financial, fiscal, monetary*.

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

more important. See *important*.

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

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

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

most important. See *important*.

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

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

nation. See *country, nation*.

Not Only ... But Also

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

native. See *endemic, indigenous, native*.

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

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

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

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

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

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

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

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

obviously. See *qualifiers*.

offload. *Unload* is preferable.

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

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

onload. *Load* is preferable.

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

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

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

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

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

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

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

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

Parliamentarian

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

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

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

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

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

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

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

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

over. See *during*, *over*.

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

parliamentarian. [See *tone box*.]

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

Predominant, Predominate,
Predominantly, Predominately

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

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

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

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

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

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

perhaps. See *qualifiers*.

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

persuade. See *convince*, *persuade*.

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

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

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

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

possibly. See *qualifiers*.

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

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

presage. See *portend*.

preventive, preventative. Use *preventive*.

primarily. See *only*.

principally. See *only*.

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

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

probably. See *qualifiers*.

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

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

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

publically, publicly. Use *publicly*.

purportedly. See *qualifiers*.

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

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

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

Represent

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

question as to whether. See *as to*.

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

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

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

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

real. See *actual, real, virtual*.

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

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

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

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

relatively. See *comparatively, relatively*.

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

remains. See *continues, remains*.

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

represent. [See tone box.]

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

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

Omitting That

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

Moderate Muslim clerics emphasize Islam does not condone terrorism.

Moderate Muslim clerics emphasize that Islam does not condone terrorism.

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

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

reticent. See *reluctant, reticent*.

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

rotary-wing aircraft. See *helicopter*.

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

Sahara desert. Because *Sahara* is Arabic for "desert," use simply *Sahara* or *the Sahara*.

sanction. *Sanction* has meanings that are almost in opposition: from approval and encouragement to penalty or coercion. Therefore, use *sanction* only if context will make its meaning clear.

scarce. See *rare, scarce*.

scarcely. See *only*.

second. See *first, second, third, and so on*.

seemingly. See *qualifiers*.

-shape, -shaped. Use *shaped*, rather than *shape*, in a unit modifier: "an H shaped administration building," "an L-shaped lot." Do not combine either *-shape* or *-shaped* with a modifier that already names a shape: for example, change "a square shaped structure" to "a square structure." In addition, use "irregularly shaped" rather than "irregular-shaped."

ship. See *boat, ship*.

short term. See *long term, short term*.

should. In intelligence writing, limit *should* to cases that carry a sense of obligation or duty. Use *if* to express a condition. Instead of "Should the outer defenses fail, guards will respond," write "If the outer defenses fail, guards will respond."

sight. See *cite, sight, site*.

significant, significantly. These words suffer from overuse in intelligence writing, especially when applied to ordinary activities or momentary changes. The alternative is to state the facts and let their significance speak for itself.

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

site. See *cite, sight, site*.

situation. Authors frequently use *situation* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "emergency" by itself rather than "emergency situation" and "deteriorating security" rather than "deteriorating security situation."

-size, -sized. Use *-sized* in a phrase such as "medium-sized barrel."

some. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; approximately, about, roughly, some; and certain, some*.

stalemate. This term may mislead some people because in chess, a stalemate is permanent and cannot be broken. When referring to a predicament that might be resolved eventually, try *impasse* instead.

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

stationary, stationery. Something stationary is still, not capable of moving, or unchanging. Stationery refers to paper for writing, or more generally paper and envelopes or office supplies.

such as. See *like, such as*.

suppose, supposed. Suppose is the present tense of a verb that means to assume, to believe, or to consider something to be likely. Supposed is the past tense and past participle of the same verb. As the past participle, supposed is an adjective that means presumed, intended, expected, or permitted: "The missile was supposed to fly at least 250 kilometers, but it failed shortly after launch."

table. As a verb, table can mean "to introduce something for consideration" or "to set an issue aside." If you use *table* as a verb, be sure the context is unmistakable, or use a different verb.

Taiwan, Taiwanese. See *China, Chinese, Taiwan, Taiwanese*.

team. See *collective nouns*.

telecommunication, telecommunications. See *communication, communications, telecommunication, telecommunications*.

that, which, who. Use that to introduce a restrictive (defining) clause—one with information that is necessary for full identification of the person or thing the clause modifies. "The platoon that was pinned down held its position" implies that although two or more platoons were involved, only one of them was pinned down, so "platoon that was pinned down" clearly defines which platoon is being discussed. Use which with a nonrestrictive (nondefining) clause—one with information that is not essential to fully identify the thing the clause modifies. "The platoon, which was pinned down, held its position" indicates only one platoon is being identified; it cannot be confused with any other platoons, so "which was pinned down" is not required to fully identify the platoon under discussion. Notice that a set of commas accompanies the nonrestrictive clause to set it off from the main part of the sentence; these commas are required in standard English usage. Use who only when people are involved; who can be used with either restrictive or nonrestrictive modifying clauses, so commas are essential to set off the nonrestrictive uses. Do not use who to introduce clauses modifying organizations; an organization is a thing, even though it represents a group of people. In some sentences with restrictive clauses, that and who may be omitted to tighten wording, although their sense will still be present. See also tone box "Omitting That."

there are. See *it is, there are (and similar expressions)*.

third. See *first, second, third, and so on*.

though. See *although, though, even though, while*.

ties. Use *ties to* rather than *ties with*. *Relations with* often works as an alternative.

together with. See *along with*.

to include. To include has become a bureaucratic way of saying *including*. The infinitive is appropriate in a sentence such as "The Army will expand training to include live-fire exercises." Otherwise, *including* is preferred: "The regime has supplied militias with military equipment, including [not to include] rockets."

toward, towards. Use *toward*.

undoubtedly. See *qualifiers*.

uninterested. See *disinterested, uninterested*.

unknown, uncertain, unclear, undetermined. As an adjective, *unknown* can mean both "not known to anyone" and "not part of the writer's/speaker's knowledge." The usage problem for intelligence writing occurs when someone obviously must know whatever is being discussed but the context suggests that no one knows. One solution to this problem is to substitute *uncertain, unclear, or undetermined*, though those terms

will not always improve the situation. The preferred fix is to clearly identify that the author does not know, with something like "DIA does not know whether...." or "We do now know whether...." Serious shortfalls in the knowledge base can be addressed in a *tonc box* dealing with intelligence gaps.

usage, use, employ, utilize. In the most basic sense, these terms are interchangeable; *use*, the shortest term, is the best choice except when you need the more specialized connotation of one of the other terms. *Usage* fits for the way a language or its elements are used, interrelated, or pronounced: "She studied *usage* of French in Canada." *Employ* is particularly applicable for obtaining or maintaining the services of an individual or object: "During World War II, U.S. companies employed many women in manufacturing." *Utilize* is suitable for something's being useful for a new function, including for an unintended purpose: "He utilized a chair to reach the top shelf."

vary. See *range, vary*.

verbal. See *oral, verbal*.

very. As an adverb, *very* means "in or to a high degree" and often is used to intensify adjectives or other adverbs: "very happy," "very annoyed," "very concerned," etc. The problem comes with over use of *very* for this purpose, especially with terms for which degrees of intensity are questionable. Few people would argue with dropping *very* from a phrase such as "very complete," as something either is or is not "complete." However, what real meaning does *very* add if we write "very nearly complete"? Even if the author has a difference in mind between "nearly complete" and "very nearly complete," are readers likely to understand that difference in intensity? When you see *very* modifying an adjective or another adverb, ask yourself whether *very* adds anything useful or should be deleted.

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

virtual. See *actual, real, virtual*.

virtually. See *qualifiers*.

way, ways. Use *way*: "She was a long *way* from home."

weapon, weapons. Both singular and plural forms are acceptable as modifiers, though the singular (*weapon*) is preferred in most instances, especially when using *weapons* would duplicate the *s* sound in both modifier and word modified: for example, *nuclear weapon storage* rather than *nuclear weapons storage*; *chemical and biological weapon problems* rather than *chemical and biological weapons problems*.

website. See *cite, sight, site*.

where, in which, for which. Because *where* is associated with locations, *in which* and *for which* are better choices than *where* when the context of a passage has nothing to do with a place or places. "In other cases, where U.S. involvement is not a factor, the working group recommends...." would be better written as "In other cases, *in which* U.S. involvement is not a factor, the working group recommends...." Similarly, "individuals involved in special assignments, *where* overtime requirements are likely to exist, should...." would be better as "individuals involved in special assignments, *for which* overtime requirements are likely to exist, *should*...."

whether. See *if, whether*.

which, who. See *that, which, who*.

while. See *although, though, even though, while*.

with. Avoid using *with* as a conjunction similar to *and*. For example, write "Attention has focused on maritime security, *and* the president has signed an order to create a coast guard" instead of "Attention has focused on maritime security, *with* the president signing an order to create a coast guard."

within. See *in, within*.

Concise wording makes reading easier. The key is compression, not omission. In particular, watch for unnecessarily wordy phrases that have become habitual in our writing. One small connecting word often can do the work of several. In addition, watch for redundancies – eliminating the duplicative idea compresses and sharpens the expression.

<i>For</i>	<i>Try</i>
abortive coup attempt	abortive coup
absence of	no
absolutely essential	essential
acute crisis	crisis
adequate enough	adequate
a distance of 14 kilometers	14 kilometers
advance planning	planning
afford an opportunity	let, permit, allow
after the conclusion of	after
aggregate total	total
a large portion of	many, much of
all-time record	record
along the lines of	like, such as
am (is, are) going to	will
a myriad of details	myriad details
appear to be	appear
appointed to the post of	appointed
around the world	worldwide
at a later date	later
at the present time	now, currently, at present
at this point in time	now, currently, at present
back up	back
before long	soon
blue in color [also applies to other colors]	blue [or other named color]
bring an end to	end
built a new	built a
by means of	by, with
by the time	when
close confidant	confidant
close proximity	close, near, proximity
close scrutiny	scrutiny
collaborate together	collaborate
combat environment	war, battlefield
combine together	combine
come in contact with	meet
commented to the effect that	commented that
completely unanimous	unanimous
completely untrue	untrue

complete monopoly	monopoly
conduct a raid	raid
consensus of opinion	consensus
contingent upon	depends, hinges on
continue to maintain	maintain
continue to remain	remain
cooperate together	cooperate
cost the sum of	cost
cover over	cover
crisis situation	crisis
dates back from (to)	dates from (to)
depart from	leave
despite the fact that	although
destroyed by fire	burned
divide up (off)	divide
due to the fact that	because, since, hence
during such time as	while
during the time that	while
each and every one	each
economic situation	economy
eliminate altogether	eliminate
end product	product
end result	result
entirely absent	absent
entirely complete	complete
entirely eliminated	eliminated
established a new	established
estimated at about	estimated at
famine condition	famine
few in number	few
filled to capacity	filled
final outcome	outcome
final settlement	settlement
firm commitment	commitment
foreign import	import
form a new unit	form a unit
for the amount of	for
for the most part	usually
for the purpose of	for, to
fresh beginning	beginning
full complement of	complement of
future prospect	prospect
galvanize into action	spur, prompt
gave a briefing	briefed

general public	public
has (have) the ability (capability, capacity) to	can
hope for the future	hope
hour of noon	noon
important essentials	essentials
in addition . . . also	in addition
in an effort to determine	to determine
in a number of cases	some, sometimes
in a position to	can, able to
inasmuch as	because
in a suspicious manner	suspiciously
in case	if
include among them	include
in conjunction with	and, or
in connection with	in, on, about, with
individual persons	individuals
in lieu of	instead
in order that	so
in order to	to
in regard to	regarding, on, about, concerning
in relation to	concerning, regarding, about
in short supply	scarce
insofar as	because, since, as
in terms of	in, for
in the amount of	for
in the city (town) of	in
in the course of	in, during, while
in the event that (of)	if
in the interest of	for
in the interim period between	in the interim
in the majority of instances	usually
in the midst of	amid
in the month of	in
in the near future	soon, shortly
in the process of fighting	fighting, while fighting
in the vicinity of	near, around
in this day and age	today
in 2 years' time	in 2 years
in view of the fact that	since, because, although
join together	join
just recently	recently
large in size	large
last of all	last, finally
launch a new operation	launch an operation, begin
link together	link

located at	in, at
major breakthrough	breakthrough
make a decision	decide
make arrangements	arrange
make preparations	prepare
many in number	many
may possibly suggest	suggest
meet up with	meet
merge together	merge
more paramount	paramount
more perfect	perfect
most unique	unique
multitude of	many
never before in the past	never before
new discovery	discovery
new initiatives	initiatives
new recruits	recruits
of an indefinite nature	indefinite
of great importance	important
on a few occasions	occasionally
on a regular basis	consistently, regularly
on a timely basis	fast, quickly, rapidly
on condition that	if
one of the last remaining	one of the remaining
one of the purposes (reasons)	one purpose (reason)
on the occasion of	when, for
on the part of	by, for, among
owing to the fact that	because, since, hence
pare down	pare
passing phase	phase
penetrate into	penetrate
personal friend	friend
plan ahead	plan
plan in advance	plan
plethora of	many
pressing for the imposition of a curfew	pressing for a curfew
primarily focused on	focused on
prior to	before
prominent and leading	prominent
provided that	if
provide support to	support
reason is because	reason is
reason why	reason
recalled back	recalled
recur again	recur

reduce down	reduce
repeat again	repeat
resume again	resume
retain his position	remain
revert back	revert
rise up	rise
separate out	separate
serious crisis	crisis
serve(s) as	is, are
SIGINT reports [or other INT]	SIGINT [or other named INT]
skirt around	skirt
small in size	small
still remains	remains
subsequent to	after, since
substantial portion	much, large part
succeeded in defeating	defeated
succeeded in ending	ended
sworn affidavit	affidavit
take action on	act on
temporary reprieve	reprieve
true facts	facts
under active consideration	being considered
until such time as	until
usual customs	customs
violent explosion	explosion
when and if	if
whether or not	whether
with reference to	on, about, concerning
with regard to	regarding, on, about, concerning
with the exception of	except, except for
with the result that	so
worst ever famine	worst famine

Keep writing simple and direct. In many cases using the following simple words will strengthen the writing and make it easier to read.

<i>For</i>	<i>Try</i>
accomplish	do
adequate	enough
advantageous	helpful
advise	report, say, tell
ameliorate	improve, better
approximately	about, nearly, roughly, some
ascertain	learn, find out
assistance	help, aid
attempt	try
citizenry	citizens
commence	begin, start
concerning	about, on
construct	make, build
contradistinction	opposite
customary	usual
deem	think
demonstrate	show
dialogue	conversation, discussion, talks
dispatch	send
dwell	live
effectuate	cause
endeavor	try
evince	show
exacerbate	aggravate, worsen
fabricate	make, build
facilitate	ease, help
finalize	complete, finish, conclude
frequently	often
heretofore	before, until now
impact	effect
implement	carry out, fulfill, do
inaugurate	begin, start
individual flotation device	lifejacket
induce	persuade
initial	first
initiate	begin, start
innumerable	many
materialize	happen, appear
maximum	most, greatest
minimum	least, smallest

necessitate	force, cause
notwithstanding	although, despite
obfuscate	hide, mask
objective	goal, aim
opine	think, believe
optimum	best
output	product, yield
per	a, each
perceive	believe, see
populace	people
prerogative	privilege
prioritize	rank
procure	get, buy
proliferate	spread
rail infrastructure	railroads
regarding	about, on
request appropriations for	ask for money for, ask for funds for
reside	live
rotary-wing asset	helicopter
spaceborne platform	satellite
stated	said
stockpile	stock
subsequently	later
sufficient consideration	enough thought
terminate	end, finish
transmit	send
transpire	take place
ultimate	final
upon	on
utilize	use
vice	instead of, rather than
virtually	almost
weaponry	weapons
whenever	when

CHAPTER 6:

—Lynn Truss, *Eats, Shoots & Leaves*

CHAPTER 6:

Punctuation is intended to promote readability. It helps clarify the structure of written material and provides clues for how to read material aloud. Sometimes punctuation is critical for readers' understanding of what an author intended to say.

The Basic Rule. Form the possessive case of singular nouns, indefinite pronouns, and abbreviations by adding an apostrophe and a lowercase s. For most plural nouns add only an apostrophe; however, for irregular plurals (ones that do not end in s), add an apostrophe and a lowercase s.

boy: the boy's book	boys: those boys' books
woman: the woman's briefcase	women: the women's briefcases
Jones: the elder Jones's papers	Joneses: the Joneses' home
Thai: that Thai's passport	Thai: those Thai's passports
CO: the CO's orders	COs: those COs' orders
Shiite: the Shiite's factory	Shia: those Shia's neighborhood
each other: each other's territory	

The basic rule applies to proper names and abbreviations ending in sibilants (the hissing sound of an s, x, or z). However, leave off the s after the apostrophe if the extra sibilant is not normally pronounced.

Gibbons: General Gibbons's tactics	Marx: Marx's manifesto
Juarez: Juarez's troops	Berlioz: Berlioz's music
CBS: CBS's broadcasting	Damascus: Damascus's intentions
HAMAS: HAMAS's activities	but the Netherlands' policy the Philippines' interest

Some Complexities. One exception is for common nouns ending in s or ce when followed by a word beginning with s: in these cases the possessive of the common noun is formed with only an apostrophe.

for goodness' sake	for convenience' sake
--------------------	-----------------------

For corps (both singular and plural and whether as a common or proper noun), add only an apostrophe.

the corps' barracks	the two corps' mission
11th Corps' field hospital	the Second Artillery Corps' strategic missiles

For compound titles, make the last word—the word closer to the thing possessed—possessive.

the secretary general's speech	the secretaries general's speeches
the commander in chief's decision	the commanders in chief's decisions
the assistant chief of staff's policies	the assistant chiefs of staff's policies

To show joint possession for two or more nouns, make only the last one possessive.

Phil and Dick's collaboration on the Sudan report was a success.

However, to show individual possession, make each noun possessive.

Phil's and Dick's draft reports on Sudan did not agree on two key points.

Follow the form of the original for geographic names: names of firms, organizations, and institutions;

and titles of publications. Of note, most place names today—but not all—do not include apostrophes, and some that did at one time (such as Harper's Ferry in the beginning) no longer have the apostrophe.

Harpers Ferry	Martha's Vineyard
Lloyds Bank; follow Lloyds's lead	Lloyd's insurance; follow Lloyd's lead
Johns Hopkins University	Reader's Digest

What we call the possessive case often is used when ownership is not involved. Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case—which came to be called the possessive case in the 18th century—and does not involve possession. These forms are perfectly acceptable.

2 hours' pay	a dollar's worth
the room's furnishings	the airplane's speed
for pity's sake	for old times' sake

Do not use an apostrophe with the possessive form of personal pronouns. Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for “it is” or “it has”). Generally avoid contractions in intelligence writing.

his	ours
hers	yours
its	theirs

Apostrophes and Descriptives

Do not use an apostrophe after the name of a state, country, or most other bodies ending in *s*, or after words more descriptive than possessive, except when the plural does not end in *s*.

Massachusetts laws	but children's hospital
Bureau of Ships report	Commission on the Status of
writers guide	Women's headquarters
officers club	Congress's priorities
commanders conference	
dockworkers strike	

For a date, be careful to distinguish between the plural (formed with a lowercase *s*, as in *1970s*) and the possessive (formed with an apostrophe and a lowercase *s* for a singular date, as in *1970's*, or with just an apostrophe for the plural possessive, as in *1970's*). The plural *1970s* refers to the years in that decade (1970 through 1979), whereas the possessive *1970's* refers to something belonging to that year and the plural possessive *1970's* to something belonging to that decade.

Except as noted in the exceptions below, use an apostrophe and a lowercase *s* to form the plural of an abbreviation that ends in a lowercase letter or to form the plural of a single letter or digit.

cy's	7's and 8's
dotting i's and crossing t's	

- Do not use an apostrophe for the plural for an abbreviation that is treated as a word:

emails	lasers
medevacs	radars
scubas	sonars

- Do not use an apostrophe and a lowercase s for the plural of a unit of measure, as units of measure appear the same for both singular and plural instances.

67 km (*not* 67 kms)

550 t (*not* 550 t's)

- Do not use an apostrophe for the plural of an abbreviation ending in an uppercase letter or a number:

ICBMs

SS-25s

MIGs

H IIs

Use square brackets—[]—for the following:

- To enclose a parenthetical expression inside a set of parentheses.

The temperature in the room (20 °Celsius [80 °Fahrenheit]) was the main reason the meeting broke up early.

- To enclose an interpolation, such as an editorial remark, within a direct quotation. However, a parenthetical remark that is part of the original material being quoted and that is within parentheses would remain in parentheses.

The defense minister stated that he would "resolve the apparent policy shift with him [the prime minister] before the meeting."

If you need to label a mistake, such as a misspelling or wrongly used word, within a direct quotation, you can show *sic* (in roman rather than italic type) within square brackets immediately following the error you are labeling.

The article seemed to be cursed from the start, as its title first appeared as "Elections in Chili [sic] Likely To Topple President."

This interpolation tells readers that you are aware of the mistake and did not introduce it. Use this technique sparingly, however, as readers also may wonder why you felt the need to quote erroneous material. A better alternative, if it is available, is to present the quotation in a way that will allow you to omit the erroneous text.

Use angle brackets—< >—for Intelink and Internet URLs (uniform resource locators), email addresses, and account names when you present them in text, but omit angle brackets with live links. This technique was devised to clearly distinguish between punctuation that is part of an electronic address and punctuation for the sentence. It also allows for a break to be made in a URL that is too long to appear on a single line; make such a break at internal punctuation within the URL, and do not add any sort of punctuation at the break in the line. You may have to insert the angle brackets a second time to make them appear in text if Word automatically converts the URL to a hyperlink.

The World Factbook is available on JWICS at <<https://www.cia.usqlat/DI/Factbook/index.html>> and on NIPRNET at <<https://www.cia.gov/library/publications/the-world-factbook/>>.

Angle brackets are unnecessary when referring to a website name, even if ".com" is part of the name.

The group used Twitter to spread word of the demonstration.

The online newspaper Boston.com carried a photo of the suspect.

Use a bullet (•) or caret (>), depending on the product line, to set off each item of an indented list. Using subordinate levels below the bullet level is discouraged. If subbullets are necessary in publications and correspondence, mark each with an en-dash (–), which Word makes available for this type of bullet.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.
- The third item in the bulleted list.

Keep indentation as formatted in DI's current product line templates for bulleted lists. However, for correspondence, such as info memos, action memos, and response memos, align bullets with the left margin. The left end of the en dash that marks a subbullet should be aligned on the left with the start of the text for the primary bullets.

For textual products (but not briefing slides), use an initial capital letter for the first word of the material in each bulleted item (or each subbulleted item), and end the material with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. Of course, a bulleted item also could have multiple sentences, and these would be punctuated as normal sentences. Most of the formats DIA uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DIA uses slightly different presentation. Each bulleted item begins with an initial capital letter, but the bulleted items have no end punctuation unless a bulleted element has multiple sentences; then only the final sentence has no end punctuation.

Use a colon (:) for the following:

- At the end of a sentence to point to material that summarizes or expands on the thought in the preceding portion of the sentence. Any grammatical unit can follow the colon: a word or phrase, a series of words or phrases, a dependent clause or clauses, or even a sentence or series of sentences.

The foreign delegation visited three cities in the United States: New York, Chicago, and Los Angeles.

The general is well qualified to serve as Army commander: he has served 5 years as the vice commander and previously held key leadership posts in each of the military districts.

If a single sentence follows a colon for this purpose, begin that sentence with a lowercase letter—essentially linking it to the previous sentence, as in the second sample above. However, if a series of sentences follows the colon, begin each of them with a capital letter.

- To introduce a list set off from the rest of the text by indentation (as with the colon in the last example in the box below).
- To introduce some direct quotations. A colon is the normal punctuation mark to introduce a direct quotation when a long quotation is indented as a block to separate it from a paper's body text or after a formal introduction such as "as follows" or "the following."

The prime minister said the following in a speech outside the parliament building on 27 March 2010:

My government is not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

Improper Colon Use

Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- Not:* The Army wants several U.S. military systems, such as: attack helicopters, Patriot missiles, and Humvees.
- But:* The Army wants several U.S. military systems: attack helicopters, Patriot missiles, and Humvees.
- Or:* The Army wants several U.S. military systems, such as attack helicopters, Patriot missiles, and Humvees.
- Or:* The Army wants several U.S. military systems:
- Attack helicopters.
 - Patriot missiles.
 - Humvees.

For the introduction to the indented list above, the sentence could have been written like this: "The Army wants several U.S. military systems, such as"; even though this introduction would not be grammatically wrong, the *such as* is unnecessary, as the colon by itself is sufficient to introduce the list that follows.

Punctuation for Source Reference Citations (Endnotes) in Intelligence Products

Endnote

references in the text of a product are numbered sequentially, beginning with 1, and should be placed as close as reasonably possible after the text to which the number refers—but always at the end of a clause or phrase and after ending punctuation (comma, semicolon, period, and quotation marks). Often the endnote reference number can go at the end of a sentence, as in the first sample below.

... end of sentence.¹ New sentence....

Two days later the so called Green Revolution began,² young members of the People's Progressive Party rioted in the capital.

Although the prime minister insisted that his administration was not responsible for the rioting in the capital,³ he offered little justification for the brutality of the repressive measures he is believed to have ordered to bring quiet to the city's streets.

For writing in academia,

authors almost never need multiple footnote or endnote reference numbers in the same location. Instead, they use a single reference number, which corresponds to a footnote or endnote presenting information for the multiple sources. This practice is not practical for DIA's intelligence products, however, because of the coding DIA uses for posting products and because selected endnotes may have to be sanitized for some dissemination. As a result, DIA products sometimes have multiple endnotes in the same location. Multiple reference numbers should be separated with a comma and a space after each reference number.

... end of sentence.^{4, 5, 6} New sentence....

Note, however, that other punctuation marks, such as a comma or em dash (or no punctuation at all), also may be appropriate before a direct quotation, depending on how the quoted material fits into the writer's sentence pattern. For example, the sample above could have been written like this instead:

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

(See also page 130 for use of a comma to introduce a short quotation.)

- Between a title and a subtitle.

"Russia: Outlook for Key Military Reforms"

An em dash can fulfill this same function, though a colon is more common. Moreover, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

- To show a ratio. If the ratio is used as an adjective, however, use hyphens and to.

Her chances are 15:1.

but She has a 15-to-1 chance.

Use a comma (,) for the following:

- To separate two words or figures that otherwise might be misunderstood.

Of the total, profit from the first sale raised the most concern.

In 2009, 870 tractors were completed.

(But: In 2009 only 870 tractors were completed.)

- After every item in a series except the last item. This rule applies whether the items in the series are single words, phrases, or clauses.

Exports include copper, lead, zinc, and tin.

Copper, lead, zinc, and tin are exported.

If any item within a series itself requires commas, use semicolons to separate the items of the series. However, the same rule still applies for semicolons for the major parts of the series and for commas within any of the parts.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Serial Comma

Note that DIA uses a comma after the next-to-last item in a series (serial comma). Advocates of "open" punctuation leave out the comma after the next-to-last item in a series of three or more things—a style some popular periodicals employ. Generally, however, this is a disservice to readers. Because items within a series may be compound, if you leave out the comma after the next-to-last item, readers cannot tell when they see and or or in a series whether that word joins parts of a compound element within the series or whether it precedes the final item of the series. Always providing the comma after the next to last item in the series will eliminate the need for rereading to correctly understand the series.

- Before a coordinating conjunction that joins two independent clauses (full sentences). Coordinating conjunctions are *and*, *or*, *nor*, *for*, *but*, and sometimes *so* and *yet*.

Traffickers smuggle in both cocaine and marijuana, but domestic marijuana is available in small quantities.

Note: Do not confuse a coordinating conjunction that joins independent clauses with one that joins verbs in the same clause. No comma is required before *and* in the following sentence:

He served in the Air Force until 1988 and has worked for DIA since then.

- After a dependent clause that begins a sentence.

Because they needed funds to expand their operations, the insurgents became involved with drug trafficking.

A comma usually is not necessary before a dependent clause that ends a sentence, especially a dependent clause that is closely related to the meaning of the main clause. In the following example, for instance, the ending dependent clause explains why the main clause is true.

The insurgents became involved with drug trafficking because they needed funds to expand their operations.

However, a dependent clause that follows a sentence's main clause and is not essential to the meaning of the main clause—usually because it provides additional information or departs from the main clause in a new direction—may require a comma at the start.

Insurgents in the mountains are well protected, whereas those attempting to operate in the lowlands are more vulnerable to interdiction.

- After a dependent clause immediately following a coordinating conjunction that joins two independent clauses. (The coordinating conjunction in the following example is *but*.)

The Army commander initially claimed that guerrillas had attacked the convoy, but after operational details appeared in the press, he revealed that friendly troops had fired on the trucks.

Note: Advocates of "close" punctuation also would use a comma between *but* and *after* at the beginning of the dependent clause that follows the coordinating conjunction—because the dependent clause interrupts the primary flow of thought in the sentence. That way of punctuating the sentence, however, would result in commas on both sides of *but*, which many readers find excessive, so most writers and readers today are more comfortable with the comma at the end of the dependent clause (following *press*) but would not use a comma at the start of the dependent clause (before *after*).

- After a long phrase that begins a sentence. No clear guidance defines *long* for this purpose. The role of the comma is to aid readers by pointing out where the sentence changes from introduction to main clause—so look at the sentence as readers would. Usually you'll want a comma after an introductory phrase of more than three words. A comma is optional but may aid readability after a short introductory phrase followed by a capitalized word.

Because of his need for control, he expanded the operations of his organization.

After his operation he retired from the firm.

In March, Andorra announced the establishment of a national riverine surveillance system.

- Both before and after a long phrase or clause that occurs between the subject and the verb of a sentence.

The platoon, having been ordered to prepare to disable the bridge, attached explosive charges to the bridge supports.

A clause or phrase such as this one between a sentence's subject and verb may interrupt the flow of thought too much and may make a sentence unnecessarily complex. Moving the interrupting clause to the beginning of the sentence (or occasionally to the end) may result in a better sentence.

Watch for Dangling Modifiers

When a sentence includes a modifying phrase or clause but lacks a word the modifier can reasonably modify, the modifier "dangles."

- The most common dangling modifier occurs at the beginning of a sentence. Readers expect a modifier at the start of a sentence to modify the sentence's subject. When that relationship is not reasonable, the modifier dangles.

Consider the following:

Arriving at the forward operating base after the attack had begun, the perimeter was quickly secured by the company.

This sentence literally says that the perimeter arrived at the forward operating base after the attack had begun. Because that is nonsensical, the opening long modifying phrase dangles. One way to repair the sentence is to put the appropriate term in the subject position:

Arriving at the forward operating base after the attack had begun, the company quickly secured the perimeter.

Be particularly careful with sentences beginning with *Based on ...*, especially when such a sentence opening is paired with a passive voice construction, like this one:

Based on the sequence of operations just prior to the failure, the system design is considered to have caused the failure.

This sentence says that the system design based something "on the sequence of operations just prior to the failure." We cannot tell from this sentence who assessed the failure on the basis of the sequence of operations, but we know it was not the system design itself. The sentence needs to be rewritten.

Having been ordered to prepare to disable the bridge, the platoon attached explosive charges to the bridge supports.

- To set off a nonrestrictive word, phrase, or clause. Restrictive material is essential for the definition of whatever it modifies and is not set off from it. Nonrestrictive material is not essential for definition of whatever it modifies, interrupts the flow of the sentence, and is separated from the thing modified with a comma or set of commas.

She briefed on three topics that were of high interest.

She briefed on three topics, which were of high interest.

The first of those sentences implies that more than three topics existed and says that three of them were high-interest topics. Because that were of high interest restricts the definition of three topics, the modifier is essential to the meaning and is not set off with a comma. The second sentence says three topics existed; no more definition is required, though the sentence adds the nonrestrictive information that the three topics were highly interesting. If the nonrestrictive material had come in the middle of the sentence, it would have needed commas on both sides.

The supervisor, who was dismissed in 1972, was rehired the next year.

Marking Interruptions

Three types of punctuation marks can set off interrupters: commas, parentheses, and em dashes. Choosing among them depends on the amount of emphasis you want to give to the interrupter:

- Commas set off the interrupting material, marking it as nonrestrictive, without affecting the emphasis on the interruption. That is, commas provide standard emphasis.
- Parentheses take emphasis away, making the words set off like a whispered aside.
- Em-dashes add emphasis to the words they set off.

What if more than one supervisor had been fired—one in 1972 and one in 1978? Then who was dismissed in 1972 would be necessary for the definition of supervisor and the sentence would have no commas:

The supervisor who was dismissed in 1972 was rehired the next year.

- To set off a nonrestrictive word, phrase, or clause used in apposition to a noun. An appositive (the material in apposition to the noun) is a special type of interrupter that provides an explanatory equivalent for the noun it follows. Like other interrupters, it can be either restrictive or nonrestrictive, depending on whether the appositive is necessary for understanding the noun it accompanies. Nonrestrictive appositives are set off from the noun for which they are equivalents—usually with a set of commas (though parentheses or em-dashes could be used instead)—whereas no punctuation should be used to set off a restrictive appositive.

Two of Saddam Husayn's children, Uday and Qusay, died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

The appositive *Uday and Qusay* is nonrestrictive because we can understand the main point of the sentence, that two of Saddam's children were killed, without the names of which children died in the firefight.

Saddam's children Uday and Qusay died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

Here the appositive *Uday and Qusay* is restrictive—and not set off with commas—because not all of Saddam's children died in the firefight.

Beware of Comma Splices

A comma splice—a misuse of the comma—occurs when a writer joins two independent clauses with only a comma.

He worked for the company for 20 years, he took a leave of absence from 1952 to 1954.

Few authors in DIA would make that mistake. A more common error introduces a comma splice when a conjunctive adverb comes between the two clauses but the writer uses only a comma before the conjunctive adverb:

He worked for the company for 20 years, however he took a leave of absence from 1952 to 1954.

or

He worked for the company for 20 years, however, he took a leave of absence from 1952 to 1954.

A conjunctive adverb and a comma or commas cannot join two independent clauses in that fashion.

Changing the first comma to a semicolon is one way to correct the error.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

- To set off a contrasting statement in a sentence.

Stanley, not Jameson, won the trophy.

Workers completed construction, but neither on time nor within the budget.

- After a conjunctive adverb unless it is the last word in the sentence. Conjunctive adverbs are words like *however*, *moreover*, *nevertheless*, and *therefore*. A conjunctive adverb in the middle of a clause needs commas on both sides; if it is the last word in a sentence, it will be preceded by a comma.

He worked for the company for 20 years. However, from 1952 to 1954 he took a leave of absence.

He worked for the company for 20 years; however, from 1952 to 1954 he took a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954, however, he took
a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954 he took a leave of
absence, however.

- To separate coordinate adjectives (unless they are joined by *and*).

It will become a neutral, nonaligned state.

Coordinate adjectives independently modify a noun or noun phrase. In the sample sentence above, both *neutral* and *nonaligned* modify state independently. This is not the case with cumulative adjectives. In “illegal drug trafficking,” *illegal* modifies not just *trafficking*, but *drug trafficking*. Therefore, *illegal* and *drug* are not coordinate, so no comma should go between them.

Of course, modifier chains can include both coordinate and cumulative adjectives. Consider the modifiers in the following sentence.

Several short, swift tributary streams crossed the clearing.

Short and *swift* are coordinate adjectives; both modify *tributary streams* separately and are separated by a comma. However, *several* modifies *short, swift tributary streams*, and the *short, swift* combination modifies *tributary streams* (not just *streams*), so no comma comes after *several* or after *swift*.

- To introduce some direct quotations. A comma is the normal punctuation mark to introduce a short direct quotation, separating it from the identification of the speaker.

The minister said, “We must avoid hostilities.”

“We must avoid hostilities,” the minister said.

However, do not use the comma with a quotation that is only part of a sentence. A sentence that includes a partial quotation requires only punctuation that would be normal for the sentence itself—with nothing besides quotation marks to set off the quoted material.

The minister said his nation “must avoid hostilities.”

In addition, do not use a comma to set off an indirect quotation. An indirect quotation captures the thought from the original material through a summary or paraphrase but does not directly quote the original.

The minister said his nation needed to steer clear of fighting a war.

(See also page 124 for use of a colon to introduce a long quotation indented as a block or a quotation that follows a formal introduction.)

- To indicate that a word or words have been omitted.

Profit in 2008 was \$4 million; in 2010, \$10 million.

- To separate an individual’s title and an organization’s name when *of* and *of the* are not present.

John Smithson, director, Research Department, Stockton Company....

Coordinate and Cumulative Adjectives

Because of the independence of coordinate adjectives, you can check for two characteristics that help distinguish them.

- Coordinate adjectives are reversible; cumulative adjectives are not. You could write *non-aligned, neutral state*, but *drug illegal trafficking* just sounds peculiar.
- And fits naturally between coordinate adjectives, but not between cumulative adjectives. You could write *neutral and nonaligned state* but not *illegal and drug trafficking*.

- To set off a province, state, or country from a city name; Jr., from a person's name; and Inc, Ltd, or SA, from a corporate name.

Born in Baltimore, Maryland, Franco Garibaldi, Jr., now directs Recycling, Inc.

- To separate digits in the thousands, millions, and so on – except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

2,973

but during 2009

3,946,834

the 1028th Brigade

1400 hours

job number 518225/10

3,732.14592

pages 3614 and 3617

1812 kHz (but 15,117 kHz and 1,832 MHz)

Dashes and the Hyphen

Dashes – the em dash and the en dash – and the hyphen differ in length. Theoretically a hyphen is half the length of an en-dash, which is half the length of an em-dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an em dash (—) is longer than an en-dash (–), which is longer than a hyphen (-).

More important are the differences in uses for these punctuation marks. This chapter covers em- and en-dashes. Hyphens are used in compounding, which Chapter 7 covers in detail.

All three marks are produced without spaces on either side:

em dash: She participated in this attack — as she did in four earlier attacks.

en-dash: 13 December 2009–5 January 2010

hyphen: self-propelled

Use an em-dash (—) for the following:

- As with commas or parentheses, to set off an interrupter in a sentence. If the interruption ends the sentence, only one dash, at the beginning, sets off the material. When an interrupter occurs inside a sentence, a set of dashes is required. Em-dashes that set off interrupting material emphasize the interrupter. The interrupter could be an appositive that the writer wishes to emphasize, as in the third sample below, or a point that abruptly changes the flow of thought in a sentence, as in the fourth sample.

He was a key player in upsetting the coup attempt — as he was with two previous attempts.

In this coup attempt — as with two previous attempts — he was a key player in upsetting the work of the coup plotters.

Before Saddam Husayn was captured, his two sons who were significant in his regime — Uday and Qusay — died in a firefight with U.S. troops in Mosul.

Workers completed construction in April — almost half a year later than projected.

Do not use an em dash as a substitute for a semicolon simply to connect two independent clauses. Clauses connected with an em dash should have a stronger connection than the following example demonstrates:

The minister traveled to Rome—later he continued to Istanbul.

- As with a colon, at the end of a sentence to point to material that summarizes or expands on the material in the preceding portion of the sentence. A word or phrase, a series of words or phrases, a dependent clause, or an independent clause can follow the dash. Unlike the colon, however, a dash would not precede a series of sentences.

The foreign delegation visited three cities in the United States—New York, Chicago, and Los Angeles.

- Like a colon, between a title and a subtitle.

“Russia—Outlook for Key Military Reforms”

A colon is more common for that purpose. However, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

“Captives: A Month With the Taliban—What They Saw and Heard”

Use an en-dash (–) for the following:

- To connect two parts of continuing or inclusive numbers, whether page references, dates, or time. When continuing numbers are joined in this manner, the range means “to and including” or “through.”

pages 1214–33 August September 2010

1400–1430 hours 13 December 2009–5 January 2010

However, do not use an en-dash (or a hyphen) to replace *to* in “from x to y” or *and* in “between x and y”:

not from 10–12 August but from 10 to 12 August

between 2008–10 between 2008 and 2010

- To replace *to* in election results, scores, and directions. This is similar to the use above in continuing or inclusive numbers, but the en-dash no longer occurs in a numerical range.

The election resulted in a 153–13 vote.

The game ended in a 2–2 tie.

The Rome–Naples rail line was flooded 17 kilometers southeast of Rome.

- In place of a hyphen to connect two parts of a compound term when one part of the compound is hyphenated or consists of more than one word. However, as the examples below illustrate, the width difference between a hyphen and an en-dash is not dramatic, so using *to* may be preferable to using an en-dash to connect compound terms when one part is hyphenated.

first-stage–third-stage operations [better: first-stage to third-stage operations]

pages 6–3–6–5 [better: pages 6–3 to 6–5]

post–Operation ENDURING FREEDOM

Joint Intelligence Operations Center–Afghanistan

United States Forces–Iraq

An ellipsis—three spaced periods (...)—marks an omission of a word or words within a direct quotation. When a quotation clearly is not a complete sentence, you do not need an ellipsis to show that material has been left out at the beginning or end of the quotation. No ellipsis is needed with the following quotation because *must avoid hostilities* obviously does not constitute a complete sentence:

The minister said his nation “must avoid hostilities.”

However, when your editing results in what appears to be a complete sentence, use an ellipsis at the beginning, end, or both (depending on where you cut material) to show that you have modified the original. Consider the following source paragraph:

Writing in 1890 about Custer's defeat on the Little Bighorn River in 1876, Charles King described three factors that appeared to have contributed to Custer's mistakes. Dividing his command into columns to converge on the Indian village from different directions was a tactic that had worked for Custer and the 7th U.S. Cavalry at the Battle of Washita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn River hid much of the Sioux encampment from sight, making the village appear smaller than it was. Finally, when he saw evidence of heavy activity where he expected the Sioux village to be, Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing, justifying an immediate attack.

Using “Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing” from that source passage would appear to quote a complete sentence, so the quotation would need an ellipsis at the beginning and one at the end to make clear that the quotation truncates the original:

In analyzing Custer's mistakes at the Little Bighorn, Charles King indicated that “... Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing....” For that reason he attacked without conducting thorough reconnaissance of the battle area. Unfortunately for Custer and the 7th Cavalry, the Sioux were preparing to fight rather than retreating.

This sample also demonstrates the two primary format styles associated with using an ellipsis:

- When an omission occurs inside a sentence or at the beginning, the result looks like the following or like the first ellipsis in the preceding sample.

“Tin and lead ... are the primary exports.”

- When an omission occurs at the end of a sentence, use four spaced periods without a space in front of the first period (a period for the sentence plus the three spaced periods for the ellipsis).

“Exports are primarily tin and lead.... Imports include copper and zinc.”

Because of the impartial tone that characterizes intelligence writing, the exclamation point normally is not useful for DIA products.

Use *italic* type for the following:

- To emphasize a word or words in a passage.

Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- For titles of works published separately, including online titles of books or pamphlets, periodicals (magazines, journals, and newspapers), or works of art (plays, films, radio and television programs, paintings, and sculptures).

an article in the *Defense Intelligence Digest*

an issue of the *Washington Post*

a news story on *Today*

an opinion piece in *Slate*

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using italics with document titles, etc., does not apply to source reference citations.

- For foreign words.

The *adhan* (Islamic call to prayers) issued from the mosque five times a day.

Foreign terms whose meanings have become commonly understood can be used without translation. However, for a non-English term that may not be understood, show the term in italics and follow it with a translation or explanation in parentheses, as above.

Do not use italic type or diacritical marks for the following terms, which were "foreign" but which have been brought into English:

ad hoc	cabana(s)
aide-de-camp, aides-de-camp	cafe(s)
aide-memoire [singular and plural]	cafeteria(s)
a la carte	caique(s)
alter ego(s)	caliph(s)
amir(s)	caliphate(s)
angstrom(s)	canape(s)
aperitif(s)	carte blanche, cartes blanches
applique(s)	caudillo(s)
a priori	cause celebre, causes celebres
apropos	chateau(s)
avant-garde	circa
bazaar(s)	cliche(s)
bazaari(s)	communique(s)
Bedouin [singular and plural]	confrere(s)
blase	consomme(s)
blitzkrieg(s)	cortege(s)
bona fide [adjective]	coulee(s)
bona fides [noun, singular and plural]	coup de grace, coups de grace

coup d'etat, coups d'etat	in absentia
coupe(s)	in extenso
critique(s)	in extremis
cum laude	in loco parentis
debacle(s)	in medias res
debris	in situ
debut(s)	inter alia
de facto	inter alias
de jure	inter nos
denouement(s)	in toto
depot(s)	in vitro
devotee(s)	in vivo
eclat(s)	ipso facto
elan	ipso jure
elite(s)	jihad(s)
emir(s)	kolkhoz(es)
ennui	kosher
en rapport	laissez faire
en route	machismo [noun]
entree(s)	macho [adjective]
esprit de corps	madrassa(s)
ex cathedra	melee(s)
exemplar(s)	metier(s)
exemplum, exempla	modus operandi, modi operandi
ex hypothesi	modus vivendi, modi vivendi
ex libris [singular and plural]	muezzin(s)
ex nihilo	mujahid, mujahideen [If a variation of mujahideen appears in a group's name, use the source's spelling.]
ex officio	mullah(s)
ex parte	naive
ex post facto	naivete
facade(s)	nee
fait accompli, faits accomplis	noblesse oblige
fatwa(s)	nom de guerre, noms de guerre
faux pas [singular and plural]	nom de plume, noms de plume
fedayee [singular rarely used], fedayeen	nouveau riche, nouveaux riches
felucca(s)	obkom(s)
fete(s)	oblast(s)
forte(s)	ombudsman, ombudsmen
habeas corpus	par excellence
habitue(s)	per capita
hadith(s)	per diem
hajji, hajjes	per se
hajji(s)	persona non grata
halal	piece de resistance
hawala(s)	premiere(s)
imam(s)	

prima facie	Shiite, Shia [both noun and adjective]
pro forma	shura(s)
protege(s)	sic
quid pro quo, quid pro quos	sine qua non, sine qua nons
Quran	soiree(s)
Ramadan	status quo
rapporteur(s)	Sunna
rapprochement(s)	Sunni(s)
raykom(s)	tete a tete(s)
rayon(s)	ulama (variant of ulema)
regime(s)	ulema (plural noun)
risque	verbatim
samizdat(s)	vice versa
seance(s)	vis-a-vis
sharia	zakat
Shiism	

Do not use italic type for the following terms, which were “foreign” but which have been brought into English, but do use diacritical markings as indicated, as these terms have entered English with diacritical markings from the original languages:

attaché	émigré(s)
chargé d'affaires, chargés d'affaires	entrepôt(s)
déjà vu	exposé (s)
démarche(s)	précis [singular and plural]
détente(s)	raison d'être, raisons d'être
	résumé(s)

- For *imeni* (“named after”) in names of Russian organizations or institutes.

the Leningrad Naval Institute *imeni* A.K. Popov

However, do not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like when a name is being used as if it were an English language name for a similar type of entity. Because DIA's writing focuses on foreign information, we of course write about numerous foreign organizations, businesses, etc., as a normal part of our production. For most of those foreign proper names, then, we treat them as if they are in English and do not italicize elements of the proper names that are in or translated from a foreign language.

The Russian natural gas company Gazprom	debated in the Bundestag
the Cuban news agency Prensa Latina	the Parti Quebecois
the Buddhist organization Soka Gakkai	the Al-Aqsa Mosque

Nevertheless, if you clearly are providing the foreign language translation for something, show the foreign words in italics even though the subject of the discussion may be a foreign organization, institute, governmental body, political party, educational institute, corporation, Internet service provider, etc.

Gazprom is a contraction from *Gazovaya Promyshlennost*, or “gas industry.”

The Gestapo (*Geheime Staatspolizei*, or “Secret State Police”) was Nazi Germany's official secret police organization.

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

In addition, do not italicize the original language or English translation of names of geographic features (mountains, rivers, islands, etc.) or place names.

At the time of the Bay of Pigs invasion, the large island off the southwest coast of Cuba was named the Isla de Pinos (Isle of Pines), but in 1978 it was renamed the Isla de la Juventud (Isle of Youth).

- When citing a letter as a letter, a word as a word, or a phrase as a phrase. That is, these items are italicized when they are being used not for their meanings but as things or terms.

For the possessive, add an apostrophe and a lowercase s.

Do not confuse the possessive *its* with the contraction *it's*.

Along with and other phrases such as *as well as*, *in addition to*, *like*, and *together with* frequently follow immediately after a subject of a sentence.

- For the proper name (but not the type or class) of a ship, aircraft, or spacecraft.

seizure of the Pueblo	but	the Dolgoruki class SSBN <i>Yuriy Dolgorukiy</i>
the USS Wisconsin		the Chinese Shang class SSN
the Spirit of St Louis		the Indian Talwar II class FFG
launched the Soyuz-3		a Soyuz-series space launch vehicle

- For a plant or animal genus and species. The genus also has initial capitalization, though the species does not. After first use of a genus, it can be abbreviated, though it still is uppercase and in italics. Higher divisions of plants and animals—phylum, class, order, and family—have initial capitalization but appear in roman type.

<i>Clostridium botulinum</i> ; <i>C. botulinum</i>	<i>Escherichia coli</i> ; <i>E. coli</i>
but Anthropoda [phylum]	Mammals; Mammalia [class]
Rodentia [order]	Hominidae [family]

- To mark the family name with the first use of a person's name (such as one in Spanish) for which the family name may not be obvious. This is not a style for general use in most intelligence products but is intended for special use in products such as military leadership profiles or papers with a protocol function, as this presentation device indicates the name to be used to refer to the person. If only a first name and family name are cited, no italics are required, since the family name then is obvious. Subsequent use of a family name should not continue the italic face.

One trafficking organization reportedly employed Juan Carlos Martinez to pilot several illegal flights. Carlos and a companion, Pedro Rodriguez, also were reported to be dealing with ranchers to establish runways on their properties.

When the format for a product calls for italic type for a portion and you need to use italics for an element within that portion, make that "italic" element roman instead. For example, the following passage might occur in the opening paragraph of a report for which the product format requires the first paragraph to be in italic type; the reference to *Escherichia coli* within the paragraph then appears in roman type (the reverse of italic type):

Dr. Harriet Smith has studied the effects of exposure to pathogenic *Escherichia coli* from contaminated food. This research may prove useful for developing foodborne biological agents.

Use a set of parentheses—()—for the following:

- As with commas or dashes, to set off an interruption within a sentence. When parentheses are used with an interruption, they reduce the emphasis on it, making it like a whispered aside.

The country's exports (tin and lead) are not sufficient for a favorable trade balance.

The country's trade balance suffers from inadequate exports (tin and lead only).

In the second example above, the final parenthesis precedes the sentence period. If a complete sentence (or sentences) is used parenthetically, the end punctuation goes inside the final parenthesis, as in the following:

The country's trade balance suffers from inadequate exports. (Only tin and lead were exported in 2009, and those were at low levels.)

For a parenthetical expression within a parenthetical element, see the rules for using square brackets (page 123).

- To enclose a cross-reference.

Exports of tin were only slightly greater than those for lead (Figure 2).

Exports of tin were only slightly greater than those for lead. (See Appendix A.)

- To enclose numbers or letters that mark items in a series within a sentence.

The Defense Ministry wants to acquire (1) attack helicopters, (2) Patriot missiles, and (3) main battle tanks.

Note: This example is to illustrate the mechanics of presenting the parenthetical elements; such a simple series normally does not need numbering of its items.

- To enclose translations or explanations, particularly for foreign expressions.

Memories of the Anschluss (Nazi Germany's annexation of Austria) still influence Austrian politics today.

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

Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has").

A period brings a reader to a full stop at the end of a sentence. DIA also uses periods for the following:

- For bulleted material as part of a product's body text. For textual products (but not briefing slides), end each bulleted item (or each subbulleted item) with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. If a bulleted item has multiple sentences, punctuate these as normal sentences.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.

For briefing slides, although each bulleted item begins with an initial capital letter, the bulleted items normally have no end punctuation. If a bulleted element has multiple sentences, only the final one has no end punctuation.

- At the end of an in-paragraph heading. In-paragraph headings normally are bolded, and the period that ends such a heading also should be bolded. For example, the following is the beginning of a passage from Chapter 3 of this style manual and uses an in-paragraph heading.

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

DIA normally does not use periods for the following:

- With standalone headings. In-paragraph headings end with a period because body text immediately follows on the same line. Standalone headings, however, should have no such ending punctuation. See for example the first-level heading that comes below for "Question Mark." The rare heading that is a question, however, should end with a question mark.
- With table headings and for short comments within a "remarks" or "comments" type of table cell. However, if remarks are sufficiently lengthy or complex to require divisions within the comments, punctuation such as commas, semicolons, or even periods may be needed to separate parts of the table's comment field. Moreover, if periods are needed for one comments-type cell in a table, then use periods for all of that type of table cell in the same table.

Use a question mark (?) for the following:

- At the end of a direct question.

How can the funds be raised?

However, do not use a question mark with an indirect question.

He asked how the money could be raised.

- To show uncertainty or ignorance. In a table this can be done by using a question mark rather than information in a data field. A similar application can be used in text, although such use should be avoided as much as possible.

The country's first prime minister, Dodson Wainwright (? 1721), began the custom.

- For a title that asks a question.

"Military for Sale: Can Commercial Ventures Save the Armed Forces?"

Use a set of double quotation marks (" ") for the following:

- To enclose a direct quotation.

The minister said, "We want to avoid hostilities."

"At all cost," the minister said, "we want to avoid hostilities."

"We want to avoid hostilities," the minister said.

When a long quotation is set off by block indentation within the margins of a page or within a text column, the indentation serves as a set of quotation marks, so none is required unless the passage has internal quoted material. The block-indented passage below is a direct quotation, but the material has no quotation marks because the indentation represents a set of quotation marks. If something within the indented passage had quotation marks in the original, then double quotation marks should appear with that internal quotation.

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

U.S. Versus British Use of Quotation Marks

Conventions for using double and single quotation marks differ between U.S. and British publishing. The most striking differences are these:

- British use of double and single quotation marks generally is the reverse of U.S. use.
- The rules for how other punctuation marks appear relative to quotation marks also differ somewhat.

Epigraphs. An epigraph is a quotation

related to body text – usually to suggest a theme – but not a part of it; although epigraphs can appear at the beginning of a chapter or section, they are more common at the start of a document. Epigraphs occasionally occur in intelligence products, including in briefings, though by no means are epigraphs usual elements of our products. Wherever it appears in a document, an epigraph is a special type of block quotation. An epigraph generally leaves out some elements of other direct quotations: because epigraphs often quote a well-known source, they usually attribute the quotation to only the person's name or to the person's name and the work in which the original passage occurred, and other documentation is eliminated. Presenting an epigraph in a classified product presents a special formatting problem because putting "(U)" at the start of a quotation from, say, Sun Tzu looks a bit silly. Follow these formatting rules for presenting an epigraph:

Present the quotation without quotation marks (unless quotation marks are needed within the epigraph).

- Double-space after the quotation to find the line for naming the author, right-justify the author's name or the author's name and the work in which the quotation appears, and precede the author's name with an em-dash.

To avoid having to show a portion classification marking on the quotation in the epigraph, put the epigraph in a tone box and mark the quotation outside the box in the upper left corner. Generally you will not show a title for the tone box (though one could be used if needed).

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu, *The Art of War*

- To enclose the titles of works that are published as parts of longer works – poems, short stories, songs, articles, notes, essays, headlines, chapter titles, and other parts of a book or periodical. Online works follow this rule as well.

"Russia: Outlook for Key Military Reforms" was an article in a recent issue of the *Defense Intelligence Digest*.

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using quotation marks with article titles, etc., does not apply to source reference citations.

Spacing Between Colocated Single and Double Quotation Marks

Occasionally material will require single and double quotation marks to appear in a line together—for example, “a quotation that includes a ‘quoted word’”—which looks strange. You can modify this spacing to improve readability by inserting a thin space between the single and double quotation marks. Two ways are available to add the thin space in Word 2007:

Using the Insert Symbol Function

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. On Word 2007’s Insert ribbon, at the far right side, select Symbol.
3. In the drop box, select More Symbols.
4. In the box that opens, change the font to Arial Unicode MS.
5. In the Character code box type 2009.
6. Choose the Insert button, followed by the Close button.

Using a Keyboard Shortcut

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. Type 2009, followed immediately by Alt+x; the 2009 will change into the thin space.

The result should look like this: “a quotation that includes a ‘quoted word’”—with a thin space between the single and double quotation marks.

- To set off a word or phrase used in a special sense (a meaning different from the normal sense) or to indicate the standard meaning of a word or phrase.

The refugees were offered “voluntary” repatriation.

He invited me for a “working lunch,” but I did all the work and he ate all the lunch.

Do not confuse its (the possessive of it) with it’s (a contraction for “it is” or “it has”).

Use caution when presenting a word or phrase in a special sense. The quotation marks with the term indicate something is unusual about it, but readers must easily understand the special sense of the material. Using this device to be clever may result instead in a failure to communicate.

- To set off words or phrases following terms such as entitled, named, endorsed, signed, cited as, or referred to as (unless rules for using italics call for italic type instead).

The document was signed “G. Washington.”

Rome’s Leonardo da Vinci International Airport also is referred to as “Fiumicino,” the suburb of Rome where the airport is located; failure to know both names can get a driver lost, as road signs for the airport sometimes show one name and sometimes the other.

However, quotation marks usually are not necessary for expressions following terms such as known as, called, or so-called.

The change is not likely to affect the so-called extremist Islamic states.

Beryllium is known as glucinium in some European countries.

The system is called profit and loss, but the profits may not be apparent.

Even after these terms, however, quotation marks may be used to give special emphasis to the quoted or verbatim nature of an expression, especially if irony, sarcasm, or bad grammar is involved.

The government’s antiterrorism battalion nearly eliminated the village with an operation staged under its so-called “pacification” program.

Use a set of single quotation marks (' ') to enclose quoted material within a quotation that already is marked with double quotation marks. (A quotation within a block-indented quotation would take double rather than single quotation marks.)

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

Some U.S. writers believe they should use only single quotation marks around a single word or short phrase used in a special sense. That convention is true for British use of quotation marks but not for U.S. use. Instead, see the third bulleted guidance above for double quotation marks.

Place periods and commas inside quotation marks.

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

"I think you should read 'Russia: Outlook for Key Military Reforms,'" he said.

Place semicolons and colons outside quotation marks.

He said I should read "Russia: Outlook for Key Military Reforms"; he thought it would be good for me.

He said I should read "Russia: Outlook for Key Military Reforms": he thought it would be good for me.

Place a question mark or exclamation point inside quotation marks if the quotation is a question or exclamation; this rule applies whether or not the sentence as a whole is a question or exclamation. However, put the question mark or exclamation point outside quotation marks if the sentence is a question or an exclamation but the quotation is not.

She asked, "Do you remember reading the article?"

The author also wrote "Why Can't Johnny Read?"

Why should I read "Russia: Outlook for Key Military Reforms"?

Use a semicolon (;) for the following:

- To separate the elements in a series when one or more of the series elements itself requires commas. Semicolons generally are not needed if only the last element has internal commas.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Rescue workers focused on building temporary shelters, securing potable water, and gathering blankets, medical supplies, and food.

- To separate two independent clauses closely related in meaning but not joined by a coordinating conjunction.

He served in the Army until 1988; he has worked for DIA since then.

He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

- To separate two independent clauses when the second one is joined to the first with a conjunctive adverb. Common conjunctive adverbs are *first* (*second*, etc.), *for example*, *for instance*, *furthermore*, *however*, *moreover*, *nevertheless*, *nonetheless*, *therefore*, and *thus*.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

Use a forward slash (/)—also called a virgule—for the following:

- To indicate a period occurring partially in one year and partially in another.

FY 2010/11

He flew three illegal flights in 2008/09.

- For two special commonly used representations.

9/11

24/7

- To represent *per* in an abbreviation.

km/h

rd/min

- To separate alternatives.

Many factors need to be considered in program/budget decisions.

Note: In this application the slash is intended to mean "and/or." Thus, the sample above refers to "program decisions or budget decisions or program and budget decisions." However, a caution is necessary here: some writers use this punctuation device to avoid making a decision about what term is correct. In "our goal/objective is," no useful distinction exists between the alternatives, so the writer should pick one rather than demonstrating indecision.

- To indicate a word combination when one or both of the elements in the combination already contain a hyphen.

The insurgents were armed with Cuban-/Russian-supplied weapons.

Again the slash equates to "and/or"; thus, the sample refers to "Cuban supplied and/or Russian supplied weapons." If the writer wants only an "or" or an "and" relationship, then the sentence should be recast:

The insurgents were armed with Cuban- or Russian-supplied weapons.

The insurgents were armed with Cuban- and Russian-supplied weapons.

- To indicate azimuthal direction.

ENE/WSW runway

CHAPTER 7:

—Mignon Fogarty, *Grammar Girl's Quick and Dirty Tips for Better Writing*

CHAPTER 7:

The spelling and compounding list that makes up the bulk of this chapter combines preferred spellings (when alternative spellings exist) and spellings for compound words in their various functions in a sentence (as nouns, verbs, adjectives, unit modifiers, and so on). These words are combined into a single list with more than 10,000 entries.

The word list can help with the following types of spelling decisions:

- Choosing between alternative spellings. (Should you use *analog* or *analogue*?)
- Determining whether to double the consonant at the end of a word when you add a suffix. (Should you use *canceled* or *cancelled*?)
- Determining whether to use an anglicized spelling of the plural of a Latin word or the Latin spelling. (Should you use *forums* or *fora* as the plural of *forum*?)
- Choosing between possible spellings for a compound word or phrase: as two (or more) words, with a hyphen (or hyphens), or solid as a single word. (Should you use *time consuming*, *time-consuming*, or *timeconsuming*?)

The following guidance includes points that cannot be covered adequately by entries in a word list. In addition, spelling and compounding rules are provided for users who need to understand the logic applied in the choices in the word list, especially for compounding.

The authority for spellings of place names is the U.S. Board on Geographic Names (BGN). The National Geospatial-Intelligence Agency provides a text-based BGN search function on JWICS at <<http://names.nga.ic.gov/namesgaz/>> and on NIPRNET at <<http://geonames.nga.mil/namesgaz/>>. Another useful source is *The World Factbook*.

The National Geospatial Intelligence Agency's Geographic Names Server reflects foreign place names sanctioned by the BGN. This database provides "Approved" spellings (which generally have diacritics and often special endings for some names), "Variants" (which normally will include a spelling without the diacritical marks), and, when they exist, "Conventional" spellings (which reflect the spelling commonly used in English).

Numerous spellings typically come up in a BGN search for a place name. Check the "Feature Designation" column first; "primary administrative division" generally indicates a province or governorate, and "populated place" indicates a city or town. In the appropriate row, look for either the "Conventional" or the "Approved" spelling.

- If the search result shows a "Conventional" spelling for a place name, we generally will use that spelling. Thus, instead of *Moskva*, the "Approved" spelling, use the "Conventional" name of *Moscow*. Instead of the "Approved" spelling for North Korea's capital *P'yóngyang*, use the "Conventional" spelling of *Pyongyang*.
- When an "Approved" spelling has diacritical marks, use that spelling without the diacritics. Thus, instead of *Islamabad*, the "Approved Short" spelling for the capital territory in Pakistan, use *Islamabad*. Do not confuse apostrophes with diacritical marks; retain the apostrophe in place names such as *N'Djamena*.

Diacritical Marks

Although diacritical marks appear in the place names on some maps and sometimes in *The World Factbook*, we generally will not use them in text for intelligence publications. Diacritical marks indicate phonetic distinctions, whereas writing for which precise pronunciation is not particularly important normally uses conventional, commonly used spellings instead.

When possible, spellings in text and on maps should agree. For example, beware of showing Rhodes in text but showing Rhodos or Rhodus on an accompanying map.

When American and British spellings of common English words differ, use the American spelling. However, when the words are part of a *proper name* for a party, organization, office, etc., use the British spelling, but only within the proper name.

labor relations of the Labour Party

defense intelligence reports from the Australian Defence Intelligence Organisation

Industrialisation Board rulings on industrialization issues

For plurals of compound terms, form the plural on the significant word or words. If no word is significant or all parts are equally significant, form the plural on the last word.

significant word first: adjutants general, aides-de-camp, courts-martial, goings-on

significant word in middle: deputy chiefs of staff, assistant surgeons general

significant word last: major generals, provost marshals, trade unions

both words equally significant: gentlemen farmers, women writers

no word significant: also-rans, go-betweens, pick-me-ups

Compounding conveys an idea by combining two or more words to form a thought. The result can be separate words in an unconnected sequence, words linked with a hyphen or hyphens, or words joined as a solid, single word. Current language trends lead to closing up many word sets that have become associated in readers' minds through frequent use.

Separate Words

One compounding form is to write words in sequence, without joining them or linking them with a hyphen, if this form causes no ambiguity in sense or sound.

blood pressure

real estate

early warning

training ship

Joined or Hyphenated Words

Often words are joined (written solid) or linked with hyphens to express ideas that would not be as clear if the words remained unconnected.

bookkeeping

cross-reference

newsprint

do-gooder

whitewash

right-of-way

Derivatives

Derivatives of a compound usually retain the hyphenated or solid form of the original.

footnote, footnoting

cost-effective, cost-effectiveness

praiseworthy, praiseworthiness

ill-advised, ill-advisedly

When two nouns form a compound that has only one primary accent, the compound is written solid, especially when the prefixed noun has only one syllable or when one of the elements loses its original accent.

bathroom	but	bomb bay
bookseller		coal mine
pipeline		night shift

Parts of Speech and Compounding

A noun formed from a short verb and an adverb usually is written solid, but it is hyphenated when the solid compound would interfere with comprehension. The verb form usually remains two words.

breakdown (verb: break down)	cut-in (verb: cut in)
buildup (verb: build up)	run-in (verb: run in)
setup (verb: set up)	tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
horse (horseplay)	snow (snowbank)
house (housekeeping)	way (wayside)
mill (millcourse)	wood (woodland)
play (plaything)	work (workday)

Compound terms beginning with *cyber* may be written either solid or as multiple separate words, depending on meaning. When *cyber* terms began appearing in English-language dictionaries, the dictionaries showed solid terms, treating *cyber* as a combining form requiring solid compound words. The *Yahoo! Style Guide*, published in July 2010, treats the terms similarly, indicating that *cyber* usually would be combined with root words except when the root word begins with a capital letter. Typical early dictionary and *Yahoo!* entries included *cyberattack*, *cybercrime*, *cybernetics*, *cyberphobia*, *cyberpunk*, *cyberspace*, and *cyberterrorism*.

- Because of the growing importance of *cyber* terms for U.S. security operations, Defense Intelligence has a need to consider a multitude of terms dealing with infrastructure, funding, resources, and other aspects of managing intelligence operations related to the *cyber* realm. Most likely many of these terms will never appear in English-language dictionaries. Consider just one of these terms—how to label intelligence analysts dedicated to *cyberintelligence*. Should such an analyst be a *cyberanalyst* or a *cyber analyst*? Showing *cyberanalyst* as a solid word would seem to suggest that the analyst exists in cyberspace, an ethereal analyst, like an avatar, rather than a flesh-and-blood analyst. For things or concepts such as this, multiple separate words are more appropriate.
- For this reason, we make a distinction for *cyber* terms based on meaning:
 - Cyber* terms related predominantly to *things inside* or *integral to the cyber realm*—for which we join *cyber* with the root word to form a solid term: for example, *cyberactivity*, *cyberattack*, *cybercrime*, *cyberoperation*, *cybersecurity*, *cyberterrorism*, *cyberthreat*.
 - Cyber* terms related predominantly to *things about the cyber realm* or *managing it*—for which we keep *cyber* separate, resulting in multiple separate words: for example, *cyber analyst*, *cyber collection*, *cyber community*, *cyber doctrine*, *cyber offensive* and *defensive operations*.

Less frequently, *cyber* also may be joined by a hyphen to another word when the combined term is being used as a unit modifier—for example, *cyber-related* data. When in doubt, follow the current trend of joining the terms as a solid word.

Compounds ending in the following usually are solid when the initial word has one syllable.
(When the initial word has multiple syllables, the compound is less often solid: spaceborne,
but satellite-borne, helicopter-borne.)

board (cardboard)	person (salesperson)
boat (rowboat)	piece (fieldpiece)
book (textbook)	plane (airplane)
borne (bloodborne; foodborne; spaceborne; waterborne; but tick-borne; vector-borne; food-, water , and vector borne)	power (airpower)
bound (landbound)	proof (blastproof)
box (gearbox)	room (chartroom)
boy (lowboy)	shop (toolshop)
craft (aircraft)	site (damsite)
field (airfield)	smith (gunsmith)
fish (crawfish)	stone (lodestone)
girl (schoolgirl)	store (bookstore)
grower (foodgrower)	tight (airtight)
headed (clearheaded)	time (halftime)
hearted (halfhearted)	ward (homeward)
holder (shareholder)	water (bluewater; freshwater [adjective]; groundwater; saltwater; seawater; wastewater; but drinking water; fresh water [noun]; surface water; well water [noun and adjective])
house (boathouse)	way (seaway; waterway)
keeper (beekeeper)	wide (worldwide)
keeping (bookkeeping)	wise (edgewise)
land (farmland)	woman (spokeswoman)
light (moonlight)	wood (firewood)
like (boxlike)	work (artwork)
line (pipeline)	worker (pieceworker)
load (boatload)	working (woodworking)
maker (automaker)	worm (ringworm)
making (cementmaking)	worthy (seaworthy)
man (airman)	writer (speechwriter)
mate (teammate)	writing (checkwriting)
monger (scaremonger)	yard (shipyard)
over (crossover)	
owner (homeowner)	

Write solid the compounds of *any*, *every*, *no*, or *some* with *body*, *thing*, or *where*. When *one* is the second element, write the compound as two words if it means a particular person or thing. Always write *no one* as two words to avoid mispronunciation.

anybody nowhere
anything someone
but: Anyone can be in charge, and any one of you can volunteer.

Authors frequently encounter problems with compound modifiers that immediately precede the words they modify. When the words make sense only as a unit, the compound is a unit modifier and usually is written with a hyphen.

- In "short, swift streams," both *short* and *swift* modify *streams* independently (they are coordinate adjectives), and no hyphen is used to join the modifiers. (There is a comma, however, because the adjectives are coordinate; see comma usage in Chapter 6.)
- In "short tributary streams," *tributary* modifies *streams*, and *short* modifies *tributary streams*; the adjectives are cumulative, and no special mark is used to join them. Note, however, that each adjective logically could modify the noun separately; that is, "short streams" and "tributary streams" both make sense, even if these are not what the writer means.
- In "40-horsepower engine," neither *40* nor *horsepower* logically can modify *engine* by itself; the modifiers make sense only as a unit—hence the term "unit modifier."

Part of the confusion for many authors is that a compound modifier receives different treatment when it follows the word it modifies:

I bought an engine that is rated at 40 horsepower.

I bought a 40-horsepower engine.

As a result of the conference, we now have standards that are agreed upon.

As a result of the conference, we now have agreed-upon standards.

Thus, the special treatment for a unit modifier is situational. Users of the word list in this chapter must bear this in mind. A compound modifier marked *um* in the list and linked with a hyphen retains the hyphen only when it precedes the word it modifies.

Hyphenated

Unit modifiers immediately preceding the word or words they modify usually are hyphenated.

drought stricken area	state of the art technology
English-speaking nation	U.S.-owned property
fire-tested material	1-inch diameter
lump sum payment	2 inch diameter pipe
most-favored-nation clause	4-percent increase

Use a hyphen in a unit modifier with an ordinal number in its literal sense (unless the modifier is a proper noun).

first-stage booster	second-class treatment
fourth-quarter earnings	third-party statement

In addition, use hyphens in unit modifiers containing prepositional phrases.

fly-by-night establishment	quality-of-life incentives
out-of-area operations	under-the-counter sales

A Caution About Modifier Strings

Beware of stringing so many modifiers in front of a noun that your thought becomes difficult to comprehend. For example, "weapon system development and acquisition cost reductions" is hard to understand; the modifier string should be broken up, becoming "cost reductions from weapon system development and acquisition."

Joined

Some unit modifiers are written solid rather than being hyphenated.

aboveground shelter	indepth assessment
airdrop mission	lookdown angle
blackout curtains	mineclearing equipment
breakaway republics	onboard computer
broadband radio	sealane defense
deadweight tons	sweptwing fighter
firsthand experience	understrength division

Unhyphenated

Especially when the compound is a well-established phrase, hyphens sometimes are omitted from a unit modifier, and the modifier is written as separate words.

air defense artillery	ground support aviation
air intercept regiment	hard currency loan
ballistic missile submarine	law enforcement efforts
broad gauge railroad	mine warfare task force
drug trafficking organization	missile support unit
early warning radar	nuclear delivery system
free market system	open pit mining
general purpose vehicle	throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

command and control echelons	middle or late 1980s
medium and high altitudes	warm but cloudy day

However, improvised compounds that contain conjunctions do use hyphens.

bread-and-butter issues	hard-and-fast rule
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Predicate Adjectives

As indicated in the introduction to unit modifiers, compound predicate adjectives usually have no hyphens.

<i>Unit Modifier</i>	<i>Predicate Adjective</i>
The attack took place on U.S.-owned property.	The property where the attack took place was U.S. owned.
She gave an indepth assessment.	The assessment she gave was in depth.
We are to get a 4-percent raise.	The raise is to be 4 percent.

The word list in this chapter contains some hyphenated compound adjectives (*adj*); they retain their hyphens when they are predicate adjectives.

The study used all-source intelligence.	The intelligence in the study was all-source.
We watched a combined arms exercise.	The exercise we watched was combined arms.

Comparatives and Superlatives

Hyphens usually are omitted from two-word modifiers when the first word is a comparative or superlative.

little-developed country	low-priced model
less developed country	lower priced model
least developed country	lowest priced model

Note that *lower* is the comparative of *low*, with *lowest* the corresponding superlative. However, *lower* also is the opposite of *upper*, which is not a comparative and has no superlative (*uppest?*). In its sense opposing *upper*, *lower* is joined (solid) or linked (with a hyphen) to the other words in a modifier.

uppercase letters	lowercase letters
upper-class neighborhood	lower-class neighborhood
upper-middle-class housing	lower-middle-class housing

Hyphens also are retained in many three word modifiers that include a comparative or superlative.

higher-than-market price	most-favored-nation clause
less-than-perfect solution	most-sought-after assignment
lighter-than-air craft	

Adverbs Ending in *-ly*

Do not use a hyphen in a two word unit modifier when the first word is an adverb ending in *-ly*.
(Do not confuse adjectives ending in *-ly* with adverbs.)

eagerly awaited moment	but only child complex
recently designed building	lonely-hearts club
wholly owned subsidiary	

Sometimes a comparative or superlative needs to be combined with the word it precedes to ensure clarity. If we write “older technology mines,” the phrase can be misunderstood as indicating “technology mines” that are “older.” Adding a hyphen to connect *older* and *technology*—“older-technology mines”—makes clear that we mean mines employing older technology.

Three-Word Modifiers

Do not use hyphens in a three-word unit modifier when the first word is an adverb modifying the second word.

unusually well preserved specimens
very well defined usage
exceptions:
very-high-frequency broadcast
very-low-frequency transmission

However, if the first word of a three-word modifying phrase modifies the other two words as a unit, use a hyphen between those two parts of the unit.

a nearly right-angle corner
a formerly well-known person

Foreign Phrases

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

bona fide transaction	ex officio member
carte blanche policy	per capita tax
ad hoc tasking	

Proper Nouns

Do not use a hyphen or en dash in a compound proper noun or capitalized coined name used as a unit modifier (unless the basic noun form includes a hyphen or en-dash).

Cold War tension	but	Spanish-American heritage
Latin American states		French-English descent
Iraqi Army operations		Franco-Prussian War
World War II period		North American–South American sphere

Quotation Marks

Do not use hyphens in a unit modifier enclosed in quotation marks unless the modifier normally is hyphenated, and do not use quotation marks in lieu of hyphens.

- a “spare the rod” approach to parenthood
- the “one-man woman” plots of many operas
- but a right-to-work law

Chemical Terms

Do not use a hyphen in a unit modifier composed of chemical terms.

carbon monoxide poisoning	methyl bromide solution
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Letter or Number Elements

Except in established military equipment designators, do not use a hyphen in a unit modifier with a letter or numeral as its second element.

Annex B maps	but	An-22 transport
Article III provisions		MiG-29 fighter
Mod 3 missile		T 80 tank
Number 2 fuel oil		

Common Basic Elements

When two or more hyphenated compounds in a series have a common basic element and this element is omitted in all but the last or first term, retain the hyphens.

2- or 3-year period	but	mid- and late 1990s but mid-to-late 1990s
8-, 10-, and 16-km segments		early or mid-1990s but early-to-mid 1990s
ground- and air-launched missiles		
U.S.-owned and -operated companies		
low- to high-altitude coverage		
medium- to long-range missiles		

Suspending Hyphens

When two or more solid compounds in a series have a common basic element and this element is omitted in all but the last or first term, use a suspending hyphen with the incomplete forms.

first- and secondhand access	
low- and midlevel operatives	
postearthquake and –tsunami operations	
but	
oil and gas fields or oilfields and gasfields (not oil and gasfields)	

Prefixes (except *ex*, *self*, *quasi*, and *vice*) and suffixes (except *free*, *designate*, and *elect*) usually form a solid compound with a noncapitalized word.

With Prefixes

byproduct	ex-serviceman
cooperate	self-centered
counterintelligence	quasi-military
hydroelectric	vice-chairmanship
multipurpose	
neofascist	
nonferrous	

With Suffixes

clockwise	rent free
fourfold	minister-designate
lifelike	President-elect Jones
northward	councilor elect
forcewide	
geocentric	
but <i>youth-centric</i> , <i>brigade-centric</i> , etc.	

However, retain hyphens that appear in proper names.

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Except for the short prefixes *co*, *de*, *pre*, and *re*—which generally are written solid—use a hyphen to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

With Prefixes

anti-insurgent	but	cooperate
contra-acting		deescalate
semi-independent		preexisting
ultra-ambitious		reentry

With Suffixes

hull-less	but	nonnuclear
shell-like		subbasement

Even for prefixes that normally form solid compounds, use a hyphen if its omission would lead to mispronunciation, cause confusion with a word spelled identically but without a hyphen, or create an illogical compound.

- mid-ice
- mini-state
- under-ice
- co-op (*but cooperate*)
- multi-ply (*several plies*)
- pre position (*position in advance*)
- pro state (*in favor of the state*)
- re-form (*form again*)

re present (present again)
un-ionized
non-civil-service position
non-scientific and technical intelligence

Use a hyphen to join duplicated prefixes.

counter-countermeasures	counter-counternarcotics
sub subcommittee	sub subparagraph

Use a hyphen to join a prefix or suffix in a compound with a capitalized word.

anti-Castro	Africa-wide
neo-Nazi	Latin America-wide
non-U.S. NATO	Truman-like
pro-British	
exceptions: nonMIRVed, unMIRVed	

A prefix (except *un*) normally forming a solid compound often is followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	but antiballistic missile
non-missile-equipped	superhigh-frequency
non nuclear powered	ultrahigh frequency
post-target-tracking	uncalled-for
semi-land-mobile	unself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound.

antigunrunning	postreentry
nonlifelike	submachinegun
monoceangoing	ultrarightwing

Use a hyphen between the elements of compound numbers from 21 to 99 when they are spelled out. (In most contexts, the numbers in this range will be presented as numerals, not written out as words; see Chapter 4 for rules on writing numbers as words or numerals.)

twenty-one	ninety-nine
twenty-first	one hundred twenty-one
one thousand four hundred twenty-one	

Use a hyphen in an adjective compound with a numerical element first.

two-sided question	8-kg box
the Six Day War	18 year old student
.22-caliber cartridge	10- to 20-year period
500-km-range missile	

When an adjective numerical compound appears in a listing (such as a table) with the compound following but reading back to the word or words modified, use a hyphen in the compound and use the compound in its singular form.

motor; 3-phase, 60-cycle, 115-volt
belts: 2-inch, 1.25-inch, 0.25-inch

Use a hyphen between elements of a fraction, whether the fraction is a noun or an adjective.

two thirds of the vote

a two thirds majority

Do not use hyphens in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large

manager director

commander in chief

minister-counselor

vice president

secretary-treasurer

but under secretaryship, vice presidency

Except for titles, hyphens appear in some—but not all—noun compounds containing a prepositional phrase.

government-in-exile

but next of kin

grant in aid

prisoner of war

man-of-war

state of the art

mother-in-law

state of war

Use hyphens in improvised compounds.

first-come, first-served basis

roll-on/roll-off ship

hard-and-fast rule

stick-in-the-mud

know-it-alls

technical know-how

Hyphenate the verb form of compound nouns that are written as two words.

to blue pencil galley proofs (but proof with a blue pencil)

to cold-shoulder an idea (but turn a cold shoulder)

to cross-brace a structure (but a structure with a cross brace)

to flight-test a missile (but a missile in flight test)

Join a single capital letter to a noun or participle with a hyphen.

H bomb

V necked

I-beam

X-ray, X-raying

T-shaped

X-ed out

but I band, K band, P band, L band, etc.

The following list contains both preferred spellings and preferred formations for compounds (multiple words, hyphenated words, or solid words).

The following abbreviations appear in the list:

adj (adjective)

masc (masculine)

adv (adverb)

n (noun)

cf (combining form)

pref (prefix)

etc (and so on)

um (unit modifier)

fem (feminine)

v (verb)

Frequently the abbreviations indicate that a compound appears in the form shown only for the specific function or functions shown. For example:

- *fire-resistant (um)* means that the compound is hyphenated as a unit modifier but not, for instance, as a predicate adjective:

We chose a fire-resistant material.

The material we chose was fire resistant.

- *low-key (adj)* means that the compound is hyphenated both as an adjective preceding the word modified (like a unit modifier) and as an adjective following the word modified:

She gave a low-key speech.

Her speech was low-key.

- *human rights (adj, n)* means the compound is written as separate words in both adjective and noun functions:

It was a human rights issue.

Human rights was the issue of the moment.

- *anti-American (etc)* means that the same compounding structure applies to similar compounds, such as *anti-British* or *anti-German* in this case.

- *counter (cf)* means that the compounding structure applies when forming a compound but not when the terms are simply juxtaposed in a sentence:

The team focused on counterrebel operations.

The team dug in to counter rebel advances.

Gender Neutrality

Be aware that modern publishing standards call for gender neutral terms. Even though many terms containing *man* are part of the military lexicon, these terms are not always the best choice. For such terms shown in the following list, consider using them in reference to specific individuals but choosing gender neutral terms for general reference.

24/7	African American	airflow
3 D	after (cf)	airfoil
3G, 4G	<i>afterward</i>	air formed (um)
9/11	<i>all one word</i>	airframe
	after action (um)	airfreight
	ageless	airgap
	agenda, agendas	airhammer
	age old (adj)	airhole
	aging	airhose
	agreed upon (um)	air intercept (adj, n)
	agro (cf)	airlanding
	<i>agroindustrial</i>	airlane
	<i>all one word</i>	air launch (v)
	aid (n, v)	air launched (um)
	aide (assistant)	airlift
	aide de camp,	airline
	<i>aides de camp</i>	airliner
	aimpoint	airlink
	airbag	airlocked
	airbase	airmail
	airblast	airman
	air blasted (um)	airmass
	airborne	airmobile
	airborne warning and	airmobility
	<i>control system aircraft</i>	airpark
	airbrake	airpath
	air breathing	air policing (adj, n)
	airbrush	airport (all meanings)
	airburst	air portable (um)
	aircargo	airpower
	air conditioner	<i>but naval and air power</i>
	air conditioning	air raid
	air cool (v)	air refueling (um)
	air cooled (um)	airscoop
	air cover	airship (n)
	aircraft	air ship (v)
	air crash	air show
	aircrew	airsick
	air cushion (um, v)	airspace
	air defense (adj, n)	airspeed
	air deliver (v)	air station
	air delivered (um)	airstream
	air dried (um)	airstrike
	air driven (um)	<i>but naval and air strikes</i>
	airdrome	airstrip
	airdrop (adj, n, v)	air surveillance
	airdroppable	airtight
	air dry (v)	airtime
	airfare	air war
A frame	airfield	airwave

airway	amperemeter	antiestablishment
air wing	ampere second	antiextremist
airworthy	amphi (pref)	antigovernment
aka	<i>all one word</i>	anti guided missile
a la carte	ampoule	antigunrunning
alter ego	analogous	anti icer
algae	analogue	anti imperial
align	analog (science, computer)	anti inflationary
all aged (um)	anchor light	anti infrared
all American (etc)	anemia	anti insurgent
all around (um)	anesthetic	antijam
all clear (n, um)	aneurysm	antimissile
all day (um)	angio (cf)	anti missile missile (um)
all encompassing	<i>all one word</i>	antinuclear
all inclusive (um)	anglicize	anti nuclear weapons
all knowing	Anglo (cf)	antioccupation
all out	Anglo American (etc)	antipersonnel
all ready (prepared)	<i>rest one word</i>	antisatellite
already (previous)	angstrom unit (etc)	anti Semitism
all right	anhydr(o) (cf)	anti tactical ballistic missile
all purpose (um)	<i>all one word</i>	antitank
all source (adj)	ankle deep (um)	anti theater ballistic missile
all star	annul, led, ling	antitrust
all terrain (um)	annulment	antivirus
alltime (adj)	anomalous	<i>rest one word</i>
all time (n)	anonymous	antro (cf)
all together (collectively)	ante (pref)	<i>all one word</i>
altogether (completely)	ante bellum (etc)	anybody
all weather	ante Christian (etc)	anyhow
allies, allied	antedate	anyone
but Allies, Allied	ante mortem	anyplace (adv)
(WWI and WWII)	<i>rest one word</i>	anyway (adv)
alongshore	anteater	aorto (cf)
alongside	antenna, antennas	<i>all one word</i>
alphanumeric	antennae (zoology)	apo (pref)
al Qaida	antero (cf)	<i>all one word</i>
also ran	<i>all one word</i>	A pole
altocumulus	anthill	appall, ed, ing
altostratus	anthra (cf)	apparatus, apparatuses
alumna, alumnae (fem)	<i>all one word</i>	appendix, appendixes
alumnus, alumni (masc)	anthropo (cf)	applecart
ambassador at large	<i>all one word</i>	a priori
amber colored (um)	anti (pref)	apropos
ambi (cf)	antiaircraft	aquaculture
<i>all one word</i>	anti American (etc)	aqualung
amidships	antiapartheid	aquamarine
amino (pref)	antiarmor	aquarium, aquariums
amino acid	anti arms control	arabic numerals
<i>as prefix, one word</i>	antiballistic missile	archbishop
amir (emir is preferred)	antichrist	archduke
ampere hour	anti cruise missile	arched roof (adj)

archenemy
archeo (cf)
 all one word
archi (pref)
 all one word
archo (cf)
 all one word
arch Protestant (etc)
archrival
arc over (adj, n)
arctic clothing (etc)
arc weld (v)
areo (cf)
 all one word
aristo (cf)
 all one word
arithmo (cf)
 all one word
armband
armchair
armor clad (um)
armor heavy (um)
armor officer
 armored brigade
 armored unit
armor piercing (um)
armorplate
armor plated (um)
armpit
armrest
arms control
arm's length (adj)
arm twisting
army group level (um)
armywide
 Army wide
around the clock (um)
arrester
arrowhead
arrow shaped (um)
arseno (cf)
 all one word
arterio (cf)
 all one word
artesian well
arthro (cf)
 all one word
artilleryman
artwork
ascendance, ant
ascent (rise)
assent (consent)
ashcan
ash colored (um)
ash gray (um)
ashtray
assembly line
assemblyman
assembly room
associate's degree
astro (cf)
 all one word
attaché
atomic energy (adj, n)
at large (um)
at sea (um)
attorney at law
attrit
 attrited, ting
audio (cf)
 audiofrequency
audiogram
audiosurveillance
audiotape
audiovisual
 all one word
auri (cf)
 auri iodide
 rest one word
authorship
auto (cf)
 auto objective
 autogiro
 automaton.
 automatons
 autopilot
 rest one word
automaker
autoworker
avante garde
avatar
awe inspiring (um)
awhile (adv)
 a while (n)
ax
axis, axes
axo (cf)
 all one word
Baathist
baby boomer
babyface
babysit
bachelor's degree
backache
backbencher
backbite (v)
backbone
backbreaker
back-brief (v)
back burner
back channel (n)
back-channel (adj, v)
back-country (um)
backdate
backdoor (adj)
backdown (adj, n)
backdrop
backface
backfill
backfire
backfit
backflow
background
backhand
backhoe
back-in (adj, n)
backlash
backlist (v)
backlog
backpacker
backpay
backpayment
backpedal (v)
backrest
backroom (adj)
backroad (adj)
backscatter
backseat
backslide
backspace
backspin
backstage
backstop
backstory
backstroke
backswept
backswing
backtalk

backtrack
backtrail
backup (adj, n)
back up (v)
backwall
backward
backwash
backwater
backyard
bagful
baggage room
bagpipe
bag shaped (um)
Bailey bridge
bailout (adj, n)
bail out (v)
balance of payments (adj)
baldfaced
Balkanize
Balkanization
ball bearing
ballistic missile (adj, n)
ballistic missile
 early warning (um)
ball like
ballpark
ballplayer
ballpoint (adj, n)
ballot box
bandanna
bandsaw
bandstand
bandwagon
bandwidth
bangup (adj, n)
banknote
bankside (stream)
bantamweight
bareback
barebones
barefaced
barefoot
barehanded
bargainer
bark (ship)
barnstormer
barreled, ing
barrel roll (v)
barrel shaped (um)
bartender
baseball
baseball bat
base camp
baseline
 base line (surveying)
baseplate
basi (cf)
 all one word
basis, bases
basketball
bas relief
bastille
bathrobe
bathroom
bathtub
bathyscaph
battalion
battalion sized (um)
battleax
battlefront
battleground
battle group
battleline
battle management
battle scarred (um)
battleship
battlespace
battle tested (um)
battlewagon
battle weary (um)
batwing
bazaar
bazaar
beachhead
beadroll
beamwidth
beanbag
beanpole
bean shaped (um)
bedchamber
bed check
bedclothes
bedcover
bed down (um)
bedframe
Bedouin
bedpan
bedpost
bed rest
bedridden
bedrock
bedsheet
bedside
bedsore
beekeeper
beeswax
beetle browed (um)
beforehand
before mentioned (um)
before named (um)
bell bottomed (um)
bellringer
bellwether
bellyache
below grade (um)
below ground (um)
below market (um)
belt driven (um)
belt tightening
benchmark (nonliteral)
 bench mark
 (surveying)
benchwarmer
benefited, ing
benzo (cf)
 all one word
best man
bestseller
beveled, ing
beyond visual range (um)
bi (pref)
 bicentennial
 bifocal
 bi iliac
 rest one word
biased, ing
big data
bigmouthed
big power (adj)
big shot
big ticket (adj)
billfold
billhook
bio (cf)
 bio osmosis
 rest one word
bird's eye (adj)
birdshot
birdwatcher
birdwatching
birthday
birthmark
birthplace

birthrate
birthright
bitmap
bitstock
bitstream
bittersweet
blackball (nonliteral)
black eyed (um)
blackface
blackguard
blackjack
blacklist
blackmail
black market (adj, n)
black market (v)
black marketeer
blackout (adj, n)
blacktop
blase
blasthole
blastmark
blastproof
bleary eyed (um)
blight resistant (um)
blind bomb (v)
blind flying (um)
blindfold
blindspot
blitzkrieg
bloc (group)
 block (grants)
blockbuster
blog
blood alcohol (um)
bloodbath
bloodborne
bloodcurdling
blood drenched (um)
blood giving (um)
bloodhound
bloodletting
blood pressure
blood red (um)
bloodshed
bloodshot
bloodstain
bloodstock
bloodstream
bloodsucker
bloodthirsty
bloody nosed (um)

blowback (adj, n)
blowby (adj, n)
blowdown (adj, n)
blowgun
blowhard (adj, n)
blowhole
blowoff (adj, n)
blowout (adj, n)
blow out (v)
blowpipe
blowtorch
blowup (adj, n)
blow up (v)
blueblood
bluecoat (n)
blue collar (nonliteral) (adj)
blue eyed (um)
bluegrass
blue gray (um)
blue green (um)
bluejacket
bluenose
blue pencil (adj, v)
blueprint
blue ribbon (nonliteral)(adj)
bluestreak (nonliteral)
bluewater
blunderbuss
blunt edged (um)
blunt spoken (um)
boardwalk
boatbuilder
boatcrew
boathook
boathouse
boatload
boatswain
boatwright
boatyard
bobcat
bobsled
bodybuilder
bodyguard
bohemian
boildown (adj, n)
boil down (v)
boilerplate
boldface
boltcutter
bolthead
bolthole

bomb bay
bomb blast
bombdrop
bomblead
bombmaker
bombmaking
bombproof
bombshell
bombsight (device)
 bomb site (location)
bombthrower
bomb throwing (um)
bona fides (n, singular and plural)
bone dry (um)
bone hard (um)
bonemeal
bone white (um)
boobytrap, ped, ping
bookbinder
bookcase
bookkeeping
book lined (um)
booklist
booklover
bookmark
bookmobile
bookseller
bookshelf
bookstall
bookstand
bookstore
book taught (adj)
boomtown
boondoggle
bootblack
boot camp
bootlace
bootleg
bootstrap
border crossing (um)
borderland
borderline
borehole
boresafe
boresight
born (birth)
 borne (carried)
born again (n, um)
bottle fed (um)
bottleneck
bottle nosed (um)

bottom land
bottom line (adj)
bottom up (um)
bouillon (soup)
 bullion (metal)
boulder
bowie knife
bowknot
bowlegged
bowsprit
bowstring
boxcar
boxlike
brachio (cf)
 all one word
brachy (cf)
 all one word
braille
brainchild
brainstorm
brain trust
brainwash
brakedrum
brassworks
breach (gap)
 breech (lower part)
bread and butter (adj)
breadbasket
breadcrumb
breadfruit
breadwinner
breakaway (adj, n)
breakbulk
breakdown (adj, n)
break down (v)
break even (um)
breakfront
break in (adj, n)
break in (v)
breakneck
breakoff (adj, n)
breakout (adj, n)
break out (v)
breakpoint
breakthrough
breakup (adj, n)
break up (v)
breastbone
breastplate
breathtaking
breechblock
breechloader
breech loading (um)
breechlock
bribe free (um)
bribegiver
bribetaker
bric a brac
brick built (um)
brick colored (um)
bricklayer
brick red (um)
bridgebuilder
bridgehead
bridgeway
bridgework
briefcase
brier
brigade centric (adj)
bright colored (um)
bright eyed (um)
brilliant cut (um)
brilliant green (um)
brinkmanship
broadacre
broad area (um)
broadax
broadband (adj, n)
broad based (um)
broad beamed (um)
broadcast
broadcloth
broad gauge (adj, n)
broadleaf (n)
broad leaved (um)
broadleg (adj, n)
broadloom
broadminded
broadside
broadsword
broken down (um)
broken legged (um)
broncho (cf)
 all one word
bronze clad (um)
broomstick
brotherhood
brother in law
browbeat
brown bag (adj, n)
brown eyed (um)
brownout (adj, n)
brush holder
brushoff (adj, n)
bucketful
bucket shaped (um)
bucksaw
buckshot
bugbite
buildingways (singular and plural)
building block (adj)
buildup (adj, n)
build up (v)
buildout (adj, n)
built in (um)
built up (um)
bulkhead
bulldog
bulldoze
bulletproof
bullfight
bullpen
bullring
bull's eye (nonliteral)
bullwhip
bunghole
bureau, bureaus
burdensharing
burned
burned out (um)
burned up (um)
burn in (adj, n)
burnout (adj, n)
burn through (adj, n)
burnup (adj, n)
bus, bused, buses,
 busing
busdriver
 but schoolbus driver
busfare
bushwhacker
businesslike
busline
busload
busybody
busywork
butter yellow (um)
buttondown (adj, n)
buttonhole
buttonhook
butt weld (v)
buyback (adj, n)
buy in (adj, n)

buy out (adj, n)
buzzword
by (cf)
 by and by
byelection
bylaw
bypass
byproduct
by the way (n, um)
by your leave (n, um)
rest one word

cabana
cabdriver
cabfare
cable laid (um)
cab owner

cabstand
caco (cf)
 all one word
cactus, cactuses
cafe
caffeine
caique
calci (cf)
 all one word
cauldron
caliber
caliper
caliph
caliphate
calk
callback (adj, n)
call back (v)
call in (adj, n)
call off (adj, n)
callous
callout (adj, n)
call over (adj, n)
call sign
callup (adj, n)
call up (v)
camelback
camel's hair (um)
campfire
campground
camshaft
canalside
canape

canceled, ing
cancellation
candlelit
candlestick
candlewick
can do (um)
candor
cane backed (um)
canebrake
canister
cannonball
cannot
canvas (cloth)
 canvass (solicit)
canvas covered (um)
capful
capital (city)
 capitol (building)
capital intensive (um)
capscrew
carabao (singular and plural)
carat (gem weight)
 caret (omission mark)
carbarn
car bomb (adj)
car bomb (n)
car bomb, ing (v)
carbureted, ing
carburetor
carcino (cf)
 all one word
cardboard
cardio (cf)
 cardio aortic
 rest one word
cardplayer
cardsharp
cardstock
carefree
caretaker
careworn
carfare
car ferry
carjack
carload
cargo(es)
cargo handling (um)
carhop
caroled, ing
carotene
carpetbagger
carpet covered (um)

carpetweaver
carpet weaving (um)
carpool
carport
carrier based (um)
carrierborne
carryall (adj, n)
carryback (adj, n)
carry in (adj, n)
carry on (adj, n)
carryout (adj, n)
carryover (adj, n)
carry over (v)
carsick
carte blanche
cartwheel
carwash
case by case (um)
caseworker
cash and carry (adj)
cash flow (adj)
cashier's check
castaway (n, um)
caster (roller)
 castor (oil)
cast by (um)
castout (n, um)
Castroite views (etc)
casual (unimportant)
 causal (cause)
catalog, ed, ing
catchall
catchphrase
catchup (adj, n)
catch up (v)
catchword
catercorner
caterwauling
catgut
cation
cat o'nine tails
cat's eye (nonliteral)
cat's paw (nonliteral)
cattle breeder
cattle raising (um)
cattle ranch
catwalk
caudillo
cause celebre,
 causes celebres
causeway
cavedweller

cave dwelling (um)
cave in (adj, n)
caviled, er, ing
cease fire (adj, n)
cease fire (v)
cell phone
cement covered (um)
cementmaking
census taker
census taking (um)
center field
center left
centerline
centermost
centerpiece
centerpole
center right
centi (cf)
 centimeter gram second
 rest one word
centri (cf)
 all one word
centro (cf)
 all one word
cephalo (cf)
 all one word
cerebro (cf)
 cerebro ocular
 rest one word
cesarean
cesspit
cesspool
chain driven (um)
chain link
chain of command
chainsmoke (v)
chainsmoker (n)
chairman
chairperson
chair shaped (um)
chairwoman
chalkboard
chalk white (um)
chancellery
chancellor
changeable
changeover (adj, n)
change over (v)
channeled, ing
chaperon
charcoal
charge coupled (um)
chargé d'affaires.
 chargés d'affaires
chargeout (adj, n)
chartroom
chassis (singular and plural)
château
chat room
cheapskate
checkbook
checkbox
check clearing
check in (adj, n)
check in (v)
checklist
checkmark
checkoff (adj, n)
checkout (adj, n)
check out (v)
checkpoint
checkpost
checksheet
checkup (adj, n)
check up (v)
check valve
cheekbone
chemical weapons free (um)
chemico (cf)
 all one word
chemo (cf)
 all one word
cherrypick (v)
chickenfeed
chickenpox
chicken yard
chief justice
chief justiceship
chief mate
chief of staff
 chiefs of staff
childbearing
childbirth
child care
childhood
childlike
chill cast (um, v)
china shop
chin high (um)
chinstrap
chiro (cf)
 all one word
chiseled, ing
chitchat
chloro (cf)
 chlorophyll
 rest one word
chockablock
chock full (adj)
chocolate brown (um)
chokepoint
chole (cf)
 all one word
chopstick
chromo (cf)
 all one word
chrono (cf)
 all one word
chuckwagon
churchgoer
cigarette
cigar shaped (um)
cine (cf)
 all one word
circa
circuit breaker
circum (pref)
 circumarctic
 circumpacific
 rest one word
cirro (cf)
 all one word
cis (pref)
 cispalpine
 cisatlantic
 rest one word
city born (um)
city bred (um)
city dweller
cityfolk
cityscape
citywide
civil defense (adj, n)
civil society (adj, n)
clambake
clamor
clampdown (adj, n)
clamshell
class conscious (um)
claw footed (um)
clawhammer
claybank
clay colored (um)

claymore	clothesline	cocksure
claypit	clothespin	cock tailed (um)
clayworks	cloudbase	coconut
clean cut (um)	cloudburst	codename
cleanhanded	cloudcap	codenamed
cleanout (adj, n)	cloud hidden (um)	codeword
clean room	cloverleaf	coffeebreak
clean shaved (um)	cloud cover	coffee colored (um)
clean smelling (um)	cloud covered (um)	coffeegrower
cleanup (adj, n)	clubfoot	coffee growing (um)
clean up (v)	club shaped (um)	coffeehouse
clear cut (distinct)	co (pref)	coffeepot
clearcut (forestry) (n, v)	coauthor	cofferdam
clear eyed (um)	cochair	cogwheel
clearheaded	cohost	coin operated (um)
clearinghouse	co op	coke oven
clear sighted (um)	cooperate	coldblooded
clearup (n)	co opt	coldbloodedness
clear up (v)	co option	cold chisel (v)
clew (nautical)	co orbital	coldcuts
clue (other)	co owner	cold flow (v)
cliche	coproduction	cold forge (v)
cliffdweller	rest one word	cold hammer (v)
cliff dwelling (um)	coal black (um)	cold hammered (um)
cliffhanger	coalboat	coldpack
clifftop	coal car	cold press (v)
clip art	coalfield	cold roll (v)
cloak and dagger (adj, n)	coal fired (um)	cold rolled (um)
clockface	coal gas	cold shoulder (v)
clockwatcher	coalition (generic)	Cold War
clockwise	Coalition (specific)	cold work (v)
close air support	U.S. led alliance)	coli (cf)
close connected (um)	coal laden (um)	<i>all one word</i>
close cut (um)	coal loader	collarbone
closed circuit (adj)	coal mine	collateral
closed door (um)	coal miner	colocated
closedown (n)	coal mining (um)	colo (cf)
closed shop	coalpit	<i>all one word</i>
closefisted	coal slurry (um)	colorblind
close hold (adj)	coast guard	colorblindness
close in (um)	coastline	color code (v)
close knit	coastside	colorfast
closeminded	coathanger	combatant
closemouthed	coatrack	combat arms
closeout (adj, n)	coattails	combat capable (um)
close out (v)	cobweb	combated. ing
close quarters (um)	coca grower	combat ready (um)
closeup (n, um)	coca growing (um)	combat support (adj, n)
close up (v)	cocaine	combined arms (adj)
cloth backed (um)	cockeyed	comeback (adj, n)
clotheshorse	cockfight	come between (n)
	cockpit	comedown (n)

come off (adj, n)	conveyor	counteract
come on (adj, n)	cookoff (adj, n)	counterattack
come out (n)	cookout (adj, n)	counter checking (banking)
comeuppance	cookstove	counter countermeasures
command and control	coolheaded	counterintelligence
commander in chief	cooped up (um)	counter off
commando(s)	copilot	counternarcotics
command post	copout (n)	but counter narcotics
commandwide	cop out (v)	trafficking efforts
commingle	copper bottomed (um)	counterpropaganda
commit, ted, ling	copper colored (um)	counterrebel
common law	copperhead	counterregime
commonplace	copper mine	counter septum
common sense	copper miner	counterterrorism
commonweal	copperplate	but counter
commonwealth	copper plated (um)	terrorism finance
communique	copperworker	efforts (etc)
communitywide	copperworks	rest one word
companionship	copycat	country born (um)
companywide	copydesk	country bred (um)
compel, led, ling	copyedit	countryside
compendium,	copyreader	country western
compendiums	copyright	countrywide
condominium,	coral red (um)	coup de grace, coups de grace
condominiums	cork lined (um)	coup d'etat, coups d'etat
cone shaped (um)	corkscrew	coupe
conference room	corncob	coursework
confidant (masculine and feminine)	cornerpost	court martial
confident (sure)	corn fed (um)	courtship
confidence and security building (um)	corn growing (um)	cousin in law
confidence building (um)	cornhusk	coveralls
confirmir	cornmeal	covername
confre	cornstarch	cover term
congressman at large	corpsmember	coverup (adj, n)
conjurer	corral, led, ling	cover up (v)
connecter	cost effective (adj)	cowcatcher
consignor	cost effectiveness	cowhand
consumme	costo (cf) <i>all one word</i>	cowherd
consortium, consortiums	cost of living (um)	cowhide
consulter	cost saving (um)	cowpath
container ship	cotton growing (um)	cowpen
contra (pref)	cotton mill	cozy
contra acting	cottonmouth (snake)	crackdown (adj, n)
contradictor	cottonseed	crack down (v)
contraindicate	coulee	crackup (adj, n)
contra ion	councilor (of council)	craneway
<i>rest one word</i>	counselor (adviser)	cranio (cf) <i>all one word</i>
control, lable, led, ling	counseled, ing	crankcase
converter	countdown (adj, n)	crank driven (um)
	counter (cf)	crankshaft

crash land (v)
crash landing (n)
crawfish
cream colored (um)
credit card
creditworthiness
creekbed
creekside
crestfallen
crewcut
crewmember
crew served (um)
crew station
crew training
crimefighter
crimewave
crisis, crises
crisscross
criterion, criteria
critique
crook (cf)
 all one word
crop index
crop year
cross appeal
crossarm
cross baffle
crossband
crossbar
crossbeam
crossbones
cross border
cross brace
crossbred
cross bridge (v)
cross channel
cross check
cross claim
cross compound (v)
cross connect
cross country (adj)
cross cultivate (v)
crosscurrent
crosscut, ting
cross echelon
cross examination
cross examine
cross eyed (adj)
crossfeed
cross fertile (um)
cross fertilize (v)
crossfire
crossflow
cross grained (um)
crosshair
crosshatch
cross immunity
cross index (um)
cross interrogate (v)
crosslegged
cross level (v)
cross license (v)
crossmark
crossmember
cross national (adj)
crossover (adj, n)
crosspath
cross pollinate (v)
cross pressure
cross purpose (n)
cross question
crossrange
cross reaction
cross refer (v)
cross reference
crossroad
cross section
cross sectional (um)
cross service
cross stone
cross sue (v)
crosstalk
cross target
crosstie
crosstown
crosstrack
cross train
crossunder (adj, n)
cross vote
crosswalk
crosswind
crosswise
crossword
crowbar
crowd control
crow's foot (nonliteral)
crow's nest (nonliteral)
cruise missile
cryptanalysis
crypto (cf)
 crypto Christian (etc)
 rest one word
crystal clear (um)
crystalline
crystallize
cubbyhole
cudgeled, *ing*
cum laude
cumulo (cf)
 all one word
cupful
curbside
cure all (adj, n)
current account (adj, n)
curriculum, curriculums
curveball
custom built (um)
custom made (um)
custom tailored (um)
cut and fill (adj, n)
cutaway
cutback (n)
cut back (v)
cutglass
cut in (n)
cutoff (n, um)
cutout (n, um)
cutover (adj)
cutrate (adj)
cutthroat
cutting edge (um)
cut under (um)
cut up (n, um)
cyano (cf)
 all one word
cyber activist
cyberactivity
cyberactor
cyber adversary
cyberanalysis
cyber analyst
cyberanalytic
cyber arena
cyberattack
cyberattack signature
 development (etc)
cyber authority
cyber battlefield
cybercafe
cyber campaign
cyber capability
cyberchallenge
cyber coalition
cyber cognitive
 analytic tools
cyber collection

cyber command	cyber law	cyber tactics, techniques, and procedures
cybercommunication	cyber means	cyber team
cyber community	cyber mercenaries	cybertechnique
cyber components	cyber mission	cyber technology
cyber concern	cyber modeling	cyber terminology
cyberconflict	cyber national signatures	cyberterrorism
cybercrime	cyber national strategy	cyberthreat
cybercriminals	cybernetwork	cybertool
cyber customer	cyber offensive and defensive operations	cyber toolkit
cyberdata	cyberoperation	cyber training
cyberdefense	cyber operator	cyber unit
cyber deterrence	cyber order of battle	cybervisualization
cyber doctrine	cyber organization	cybervulnerability
cyber domain	cyber pact	cyberwar
cyberdominance	cyberpenetration	cyberwarfare
cyber economy	cyber plan	cyberweapon
cybereffort	cyber platform	cyber word
cyber element	cyber police	cyber world
cyber emir	cyber policy	cyber year
cyber enterprise	cyber position	cyclo (cf) <i>all one word</i>
cyberentity	cyber posture	cysto (cf) <i>all one word</i>
cyberenvironment	cyber power	cyto (cf) <i>all one word</i>
cyberespionage	cyberproduction	czar
cyberevent	cyber proficient foreign actors (etc)	
cyber expert	cyber program	dairy farm
cyberexploitation	cyber realm	damping off (n, um)
cyberfirm	cyber reconnaissance	damsite
cyberforce	cyber related data (etc)	dancehall
cyberfraud	cyber requirement	danger line
cyber fusion	cyber research and development	daredevil
cyber geographics	cyber resources	daresay
cyber geolocation	cyber role	dark eyed (um)
cyber hardware	cybersabotage	darkhorse (nonliteral)
cyber hostilities	cyber safeguard	data bank
cyber implications	cybersecurity	database
cyberincident	cyber service	data flow
cyber indications and warning	cyber signature	datalink
cyberinformation (information in the cyber realm)	cyber situational awareness	data mine (v)
cyber information (information about the cyber infrastructure)	cyber skills	data mining (um)
cyber information assurance	cyber solution	data mining (n)
cyber infrastructure	cyberspace	data point
cyber initiative	cyber staff	data print
cyberintelligence	cyberstrategy	data processing (um)
cyberintrusion	cyber support	data set
cyber investment	cybersystem	dateline
cyberism	cyber target	
cyber issue		
cyberland		

date stamp (n)	debarkation	dermato (cf)
date stamp (adj, v)	debris	<i>all one word</i>
datum (rarely used), data	debt service	descendant (adj, n)
daughter in law	debut	desecrater
daybed	decadelong	desert bred (um)
daybreak	decades long	desktop
day care	decisionmakers	détente
daydream	<i>but policy and</i>	deter, red, ring
day fly (aviation) (v)	<i>decision makers</i>	deterrence
day flying (um)	decisionmaking	deterrent
daylit	deckhand	detractor
daylong	deep cut (um)	deutero (cf)
day school	deep dive (um)	<i>all one word</i>
day shift	deep felt (um)	develop, ed, ing, ment
daytime	deep freeze (um, v)	developing country (um)
day to day (um)	deep frying (um)	devilry
dayworker	deepgoing	devotee
D day	deep laid (um)	dewclaw
D day plus 4	deep rooted (um)	dewlap
de (pref)	deep sea (adj)	dewpoint
deactivate	deep seated (um)	dextro (cf)
de air	deep set (um)	<i>all one word</i>
decentralize	deep space (adj)	dextrous
deconflict	deep strike (um)	di (pref)
deenergize	deep underground (um)	<i>all one word</i>
deescalate	deep voiced (um)	dia (pref)
degaussing	deepwater (um)	<i>all one word</i>
deice	de facto	diagrammed, ming
de ion	defense	diagrammatic
derail	defense industrial	dialed, ing
rest one word	defuse	dialog box
deadbeat (n)	degrees Celsius	dialogue (discussion)
deaddrop (nonliteral)	degrees Fahrenheit	dial up (adj, n)
dead end	dehydr(o) (cf)	diamondback
deadeye (n)	<i>all one word</i>	diamond backed (um)
deadfall	déjà vu	diamond shaped (um)
deadhead	dejure	diaphragm
dead heat	démarche (n)	diazo (cf)
dead in the water (um)	deliverer	diazo oxide
deadline	demagogue	rest one word
dead load	demarcation	die away (um)
deadlock	demi (pref)	dieback
deadweight (adj, n)	demi Christian (etc)	diecast (adj, v)
deadwood	demi incognito	die cut (adj, v)
deaf mute	rest one word	diehard (adj, n)
deathbed	demonstrator	diesel driven (um)
deathblow	denial of service (um)	diesel electric
deathlike	denouement	diesel engine
death rate	dependent	diesel powered (um)
deathtrap	depot	diffuser
deathwatch	depth charge	dike
debacle		dimlit

dimout (adj, n)
dingbat
dining room
dinitro (cf)
 dinitro spray
 rest one word
dipstick
direct connected (um)
directed energy (adj)
direct indirect
direction finding (um)
dirt cheap (um)
dirt encrusted (um)
dirty work
dis (pref)
 all one word
disaster relief
discreet (prudent)
 discrete (distinct)
dishcloth
disheveled, ing
dishwasher
disk
diskjockey
disk shaped (um)
dispatch
dispel, led, ing
distill, ed, ing, ment
distributor
districtwide
ditchdigger
dive bomb (v)
diverter
division level (um)
do all (adj, n)
dockhand
dockside
dockworker
doctorate
doctor's degree
dog bitten (um)
dogcatcher
dog ear (v)
dog eared (adj)
dogfight
dogfood
dogleg
dogma, dogmas
do gooder
dogsled
dog tag
dog tired (um)
do little (adj, n)
domestically produced
do nothing (adj, n)
doomsday
doorbell
doorframe
doorjamb
doorknob
doormat
doorstop
Doppler effect
dorsi (cf)
 all one word
dorso (cf)
 dorso occipital
 rest one word
dot com (adj, n)
double agent (adj)
double barreled (um)
double breasted (um)
double charge (v)
doublecheck (n, v)
doublechecked (adj)
double click
double count (v)
doublecross (nonliteral)
doubledeal, ing (v)
double decker
double duty (adj)
double edged (um)
double entendre
doubleheader
double jointed
double play
double quick (um)
double space
doubletalk
double time
double track (adj, v)
doubletree
double up (um, v)
doweled, ing
downbeat
downcast
down covered (um)
downcut
downdraft
down echelon (adj)
downfall
downfield
downflow
downgrade
downgradient
downgrowth
downhill
down link
download
downlock (n)
downlook
downpayment
downplay
downpour
downrange
downright
downriver
downrush
downside
downsize
downslope
downspout
downstairs
downstream
downstroke
downswing
downtime
down to earth
downtown
downtrend
downtrodden
downturn
downward
downwind
draft age
draftage (allowance)
draft exempt (um)
dragnet
drainpipe
drawback
drawbridge
drawdown (adj, n)
draw down (v)
drawgear
drawing board
drawing room
drawn out (um)
drawoff (adj, n)
drawout (adj, n)
drawspan
drawstring
dreamed
dressing room

dressup (adj, n)	duck billed (um)	earplug
driftmeter	duckblind	earring
drift mining (um)	duckpond	earshot
drill down	due date	earsplitting
drill like	due in (n, um)	earthfill
drinking water	dueled, ing	earthmover
drip dry (um, v)	dueout (n, um)	earthmoving
driveaway (adj, n)	dues paying (um)	earthquake
drive by (adj, n)	duffelbag	earth shaking (um)
drive by (v)	dug in (um)	earthwall
drive in (adj, n)	dugout (n)	east central (um)
drive shaft	dug up (um)	East European (um)
drive through (adj, n)	dull edged (um)	Eastern Europe (n)
drive up (adj)	dull looking (um)	eastermost
dropaway (adj, n)	dullness	eastgoing
drop down (adj)	dumbbell	east northeast
dropkick	dumbwaiter	east southeast
dropleaf (adj, n)	dumbfound	eastward
dropleg	dumpsite	easygoing
dropoff (adj, n)	duo (cf)	eavesdrop
drop off (v)	<i>all one word</i>	Ebola
dropout (adj, n)	dustbin	edge plane
drop out (v)	dustcloth	edgewise
drop text	dust covered (um)	editor in chief
drought	dustpan	eggbeater
droughtlike	duststorm	egg shaped (um)
drought stricken (um)	dutybound	eggshell
drug addicted (um)	duty free (um)	eightfold
drugpusher	dwelt	eight ply (um)
drug trafficker	dyeing (coloring)	eight wheeler
drug trafficking	dying (death)	elan
drumbeat	dys (pref)	elbowroom
drumhead	<i>all one word</i>	electro (cf)
drumstick		electrochemical
drum up (adj, n)		electromagnetic
dryclean		electro optical
drycleaning	earache	electro osmosis
dry cure (v)	earbud	electro ultrafiltration
drydock	eardrum	<i>rest one word</i>
dry farm (v)	earflap	elicited, ing
dry packed (um, v)	earful	elite
dry rot	early 1960s vintage	ellipsis, ellipses
dry rotted (um)	(adj) (etc)	email
dry salt (v)	early June (etc) (um)	embargo(es)
dry season (adj)	early model (adj)	embarrass
drywash	early or mid March (etc)	embed
dual gauge (um)	early to mid March	embellish
dual hatted (adj)	figures (etc)	embryo (cf)
dual purpose (um)	early warning (adj, n)	<i>all one word</i>
dual track (um)	earmark	emigrant (go from)
dual use (um)	earphone	immigrant (go into)
	ear piercing (um)	

émigré	equaled, <i>ing</i>	exoatmospheric
emir	equal rights (adj. <i>n</i>)	<i>ex parte</i>
emptyhanded	equi (cf)	expel, <i>led</i> , <i>ling</i>
enameled, <i>ing</i>	equi gram molar	exposé
encase	rest one word	ex post facto
encephalo (cf)	equilibrium, equilibriums	ex FARC (etc)
<i>all one word</i>	equip, <i>ped</i> , <i>ping</i>	ex president (etc)
enclose	erratum, errata	ex servicemember (etc)
enclosure	erythro (cf)	extoll, <i>ed</i> , <i>ing</i>
encumber	<i>all one word</i>	extra
encumbrance	escapable	extra American
end all (adj. <i>n</i>)	esprit de corps	extra condensed (um)
end game	esthetic	extraconstitutional
end item (um)	ethno (cf)	extracurricular
endmost	<i>all one word</i>	extra fine (um)
endnote	ethnic Uzbek (etc) (adj. <i>n</i>)	extrahazardous
endo (cf)	Euro (cf)	extrajudicial
<i>all one word</i>	Euroatlantic	extra large (um)
endorse, <i>ment</i>	Eurocommunism	extralegal
endpoint	Euroloan	extra long (um)
end stage (um)	Eurozone	extramural
end state (um)	but euro (currency)	extraordinary
end strength (um)	<i>all one word</i>	extra strong (um)
end use (um)	evacuee	extraterritorial
end user	evenhanded	extravascular
endwise	even numbered (um)	for extra (outside),
energy sector (um)	even tempered (adj)	generally do not hyphenate;
enforce, <i>ment</i>	eventide	for extra (more), use hyphen
engine driven (um)	ever changing (um)	eyeball
engine driver	ever constant (um)	eyebank
enginehouse	ever growing (um)	eyebolt
engineroom	everglade	eyebrow
engine shop	evergreen	eye catching (um)
engine yard	everlasting	eyeglasses
English language (etc) (um)	evermore	eyehole
ennui	ever present (um)	eyelash
en rapport	ever ready (um)	eyelid
enroll, <i>ed</i> , <i>ing</i> , <i>ment</i>	every day (each day)	eye opener
en route	<i>everyday</i> (ordinary)	eye opening (um)
ensnare	everyone (all)	eyeshade
entero (cf)	<i>every one</i> (distributive)	eyesight
<i>all one word</i>	every time	eyesore
entree	civildoer	eyestrain
entrench	ex cathedra	eyetooth
entrepôt	excel, <i>-led</i> , <i>-ling</i>	eyewash
entrust	excommunicate	eyewitness
envelop, <i>ed</i> , <i>ing</i>	exemplar	eying
envelope (<i>n</i>)	exhibitor	
epi (pref)	ex libris (singular and plural)	
<i>epilogue</i>	ex officio	
<i>rest one word</i>	exoatmosphere	

facade
facecloth
facedown (adj, n)
face-on (adj, n)
face-off (adj, n)
faceplate
face-saving (um)
face-to-face (um)
faceup (adj, n)
factbook
fact-check (v)
fact checking (n)
factfinding
factsheet
fadeaway (adj, n)
fade-in (adj, n)
fadeout (adj, n)
fail-safe
fainthearted
fairground
fair-haired (um)
fairminded
fairplay
fairytales
fait accompli, faits accomplis
fallback (adj, n)
fall-in (adj, n)
falloff (n)
fallout (adj, n)
fallow land
false-bottomed (um)
falsehood
fancy-free (um)
fanfare
fan-jet
fan-shaped (um)
fan-tailed (um)
faraway (n, um)
far cry
far-distant (um)
Far East (n)
 Far Eastern (um)
farfetched
farflung
fargone
far-left (adj)
far-leftist (um)
farm-bred (um)
farmhand
farmland
farmstead
farmworkers
far off (um)
far reaching (um)
far right (adj)
far rightist (um)
farseeing
far set (um)
farsighted
farther (distance)
 further (degree)
fastback
fast breaking (um)
fast moving (um)
fast track (n)
fast track (adj, v)
fat free (um)
father in law
fat soluble (um)
fatwa
faultfinding
faultline
faux pas (singular and plural)
favor
fax
fear free (um)
fearmongering
featherbed
featherweight
fedayee (singular rarely used),
 fedayeen
fed up (um)
feebleminded
feedback (n)
feedbag
feedgrain
feedlot
feedstock
fellow (cf)
 fellowship
 fellow traveler
 rest two words
felt lined (um)
felucca
fence jumper
fencepost
fence sitter
fence sitting (um)
ferro (cf)
 ferro carbon titanium
 ferro uranium
 rest one word
fete
fetish
fever stricken (um)
fiber
fiberboard
fiberglass
fiber optic (adj)
fiber optics (n)
fibro (cf)
 fibro osteoma
 rest one word
field day
field deploy (v)
fieldglass
fieldgoal
field grade (adj)
field grade (n)
field launch (v)
fieldpiece
field strip (v)
field test (v)
field training
fierce looking (um)
fiery tempered (um)
fighter bomber
fighter interceptor
fighter pilot
fig leaf
figurehead
figure of eight (um)
figure work (printing)
file clerk
file hard (um)
file name
fill in (adj, n)
fillout (adj, n)
fill up (adj, n)
filmgoer
filmmaker, filmmaking
filmstrip
finback
fine cut (um, v)
fine drawn (um)
fine featured (um)
fine looking (um)
fine tune (v)
fine tuning

finger cut (um)
fingerprint
fingertip
fin shaped (um)
fiord (as common noun;
 as part of name,
 follow Board on
 Geographic Names)
firearm
fireball
firebase
firebolt
firebomb
firebrand
firebreak
fire burnt (um)
fire control (adj)
fire control (n)
firecracker
firedamp
fire drill (adj, n)
firefight
firefighter
fireguard
fire hardened (um)
firehose
firepit
fireplace
fireplug
firepower
fireproof
fire red (um)
fire resistant (um)
firesafe
fireside
firestorm
fire support (adj)
fire tested (um)
firetrap
firetruck
firewall
firewarden
firewood
firm footed (um)
firm handed (um)
firm set (um)
firm up (adj, n)
first aid (adj, n)
first ballot (adj)
firstborn
first class (um)
first come, first served
firstcomer
first echelon (adj)
first ever (um)
first generation (adj)
first half (adj)
firsthand (adj, adv)
firstline (adj)
first made (um)
first named (um)
first quarter (adj)
first rate (adj)
first rater
first responder
first stage (adj)
fishbone
fisheye
fish fed (um)
fishhook
fish joint (v)
fishpond
fishtrap
fistfight
fit out, fitting out (v, gerund)
fitting out (um)
fivefold
five ply (um)
five pointed (um)
fixed wing (um)
flagbearer
flagpole
flagpost
flag raising (um)
flagship
flag signal (v)
flagstaff
flak jacket
flame cut (v)
flameout (n)
flameproof
flamethrower
flammable
flareback (adj, n)
flareout (adj, n)
flareup (adj, n)
flashback (adj, n)
flashbulb
flashcard
flashgun
flashlamp
flashpoint
flatback (bookbinding)
flatbed
flat bottomed (um)
flatcar
flatfoot
flat footed
flathead
flatiron
flatout (n, um)
flat rolled (um)
flattop
flat topped (um)
flatwoods
fleabite
flea bitten (um)
fledgling
fleet footed (um)
fleur de lis
flexitime
flier
flightcrew
flight hour
flightline
flightpath
flight test (adj, n)
flight test, ed. ing
flight time
flip flop
flip up (adj, n)
floodgate
floodlamp
floodlight
floodlighting
flood plain
floodtide
floodwall
floodwater
floorboard
floorlamp
floor length
floormat
floor plan
floorspace
floorwalker
flotation
flour mill
floursack
flowchart
flowerbed
flowerpot
flowmeter

flowoff (adj, n)	footbridge	format, ted, ting
flowsheet	foot candle	formfitted
flowthrough	foot dragging	formula, formulas
fluo (cf)	footfall	forsake
<i>all one word</i>	footgear	forswear, forswore
fluoro (cf)	foothill	forte
<i>all one word</i>	foothold	forthcoming
flush cut (um)	footlocker	forthright
flush decked (um)	footloose	forthwith
fluvio (cf)	footnote (n, v)	fortuneteller
<i>all one word</i>	footnoting	forum, forums
flyaway	footpad	forward (ahead)
flyback	footpath	<i>foreword (preface)</i>
flyball	footplate	forward deploy (v)
flyblown	foot pound	forward leaning (um)
fly by night (adj, n)	foot pound second	forward looking (um)
flycatcher	footprint	foul looking (um)
fly fish (v)	footrace	foulmouthed
fly fishing	footrail	foulup (adj, n)
flyng boat	footrest	fountainhead
flyng fish	foot second	fourfold
flyleaf	foot soldier	four footed (um)
flypaper	footsore	four masted (um)
flytrap	footstep	four master
flyweight	footstool	four ply (um)
flywheel	foot trail	fourscore
focus, focuses	footwalk	foursome
focused, ing	for (pref)	foursquare
fog hidden (um)	<i>all one word</i>	four star (adj)
foghorn	forbid, forbade, forbidding	fourth quarter (adj)
fold in (adj, n)	forced labor	four wheel drive (n)
foldout	force on force (adj)	four wheel drive (um)
foldup (adj, n)	force projection	four wheeled
folklore	force protection	foxhole
folksong	forcewide	foxhound
follow on (adj, n)	fore (cf)	foxtailed
followthrough (adj, n)	<i>fore and aft (n, um)</i>	fracto (cf)
followup (adj, n)	<i>fore edge</i>	<i>all one word</i>
follow up (v)	<i>foresee</i>	frameup (adj, n)
foodborne	<i>rest one word</i>	framework
foodgrain	foreign exchange (adj, n)	Francophile
foodgrower	forest covered (um)	Francophone
food processing (adj)	forest land	freeborn
foodstore	forestside	freedom fighter
foodstuffs	forgettable	free enterprise (adj, n)
foolhardy	forgo (do without)	free fall
foolproof	<i>forego (precede)</i>	free for all
foot and mouth (adj)	foregone conclusion	freehand (drawing)
football	forklift	freehanded
footbath	<i>fork tailed (um)</i>	freehold
footbrake		freelance

freelancer	fullback	gaslamp
freeloader	full bellied (um)	gaslight
free market (adj, n)	fullblooded	gaslit
free market oriented (um)	fuller's earth	gasline (machine)
freemasonry	fullface	gas line (queue)
free port	fulfill, ed, ing, ment	gaslock
free spoken (um)	full fledged	gas main
freestanding (um)	full grown (um)	gas mask
freethinker	full load	gasmeter
freethinking	full speed (adj, adv)	gastro (cf)
free trade (adj, n)	full strength (adj, adv)	gastro-omental rest one word
freeway (highway)	full time (adj, adv)	gas well
freewheel (um, v)	fundraiser	gasworker
freewheeling	fundraising	gasworks
free will (n)	fungus, fungi	gatekeeper
freewill (adj)	funneled, ing	gatepost
freeze dry (v)	funnel shaped (um)	gauge
freezeout (adj, n)	fur clad (um)	Gaullist policies (etc)
freezeup (adj, n)	furcoat	gauss
freight car	fur lined (um)	gearbox
freight room	fur trimmed (um)	gearcase
fresh looking (um)	fuse	gear driven (um)
fresh painted (um)	fuze (mechanical or electrical)	gear operated (um)
freshwater (adj)	fuselage	gearshift
fresh water (n)	fuseplug	gearwheel
front end (adj)		gelatin
frontline		gemcutter
front loading (um)	gainsay	gem set (um)
front man	galact(o) (cf) all one word	gemstone
fronto (cf)	gallbladder	general purpose (adj, n)
fronto occipital	galley proof (printing)	genius, geniuses
fronto orbital	galvano (cf) all one word	geo (cf)
rest one word	gamboled, ing	geolocation
front page	game changer	geopolitics
frontrunner	game changing (um)	geotag
frontrunning	game plan	all one word
frontseat	gangboss	german silver
front wheel (um)	gangplank	germ free (um)
frostbite	garrote	gerrymander
frost free (um)	gasbomb	getaway (adj, n)
frost killed (um)	gas driven (um)	getoff (adj, n)
frostline	gases	get together (adj, n)
frostproof	gasfield	getup (adj, n)
fruitcake	but oil and gas fields.	ghetto(s)
fruit fly	natural gas field	ghostwrite
fruit growing	gas fired (um)	ghostwriter
frying pan	gas flow (adj)	gigabyte
fueled, fueling	gas heated (um)	gilt edge (um)
fueler		give and take (adj, n)
fuel line		give away (v)
fuel oil		giveaway (adj, n)

glacio (cf)	good natured (um)	green wood (literal)
<i>all one word</i>	good offices	greyhound
glamorous	good quality (adj)	gridiron
glamour	goodwill	ground attack (um)
glassblower	go off (adj. n)	ground based (um)
glasscutter	gooseflesh	groundbreaking
glassmaking	gooseneck	groundburst
glassworks	goosepimples	ground controlled
glauco (cf)	gossipmonger	intercept
<i>all one word</i>	gothic type	ground crew
glidepath	government in exile	ground effect machine
glideslope	government owned (um)	ground force(s) (adj. n)
globetrotting	governmentwide	groundmass
glosso (cf)	grab all (adj. n)	ground mobile (um)
<i>all one word</i>	grab bag	ground rules
glove box	grabhook	ground shock
gluc(o) (cf)	grainfield	groundspeed
<i>all one word</i>	gram molecular	ground station
glycero (cf)	gram negative (um)	ground support
<i>all one word</i>	gram positive (um)	groundswell
glyco (cf)	grandchild	ground test (adj. n)
<i>all one word</i>	grandfathered	ground test, ing (v)
go ahead (adj. n)	grandstand	ground war
goalpost	grandstanding	groundwave
go around (adj. n)	grant aid	groundwater
goatherd	grapeseed	groundwork
go back (adj. n)	grapevine	group connect (v)
go between (n)	grapho (cf)	groupthink
gocart	<i>all one word</i>	groveled, ing
godchild	grass covered (um)	grownup (n, um)
goddaughter	grassroots (nonliteral)	gruesome
godfather	gravedigger	guarantee (n, v)
godless	graveled, ing	guaranty (n) (law)
godmother	graveside	guarantor
godparent	gray	guardhouse
godsend	gray arms	guard post
godson	gray haired (um)	guardrail
go fast (adj)	gray market (um, v)	guerrilla (warfare)
go getter	grayout (adj. n)	guesswork
go getting (adj. n)	great aunt	guesthouse
goings on	greatcoat	guest worker
gold filled (um)	Greater London (etc)	guided missile (adj)
gold inlaid (um)	great grandchild (etc)	guideline
goldleaf	great power (adj)	guidepost
gold mine	great uncle	guide rail
goldplate	greenback (adj. n)	gun barrel (adj)
gold plated (um)	greenbelt (community)	gunblast
goldsmithing	greenhorn	guncotton
goodbye	greensand (geology)	guncrew
good faith (adj)	greenwood (forest)	gundeck
good for nothing (n, um)		gunfight

gunfighting	half afraid	handbook
gunfire	half alive	hand bound (um)
gun for hire (um)	halfback (football)	handbrake
gunlock	half baked (um)	hand built (um)
gunmaking	half bound (um)	hand carry (v)
gun mount	half brother	handcart
gunplay	half clear	hand carve (v)
gunpoint	halfcocked	handclap
gunpowder	half dark	handclasp
gunrack	half day (adj)	hand clean (v)
gunrunner	half dozen (adj)	hand courier (v)
gunrunning	halfhearted	handcrank
gunship	half hour	handcuff
gunshot	half hourly (um)	hand cut (v)
gun shy (adj)	half life	hand fed (v)
gunsight	half load	handgrenade
gunsmith	half loaded (um)	handgrip
gunstock	half mast	handguard
gunwale	half measure	handgun
gutless	half mile (adj)	hand held (um)
gymno (cf)	half miler	hand high (um)
<i>all one word</i>	half monthly (um)	handhold
gyneco (cf)	half moon	handicap, ped, ping
<i>all one word</i>	half on (adj, n)	hand in hand (um)
gypsy	halfpace	handkerchief
gyro (cf)	halfpenny	hand knit (v)
gyro horizon	half ripe (adj)	handlebar
gyro mechanism	half sister	hand letter (v)
<i>rest one word</i>	half speed (adj)	handmade
	halfstaff	hand me down (adj, n)
	half strength (adj)	handmix (v)
	halftime	handoff (adj, n)
	halftone (printing)	hand off (v)
	halftrack	handout (adj, n)
	half true	hand out (v)
	half truth	handover (n)
	halfway	handpick (v)
	half weekly (um)	handpicked
	half yearly (um)	handprint
	hallmark	handrail
	halo(s)	handsaw
	ham fisted (adj)	hand selected
	ham handed (adj)	handset
	hamstring	handshake
	hamstrung	hands off (adj)
	hammerhead	hands on (adj)
	hammerlock	handspring
	hammertoe	handspun
	handbag	hand stamp (v)
	handball	handstand
	handbill	handstitch

hand tailored (um)
handtool
hand tooled (um)
handwoven
hand wringing
handwrite (v)
handwritten
hangdog
hang glider
hangnail
hangout (adj, n)
hangup (adj, n)
happy go lucky
hara kiri
harass
harbormaster
harborside
hard and fast
hard baked (um)
hard bitten (um)
hard boiled (um)
hardcase
hard charging
hardcopy
hardcore
hardcover
hard currency (adj, n)
hard drive (n)
hard driving (um)
hardhat
hardheaded
hard hit (um)
hard hitting (um)
hard line (n)
hardline (adj)
hardliner (n)
hardnose
hardpan
hard pressed (um)
hard set (um)
hardship
hardstand
hard surface (um)
hardtack
hard target (adj)
hardtop (auto)
hard up
hardware
hardwired
hard won (um)
hard work

hard working (um)
has been (n)
hashmark
hashtag
hatband
hatpin
hatrack
haulback (n)
have not (adj, n)
haversack
hawkbill
hawk nosed (um)
hawsepope
hayloft
haymarket
haystack
haywire
H bar
H beam
H bomb
headache
headachy
headband
headcloth
headcount
headdress
headfirst
headgear
headhunter
headlamp
headlight
headline
headlock
headlong
head of state
head on (adj, adv)
headphone
headquarters
headrest
headroom
headscarf
headset
headspace
headspring
headstand
headstart
headstock
headstream
headstrong
heads up (adj, n)
headwaiter

headwaters
headway
headwind
health care (adj, n)
healthful (producing health)
 healthy (in good health)
heartache
heartbeat
heartbreak
heartburn
heartfelt
heartland
heartsick
heartstring
heartthrob
heat resistant (um)
heat sensitive (um)
heatstroke
heat treating (um)
heavy duty (um)
heavyhanded
heavy lift (adj)
heavyset
heavy water (n)
heavy water (adj)
heavy water moderated
heavyweight (adj, n)
hecto (cf)
 all one word
hedgehog
hedgehop
height finding (adj)
heir apparent
helicopter borne (um)
helio (cf)
 all one word
helix, helices
helpmate
help page
helter skelter
hema (cf)
 all one word
hemi (pref)
 all one word
hemo (cf)
 all one word
hempseed
henceforth
henceforward
hepato (cf)
 all one word

hepta (cf)	high priced (um)	hogsty
<i>all one word</i>	high proof	hog tie (v)
herculean task (etc)	high protein (adj)	hogwash
hereafter	high quality (um)	holdall (adj, n)
hereby	high ranking (um)	holdback (adj, n)
herefrom	high reaching (um)	hold clear (adj, n)
herein	high rise	holddown (adj, n)
hereof	highroad	holdfast (adj, n)
hereon	high school (adj, n)	holdoff (adj, n)
hereto	high seas	holdout (adj, n)
heretofore	high speed (um)	holdover (adj, n)
herewith	high strung (um)	hold time
herringbone	high tech (um)	holdup
hetero (cf)	high technology (um)	holland cloth
<i>all one word</i>	high tension (um)	hollow ground (um)
hexa (cf)	high up (um)	holo (cf)
<i>all one word</i>	high value (um)	<i>all one word</i>
H hour	high water	home baked (um)
hiccup	high water mark	home base (n)
hide and seek (adj, n)	hijack	home based (v)
hideaway (adj, n)	hijacker	homebody
hidebound	hillside	homebred
hideout (adj, n)	hilltop	homebrew
hi fi	hill tribe	homebuilder
high altitude (um)	hindcast	homebuilding
highball	hindleg	home buyer
highborn	hindmost	homecoming
highbred	hindrance	home fed (um)
highbrow (nonliteral)	hindquarter	homefront
high caliber (um)	hindsight	homegrown
high class (um)	hipbone	homeland
high density (um)	hip hop (adj, n)	homelife
high energy (um)	hippo (cf)	homemade
high explosive (um)	<i>all one word</i>	homeo (cf)
higher than market (um) (etc)	hipshot	<i>all one word</i>
higher up (n)	histo (cf)	homeowner
highflier (n)	<i>all one word</i>	homepage
highflying (um)	hit and miss (adj)	homeplate
high frequency (n)	hit and run (adj)	home port (n)
high frequency (um)	hitchhiker	home port (v)
highhanded	hit or miss (adj)	home rule
high hat (v)	Hizballah	homesick
high intensity (um)	hoarfrost	homespun
highlander	hobbyhorse	homestead
high level (um)	hocus pocus	homestretch
highlight (nonliteral)	hodgepodge	hometown
high minded (um)	hogback	homeward
high point	ognose (machine)	homo (cf)
high power (um)	hog nosed (um)	<i>all one word</i>
high precision (um)	hog's back (geology)	homologue
high pressure (um, v)	hogshead	honey colored

honeycomb	hotlink	hush money
honeydew	hot mix (um)	hushup (adj. n)
honeymoon	hotpatch	hydro (cf)
honeypot	hotplate	hydroelectric
honeytrap	hot press (v)	hydroplant
honorbound	hot pursuit (adj)	hydropower
hoodwink	hotrod (nonliteral)	hydro station
hoofbeat	hot roll (v)	rest one word
hoofprint	hot rolled (um)	hygro (cf)
hook nosed (um)	hotspot	all one word
hookup (adj. n)	hot swap (v)	hyper (pref)
hop point	hot swap (n)	hyper Dorian (etc)
hopscotch	hotwork (v)	hyperlink
horehound	hourglass	rest one word
hormono (cf)	housebreaking	hypo (cf)
<i>all one word</i>	housebroken	<i>all one word</i>
hornbill	housebuilder	hypothesis, hypotheses
hornblower	housebuilding	hypotenuse
hornpipe	house call	
horseback	housecleaner	
horseflesh	house cleaning (adj)	I band (etc) (adj, n)
horsehair	houseguest	I bar
horsehead	household	I beam
horsehide	housekeeping	iceberg
horsehoof	housetop	iceblind
horsemeat	housetrailer	ice blindness
horseplay	housewares	iceblock
horsepower hour	housewarming	icebound
horsepox	housewife	icebreaker
horserace	housework	icecap
horse sense (n)	hover craft	ice clad (um)
horseshoe	however	ice cold (um)
horsethief	howsoever	ice covered (um)
horsetrading (nonliteral)	how to (adj, n)	ice cream
horsewhip	H piece	icefall
hostage taker	hubcap	icefield
hostage taking	hull less	ice fishing
host country	humanitarian assistance	icefloe (island)
host name	humankind	iceflow (current)
host nation	human rights (adj, n)	ice free
hotbed	human source (adj)	icemaking
hotblood	humdrum	icemelt
hot blooded (um)	humpback	icepack
hot cold	Humvee	ice shelf
hotdog	hunchback	ice skate (n)
hotfoot	hundredfold	ice skate (v)
hothead (n)	hundredweight	ice skating
hotheaded	hunger strike	ice storm
hothouse	hung up (um)	ice water
hot launched	hunter killer (adj, n)	ID (n, v)
hotline (nonliteral)	hush hush	

ideo (cf)	infantryman	in toto
ideounit	infer, red, ring	intra (pref)
rest one word	inferable	intra atomic (etc)
I iron	inference	intracoastal
ill advised (adj))	information gathering	intranet
ill advisedly	information sharing	rest one word
ill defined (adj))	infra (pref)	intransigent (adj. n)
ill fated (adj))	infrared	intro (pref)
ill health	infra axillary	all one word
ill prepared (adj))	infrastructure	in vitro
ill timed (adj))	rest one word	in vivo
ill treat (v)	ingenious (skillful)	ipso facto
ill use (v)	ingenuous (simple)	ipso jure
ill will	ink black (um)	I rail
imam	inkjet	ironclad
impaneled, ing	inkpot	ironfisted
impel, led, ling	inkspot	iron free (um)
imperiled, ing	inkstain	ironhanded
import export	inkstand	iron lined (um)
impostor	inkwell	iron lung
in (pref/cf)	in loco parentis	ironmaking
inactive (um)	inner circle	iron red (um)
in and out (um)	inner city (adj)	ironside
inasmuch	ino (cf)	ironworking
in being (um)	all one word	ironworks
incountry (um)	input, ting	Islamization
indepth (um)	insect borne (um)	island born (um)
infighting	insignia	iso (cf)
inflight (um)	in situ	isoctane
in house	install, ed, ing, ment	iso osmosis
in law (n)	installation	rest one word
immigration (um)	instant message (adj, v)	
import (um)	instant message (n)	
inservice (um)	instill, ed, ing	jackhammer
inshore	intelligence collection	jack in the box
inssofar	intelligence gathering	jackknife
intheater (um)	intelligence sharing	jack of all trades
rest one word	inter (pref)	jackpot
in absentia	inter American (etc)	jackrabbit
inbox	interchange	jackscrew
inch deep (um)	intersperse	jackstay
inch long (um)	rest one word	jailbreak
inch pound	inter alia	jampacked
incur, red, ring	inter alias	jawbone
index, indexes	interceptor	jawbreaker
india ink	interment (burial)	jaywalk
indigo(s)	internment (jail)	J bolt
Indo European (etc)	intern	jeep (vehicle type,
industrywide	Internet	not trade name)
in extenso	intervener	jellybean
in extremis	intifada	jellyroll

jet aircraft	know how (adj. n)
jet airliner	know it all (adj. n)
jet bomber	knowledgeable
jetliner	know little (adj. n)
jetport	know nothing (adj. n)
jet powered (um)	knucklebone
jetprop	kolkhoz(es)
jet propelled (um)	kopek
jet propulsion	kosher
jet set	K ration
jetstream	K term
jetwash	
jeweled, ing, er	
jewel studded (um)	
jigsaw	labeled, ing
jihad	labor intensive (um)
jobholder	laborsaving
jobseeker	labor union
joint force (um)	lackluster
joint service (um)	laid off (um)
joint use (um)	laid up (um)
joint venture (um)	laissez faire
joule	lakebed
joulemeter	lakefront
journeyman	lakeshore
joyride	lakeside
joystick	lameduck (nonliteral)
judgment	lampblack
judgeship	lamppost
jujitsu	lampshade
jump off (v)	lampstand
jumpoff (adj, n)	land attack (adj)
jump start	land base
jungle clad (um)	land based (um)
jungle covered (um)	landborne
juniormost	landbound
junk mail	landfall
junkpile	landfast
jury box	landfill
jury fixing (um)	landform
jury rigged (um)	landgrab
just completed (um) (etc)	landgrabber
juxta (cf)	land grant (um)
juxta articular	landholding
rest one word	landline
	landlocked
	landlord
	landmark
	landmass
	landmine
	land mobile (um)
	landowner
keelblock	
keelhaul	
keel-laying (um)	
keel line	
keepsake	
kerato (cf)	
<i>all one word</i>	
kerosene	
kettledrum	
key-activated (adj)	
keyhole	
keylock	
keynote	
keypunch	
keyring	
keyword	
kickback (adj, n)	
kick-in (adj, n)	
kickoff (adj, n)	
kickout (adj, n)	
kick-start	
kidnap-for-ransom (um)	
kidnapped, -ping	
kidnapper	
kilo (pref)	
kilobyte	
kilogram-meter	
kilohertz	
kilovoltampere	
kilowatt-hour	
<i>rest one word</i>	
kindhearted	
kingbolt	
kingmaker	
kingpin	
kiss-off (adj, n)	
knapsack	
knee-deep (um)	
knee-high (um)	
knee-jerk (adj)	
kneepad	
knifepoint	
knockabout (adj, n)	
knockdown (adj, n)	
knock-kneed (um)	
knockoff (adj, n)	
knock-on (adj, n)	
knockout (adj, n)	
knothole	
know-all (adj, n)	

landownership	layoff (adj, n)	letdown (n, um)
landowning	layout (adj, n)	letter bomb
land poor (adj)	layover (adj, n)	letterhead
landscape	layperson	letter perfect (um)
landside	layup (adj, n)	letterpress
landslide	lay up (v)	letterwriting
land tax	laywoman	letup (n)
landward	L bar	let up (v)
lapbelt	L beam	leuc(o) (cf)
laptop	L block	<i>all one word</i>
large scale (adj)	leader line	leveled, ing
lash up (adj, n)	lead filled (um)	leveler
lasso(s)	lead gray (um)	levelheaded
last cited (um)	lead in (adj, n)	libeled, ing
last ditch (adj)	headline	liberal minded (um)
last minute (adj)	lead line (medical, nautical only)	lieutenant colonel
last named (um)	leadoff (adj, n)	lieutenant governor
latchbolt	leadout (adj, n)	lieutenant
latchkey	leadtime	governorship
latecomer	lead up (adj, n)	lifebelt
late June (etc) (um)	lead up (v)	lifeblood
late model (adj)	leakthrough	lifeboat
lath (wood)	lean to (adj, n)	life cycle
lathe (machine)	leapfrog	lifeguard
latter day (adj)	leap year	life insurance (adj, n)
lattermost	leaseback (adj, n)	lifejacket
laughingstock	leasehold	lifelike
launch crew	leather bound (um)	lifeline
launching ways (singular and plural)	leather covered (um)	lifelong
launch on tactical warning (adj, n)	leatherworking	liferayt
launch on tactical warning (v)	leavetaking	lifering
launch on warning (adj, n)	lee shore	lifesaver
launch on warning (v)	leeward	lifesaving
launch pad	left bank (v)	life sized (adj)
launch site	left click (n, v)	lifespan
launch stand	left field	lifestyle
launch weight	left hand (adj)	lifetime
laureled	left handed (um)	lifevest
law abiding (um)	left leaning (adj)	liftoff (adj, n)
law and order (adj)	leftmost	light armed (um)
lawbreaker	left of center (um)	light clad (um)
lawmaking	left sided (um)	lighter than air (um)
lawsuit	leftwing (adj)	lightface (printing)
layaway (adj, n)	left wing (n)	light footed (um)
layback (adj, n)	leftwinger	light producing (um)
lay by (n)	lend lease	lightship
laydown (adj, n)	Leninist doctrine (etc)	light water (n)
layman	lens, lenses	light water (adj)
	lepto (cf) <i>all one word</i>	lightweight (adj, n)
	less developed (etc)	light year
		likable

like minded (um)	logo (cf) <i>all one word</i>	lower class (um)
limekiln	lone wolf (um)	lower grade (um)
linchpin	long ago (adv, um)	lower income (um)
line of sight (um)	long awaited (um)	lower level (um)
lineup (adj, n)	long bed (truck)	lower middle class (um)
line up (v)	longbow	lowermost
linkup (adj, n)	long distance (adj)	low end (adj)
link up (v)	long drawn (um)	low fat (um)
lionhearted	longfelt	low frequency (n)
lipread	long haired (um)	low frequency (um)
lipservice	longhand (nonliteral)	low income (um)
liquefy	long handled (um)	low intensity (um)
liquid fueled (adj)	long lasting (um)	low key (adj)
liquid propellant (adj)	long lived (um)	lowland (adj, n)
liquid propelled (um)	long past (um)	low level (adj)
litho (cf)	long pending (um)	low lying (um)
litho offset	longplaying (um)	low observable (adj, n)
rest one word	long range (um)	low power (um)
little known (um)	long run (adj)	low pressure (um)
little used (um)	longstanding (adj)	low priced (um)
livable	long term (adj)	low quality (um)
live fire (um)	longtime	low ranking (um)
live load	longwave (radio)	low technology (um)
livestock	longways	low water
live wire	longwinded	L shaped
livewire (nonliteral)	look alike	L square
living costs	look angle (n)	lukewarm
loadmeter	lookdown (adj, n)	lumberjack
loadout (adj, n)	lookdown shootdown (adj)	lumber room
loath (adj)	look in (adj, n)	lumberyard
loathe (v)	lookout (adj, n)	lunchtime
lockjaw	lookthrough (adj, n)	luster
locknut	lookup (adj, n)	lying in (adj, n)
lockon (adj, n)	look up (v)	
lock on (v)	loophole	
lockout (adj, n)	looseleaf	
lockstep	loose tongued (um)	macadamized road
lockup (adj, n)	lopsided	mach 2 (etc)
locker room	loudmouthed	machine building (n)
locus, loci	loudspeaker (radio)	machine building (um)
lodestar	loud voiced (um)	machine finished (um)
lodestone	louver	machinegun
lodgment	low altitude (um)	machine hour
logbook	lowborn	machine made (um)
loggerheads	lowboy	machine shop
login (adj, n)	low built (um)	machine tool
log in (v)	lowdown (n, um)	machine work
logjam	low Earth orbit	machismo (n)
logout (adj, n)	low enriched uranium	macho (adj)
log out (v)	lowercase (printing)	macro (cf)
logsheet		<i>all one word</i>

madam, mesdames	man portable (um)	mecca (center of interest, not the city)
madcap	manpower	mechanico (cf)
made over (um)	mantel (shelf)	<i>all one word</i>
made up (um)	mantle (cloak)	medaled, ing
madras cloth	many colored (um)	medalist
madrassa(s)	man year	medieval
magneto (cf)	manyfold	medio (cf)
magneto optics	many sided (um)	<i>all one word</i>
<i>rest one word</i>	mapmaker	medium, media
mailbag	mapreading	medium and high
mailbox	marijuana	altitudes
mail order (um)	markdown (adj. n)	medium and
mainframe	marketplace	high altitude (adj)
mainland	markoff (adj. n)	medium to high altitude (n)
main line (literal)	markshot	medium to high
mainline (nonliteral)	markup (adj. n)	altitude (adj)
mainmast	marshaled, ing	medium sized (um)
mainsail	marshaler	meetingplace
mainsheet	martial law	mega (cf)
mainspring	marveled, ing	megabyte
mainstay	marvelous	megadose
mainstream (nonliteral)	Marxism	megaproject
maintop	mashup (adj. n)	<i>all one word</i>
main yard	mason jar	megalo (cf)
major domo	mass casualty (um)	<i>all one word</i>
major leaguer	mass produce (v)	meltdown (n, um)
major minor	master at arms	meltwater
make believe (adj, n)	mastermind	member state (adj)
makefast (n)	master of ceremonies	member state (n)
makeshift	master's degree	memento(s)
makeup (adj, n)	masterstroke	memorandum,
make work	masthead	memorandums
making up	matchhead	merchant ship
mal (cf)	matchstick	meso (cf)
<i>all one word</i>	matrix, matrices	<i>all one word</i>
malware	matter of fact (adj)	messhall
manageable	maxi (pref)	messkit
manager director	<i>all one word</i>	mess up (adj, n)
man day	maximum, maximums	meta (pref)
maneater	maybe (adv)	metadata
maneuver	May Day (I May)	metatag
manhandle	mayday (distress call)	<i>all one word</i>
manhole	M day	metal ammonium
man hour	meager	metal clad (um)
manic depressive	mealtime	metal coated (um)
manifold	mean spirited (um)	metal cutting (um)
manila envelope	mean time (astronomical)	metaled, ing
man in the street	meantime (meanwhile)	metal lined (um)
mankind	meanwhile	metalworker
manmade (adj)	measurable	metalworking
man of war	meatpacking	

metalworks	mild mannered (um)	missile defense (adj, n)
meter amperes	mileage	missile equipped (um)
meter kilogram	mile long (adj)	missile support (adj, n)
meter kilogram second	milepost	missile suspension (adj, n)
metier	mile wide (adj)	mission critical (um)
metro (cf)	Military Departments (U.S.)	mist covered (um)
<i>all one word</i>	military political (um)	miter
Metro Manila (etc)	Military Services (U.S.)	miter box
Metropolitan Moscow (etc)	militiaman	miter lock (v)
<i>but Moscow</i>	militia member	mixup (n)
<i>metropolitan area (etc)</i>	millennium, millennia	mixing room
micro (cf)	milli (cf)	mizzenmast
<i>microblog</i>	<i>milligram hour</i>	mobile erector launcher
<i>microorganism</i>	<i>rest one word</i>	mobile missile (adj, n)
<i>all one word</i>	millimeter wave	mockup (adj, n)
mid (cf)	millpond	modeled, ing
<i>midair</i>	millpost	modeler
<i>mid American (etc)</i>	millrace	modus operandi,
<i>mid April (etc)</i>	millstream	<i>modi operandi</i>
<i>midday</i>	mill wright	modus vivendi,
<i>mid decade</i>	minable	<i>modi vivendi</i>
<i>mid 18th century (n) (etc)</i>	mincemeat	mold
<i>mid 18th century (adj) (etc)</i>	mindreader	molehill
<i>mid 1980 (etc)</i>	mindreading	molotov cocktail
<i>mid 1980s (etc)</i>	mindset	mollusk
<i>mid 1980s style (adj)</i>	mineclearing	molt
<i>mid ice</i>	minefield	moneybag
<i>midinfrared</i>	minehunter	moneychanger
<i>midlevel</i>	minehunting	money laundering (um)
<i>midmorning</i>	minelayer	moneylender
<i>mid Pacific (etc)</i>	minelaying	moneymaking
<i>midrange</i>	mineship	moneysaving
<i>midstage</i>	minesweeper	mono (cf)
<i>midterm</i>	minesweeping	<i>mono ideistic</i>
<i>mid to late 1980 (etc)</i>	minethrower	<i>mono ion</i>
<i>midyear</i>	mine warfare (adj, n)	<i>rest one word</i>
<i>rest one word</i>	mineworks	monogrammed, ming
middle age	mini (pref)	monsieur, messieurs
middle aged (um)	<i>miniempire</i>	monthend
middle class (um)	<i>mini state</i>	monthlong (adj)
Middle East (adj, n)	<i>rest one word</i>	month old (adj)
<i>Middle Eastern (adj)</i>	minimum, minimums	moonbeam
middle ground	minimum security (adj)	moonglow
middle income (um)	minister counselor	moonlight
middleman	minor leaguer	moonrise
middlemost	minutia (rarely used),	moonset
middle of the roader	<i>minutiae (plural)</i>	moonshine
middle sized (um)	MIRVed	moonstruck
middleweight	mis (pref)	mopping up (um)
midi (pref)	<i>all one word</i>	mopup (adj, n)
<i>all one word</i>	mischiefmaking	mop up (v)

moratorium,	multi (cf)	Near East (n)
moratoriums	multifiber	Near Eastern (um)
moreover	multifamily	near infrared (um)
Morse code	multi ply (several plies)	near miss
mortise	multipurpose	near real time (n)
most favored nation (um)	multistory	near real time (um)
most sought after (um)	multiton	nearsighted
mothball(ed)	<i>all one word</i>	near success
moth eaten (um)	multiple launch rocket system	near term (um)
mother in law	multiple purpose (adj)	neckband
motherland	multiple rocket launcher	neckbone
mother ship	musclebound	neck deep (um)
moto (cf)	musico (cf)	neck high (um)
<i>all one word</i>	<i>all one word</i>	necktie
motorbike	music teacher	needlepoint
motorboat	mustache	needle sharp (um)
motorbus	myria (cf)	need to know (n)
motorcade	<i>all one word</i>	need to know (adj)
motorcoach	mytho (cf)	ne'er do well
motorcycle	<i>all one word</i>	neo (cf)
motor driven (um)		neofascist
motordrome		neo Greek (etc)
motor pool		neo Nazi (etc)
motorship	nailhead	<i>rest one word</i>
motor torpedo boat	nail studded (um)	neon light
mountain high (um)	naive	nerve racked (um)
mountainside	naivete	nerve racking
mountaintop	name calling (um)	net centric (adj)
mouthful	name dropping (um)	nettlesome
mouthpiece	nameplate	network
movable	namesake	net worth
moviegoer	nano (cf)	neuro (cf)
moviemaking	nanotechnology	<i>all one word</i>
much needed (um)	<i>all one word</i>	never ending (um)
muckrake (v)	narco (cf)	nevermore
muckraker (n)	narcotrafficker	nevertheless
mudbank	narcotrafficking	newborn
mud colored (um)	<i>all one word</i>	newcomer
mudflat	narrow band (adj)	new fashioned (um)
mudflow	narrow beam (adj)	newfound
mudguard	narrow body (adj. n)	new made (um)
mudhole	narrow gauge (adj. n)	newscast
mudslinging	narrowminded	newscaster
muezzin	nation state	newsclip
mujahid, mujahideen	nationwide	news editor
<i>but follow source's</i>	native born (um)	news feed
<i>spelling if part of</i>	natural gas (adj. n)	newsletter
<i>a group name</i>	natural gas field	newsmagazine
mullah	navy blue (um)	newsmaking
	nearby	newspaper
	near Earth orbit	newspeople

newsphoto	no man's land	northernmost
newsprint	nom(s) de guerre	northgoing
newsreader	nom(s) de plume	north northeast
newsreel	non (cf)	north northwest
newssheet	non air transportable	north shore
newsstand	nonaligned	north sider
newsstory	non civil service	northward
newswEEKLY	noncommissioned	northwest
newsworthy	noncommunist	nosecone
newton	non Communist Party	nosedive
next generation (adj)	noncontrol	nosedown (adj, n)
next of kin	non DIA (etc)	nose high (um)
nickel	nondivisional	nosering
nickelplate	non European (etc)	nose tip
nickel plated (um)	nonferrous	noseup (n, um)
nickeltype	non intelligence related	nosewheel
nickname	nonlifelike	no show (adj, n)
nightclub	nonmilitary	notebook
night editor	nonMIRVed	note taking (um)
night fly (aviation) (v)	non missile equipped	note paper
night flying (um)	non mission capable	noteworthy
nightlife	nonnegotiable	notwithstanding
nightlong (um)	nonnuclear	nouveau riche, nouveaux riches
night school	non nuclear weapon state	no war/no peace
night shift	non nuclear powered	nowhere
nightstick	non nuclear related	nuclear armed (um)
nighttime	nonoceangoing	nuclear capable (um)
night vision (um)	nonoil	nuclear delivery (adj, n)
nightworker	non oil producing	nuclear free zone
nimbostratus	nonoperational	nuclear power (adj, n)
ninefold	non party member	nuclear powered (um)
nine lived (um)	non rare earth	nuclear strike (adj, n)
nitpick, ing	non scientific and technical	nuclear warfighting (um)
nitro (cf)	non self propelled	nuclear weapons (adj, n)
	non self sustaining	nuclear weapons free zone
	non sequitur (etc)	nuclear weapon state
	nonstate	nucleo (cf) <i>all one word</i>
	nonuse of force (adj)	nucleus, nuclei
	non U.S. NATO forces	number one (um) (etc)
	as prefix, one word	
nonesuch		
no account (adj, n)	no no	
noble minded (um)	no no's (plural)	
noblesse oblige	no nonsense (adj)	
nobody	noonday	
no confidence (um)	northbound	
no fault (adj)	north central	
no first use (um)	northeast	
no fly zone (adj, n)	northeastern	
no go (adj, n)	north end	
no good (n, um)		
no hitter (n)		
noisemaker		
noisemaking		

oarlock	offshore	on call (n)
oasis, oases	offside	oncall (um)
obkom	offsite	on demand (um)
oblast	offstage	ongoing
occur, -red, -ring	off the rack (um)	onhand (adj, n)
occurrence	off the record (um)	online (adj, n)
oceanborne	off the shelf (um)	onscene
oceangoing	off track	onshore
oceanside	off white (um)	onsite (adj, n)
ocean-spanning (um)	off year	onstation (adj, n)
oceanwide	oftentimes	onstream
ocher	ohm ammeter	rest one word
octo (cf)	ohmmeter	once over
<i>all one word</i>	oilcan	one armed (um)
octopus, octopuses	oilcloth	one eyed (um)
odd-looking (um)	oil driven (um)	onefold
odd number	oil fed (um)	one half (etc)
odd-numbered (um)	oilfield	one handed (um)
off-and-on (um)	oil forming (um)	one man/one vote
off-balance	oil producing (um)	one on one
off-base (um)	oil rich	oneness
offbeat	oil sands (adj, n)	one piece (um)
off-campus	oil shale (adj, n)	oneself
offcenter (um)	oil soaked (um)	one sided
off chance	oilspill	one sidedness
offcolor (adj)	oil workers	one striper
off day	oil well	onetim (former)
off-duty (um)	old fashioned (um)	one time (single instance) (um)
offense	old guard (adj)	one two three
offered, -ing	old line (adj)	one way
offguard	oldstyle (printing)	on ramp
offhand	oldtime	on the job (um)
off-hours	oleo (cf)	onward
officeholder	oleo gear	open air (um)
officeseeker	oleo oil	open armed (um)
office-seeking (um)	oleo strut	open backed (um)
officeworker	<i>rest one word</i>	opencut (mining)
off-limits (um)	olivewood	open door (um)
offline	Olympics	open ended (um)
offload	Olympic Games, the games	openhanded
offprint	Summer Olympics	open house
off-putting	Winter Olympics	openminded
off-ramp	ombudsman, ombudsmen	open ocean (adj)
off-road	omni (cf)	open pit (adj, n)
offscreen	omni ignorant	open source (adj)
off-season	<i>rest one word</i>	open source (n)
offset	on (cf)	opt in (adj, n)
offshoot	on again/off again	optoelectronics
	on and off (adj, n)	orbited, ing
	onbase (adj, n)	orderly room
	onboard (adj, n)	order of battle (um)

ordinance (law)
ordnance (weapons)
organo (cf)
all one word
ortho (cf)
all one word
out (cf)
out and out (um)
outfight
out loud (um)
outmaneuver
outmigration
out of area (um)
out of date (um)
out of door(s) (um)
out of state (um)
out of the way (um)
as prefix, one word
outbox
outer city (um)
outermost
outer space
outfit, ted, ting
outward bound (um)
outyear
ovenbaked
ovendried
over (cf)
overabundance
overactive
overage (older) (n, um)
overage (surplus)
overall
overfishing
overhaul
overriding
over snow vehicle
over the counter (um)
rest one word
oxcart
oxhide
oxy (cf)
all one word

pacemaker
pace-setting (um)
packhorse
packsaddle
pickup (adj, n)
padlock
page-for-page (um)
page proof
page view
painkiller
painsstaking
paintball
paintbrush
paintmixer
paintstained (um)
paleo (cf)
paleo-Christian (etc)
rest one word
pallbearer
pan (cf)
Pan-American,
Pan-Asian,
Pan-Islamic (etc)
Pan American Union
panchromatic
Panhellenic
pantheism
rest one word
paneled, -ing
panic-stricken (um)
panto (cf)
all one word
paperback
papercutter
papermill
paper-thin (um)
paperweight
para (cf)
para-anesthesia
paramilitary
rest one word
paralleled, -ing
parceled, -ing
parenthesis,
parentheses
par excellence
parimutuel
part-finished (um)
parti (cf)
all one word

particle beam weapon
partnership
part owner
part time (adv, um)
part timer (n)
part way
party giver
partygoer
party line
partywide
passageway
passcode
passenger car
passer(s) by
passkey
pass in review (adj, n)
passout (adj, n)
passphrase
passport
passthrough (adj, n)
pass through (v)
password
password protect (v)
past due (um)
pasteurize
pastureland
pat down (adj, n)
pathbreaker
pathfinder
patho (cf)
all one word
patri (cf)
all one word
patrol, led, ling
Patton tank
pawnbroker
payback (adj, n)
paycheck
payday
paydirt
paygrade
payload
payoff (adj, n)
payout (adj, n)
payroll
peacekeeping
peace loving (um)
peace building (um)
peacemaking
peacetime
peacoat

pea green (um)
peakload (n, um)
peanut
pea sized (um)
peat roofed (um)
pebble strewn (um)
peddler
peeloff (adj, n)
peephole
peer to peer (adj)
pegleg
penciled, ing
pendant (n)
 pendant (hanging)
 pendant number (ship)
penknife
penmanship
pen name
pennyworth
penta (cf)
 penta acetate
 rest one word
pent up (um)
peptalk
per capita
percent
percentage
percentile
per centum
per diem
perestroyka
peri (pref)
 peri insular
 rest one word
periled, ing
permafrost
permit, ted, ting
per se
persona non grata
persulfide
pestridden (um)
petaled, ing
petro (cf)
 petro occipital (etc)
 rest one word
pharmaco (cf)
 pharmaco oryctology
 rest one word
pharming
phased array (adj)
phasedown (adj, n)

phase down (v)
phase in (adj, n)
phase in (v)
phasemeter
phaseout (adj, n)
phase out (v)
pheno (cf)
 all one word
phenomenon, phenomena
philistine
philo (cf)
 philo French (etc)
 rest one word
phishing
phono (cf)
 all one word
phony
phospho (cf)
 all one word
photo (cf)
 photo atlas
 photo interpretation
 photo offset
 photooxidation
 photoreconnaissance
 rest one word
phreno (cf)
 all one word
physico (cf)
 all one word
physio (cf)
 all one word
pianoforte
pickax
picket line
picklock
pick me up (adj, n)
pickoff (adj, n)
pickover (adj, n)
pick over (v)
pickpocket
pickup (adj, n)
pick up (v)
picture book
piece goods
piece de resistance
piecemeal
piece rate
piecework
pieceworker
pierside

piezo (cf)
 piezo oscillator
 rest one word
pigeonhole
piggyback
pikestaff
piledriver
pile driving (um)
pileup (adj, n)
pilot boat
pilot light
pinball
pinch hit (v)
pinch hitter
pinfeather
pinhole
pinhook
pinpoint
pinprick
pinup (adj, n)
pinwheel
pipe bomb
pipedream
pipefitter
pipefitting
pipelayer
pipelaying
pipeline
pipe smoker
pipestem
pipet
pistol whip (v)
pistonhead
pitch black (um)
pitchblende
pitch dark (um)
pitchfork
pitchout (adj, n)
pitchup (adj, n)
pitfall
pitot tube
placecard
placekick
place name
plague infested (um)
plain clothed (adj)
plainclothes (um)
plainclothesman
plain looking (um)
plain spoken (um)
plaintext

planeload	pointblank	post office
plane parallel (um)	point defense	postreentry
planetable (surveying)	point man	post school (military)
plani (cf)	point person	poststrike
<i>all one word</i>	poison dipped (um)	post target tracking
plano (cf)	polearm	posttest
<i>all one word</i>	poleax	posttreaty
plantlife	pole shaped (um)	postwar
plaster of paris	polestar	<i>as prefix, one word</i>
plateau, plateaus	pole vault (v)	potash
plate glass	policymaker	potato field
plate proof (printing)	policymaking	potbellied
plate roll (v)	politico (cf)	potboiler
plate rolled (um)	politico orthodox (etc)	pothole
platy (cf)	<i>rest one word</i>	potlatch
<i>all one word</i>	pollwatcher	potluck
play act (v)	poly (cf)	potpourri
playback (adj, n)	<i>all one word</i>	potshot
playdown (adj, n)	pommeled, ing	poultry raising (um)
play down (v)	pontoon (civilian and military)	pound foolish (adj)
playground	Ponzi scheme	pound foot
playlist	poor quality (adj)	powder blue (um)
playoff (adj, n)	poppy farming	powder house
plaything	poppyfield	powder mill
pledger	poppyseed	powder room
pleo (cf)	pop up (adj, n)	power base
<i>all one word</i>	pop up (v)	power broker
pleuro (cf)	pork barrel (adj)	power driven (um)
<i>all one word</i>	port call	powerhouse
plow	portfire	powerline
plowhand	portfolio	power operated (um)
plowhorse	porthole	powerpack
plowshare	portmanteau	powerplant
plug in (adj, n)	portside	power play
plug in (v)	post (cf)	power projection (um)
plus or minus	postattack	power sharing (um)
plus up	postaudit	powerstation
pluto (cf)	post bellum	practice (n, v)
<i>all one word</i>	postblast	praiseworthy
pneumato (cf)	postboost	pre (pref)
<i>pneumato hydato genetic (um)</i>	postcard	<i>preattack</i>
<i>rest one word</i>	post Christian (etc)	<i>predétente</i>
pneumo (cf)	post diem	<i>predetermine</i>
<i>all one word</i>	post free (um)	<i>preexamine</i>
pocketknife	postgraduate	<i>preexisting</i>
pocket sized (um)	posthaste	<i>pre Incan (etc)</i>
pocket veto (v)	post hospital (military)	<i>preindependence</i>
pockmark	posthostilities	<i>pre martial law (etc)</i>
pockmarked (um)	post meridiem	<i>pre position (v)</i>
podcast	postmodern	preseries
podium, podiums	postmortem	<i>rest one word</i>

précis (singular and plural)	pro rata	pull down (adj)
precision guided (um)	proreform	pull down (v)
prefer. red. ing	proregime	pull in (adj. n)
preferable	pro state	pulloff (adj. n)
preference	pro tem	pull on (adj. n)
premier (first in status)	pro tempore	pullout (adj. n)
premiere (first performance)	prowar	pull push (um)
present day (um)	as prefix, one word	pullthrough (adj. n)
president elect	proffer, ed. ing	pullup (adj. n)
president pro tempore	profit and loss (um)	pulse Doppler
press agent	profited, ing	pulsewidth
press forge (v)	profitmaking	pummeled. ing
press gang (n, v)	profit sharing (um)	pump house
press made (um)	program, med. ming	pump priming (adj)
pressplate	programmer	pump station
press proof (printing)	programmable	purebred
presstime	programmatic	pure line (biological)
pretense	prologue	purse strings
preter (pref)	proof of life (n)	pushbutton
<i>all one word</i>	proof of life (um)	pushcart
preventive	proofread	pushoff (adj. n)
price cutting (um)	proofsheet	pushover (adj. n)
price fixing (um)	propel, led, ling	push pull (um)
pricelist	propellant (n)	push to talk (adj. n)
price sharing (um)	propellant (adj)	pushup (adj. n)
price support (um)	prophecy (n)	putback (n, um)
pricetag	prophesy (v)	putoff (n, um)
prima facie	propjet	put on (n, um)
prime minister	propwash	putout (n, um)
prime minister	protector	put up (n, um)
designate	protege	pyro (cf)
but Prime Minister	protester	<i>all one word</i>
designate Jones (etc)	proto (cf)	
prime ministerial	proto Egyptian (etc)	Q boat
prime ministership	rest one word	Q fever
prime ministry	provincewide	quadri (cf)
prime mover	pseudo (cf)	quadri invariant
prime time (um)	pseudo official	rest one word
printout (n)	pseudo owner	quality control (adj. n)
printshop	pseudo peace loving	quality of life (um)
prisoner of war (n)	rest one word	quandary
prisoner of war (um)	psycho (cf)	quarreled, ing
private sector (um)	psycho organic	quarterback
prizefighter	rest one word	quarter cut (um)
prizewinner	publicity conscious (um)	quarterdeck
prizewinning	publicly	quartermaster
pro (cf)	public minded (um)	quartermaster general
pro African (etc)	public sector (um)	quarter miler
pro forma	public spirited (um)	quarter phase (um)
progovernment	public works	quarterstaff
pro opposition	pullback (adj, n)	

quasi (cf)	radio set	rappel, led, ling
quasi judicial	radio station	rapporteur
quasi military	radiotelegraph	rapprochement
<i>all hyphenated</i>	radiotelephone	rare earth (um)
queue, queued,	radio transmitter	ratable
queuing	radio tube	rate cutting (um)
quick change (um, v)	radio wave	rate fixing (um)
quick drawn (um, v)	rest two words	ratepayer
quickfreeze (um, v)	radiumtherapy	rate raising (um)
quicklime	radius, radii	ratesetting
quick reaction (adj)	radix, radices	rat infested (um)
quick response (adj)	ragtag	rat race
quicksand	railborne	rattlesnake
quickset	railcar	rattrap
quicksilver	railguard	raveled, ing
quickstep	railhead	rawboned
quick time	rail line	rawhide
quick witted (um)	rail mobile (um)	razor sharp (um)
quid pro quo(s)	rail net	razzle dazzle
quisling	railroad	raykom
quixotic	rail shed	rayon
quonset hut	railsplitter	re (pref)
Quran	rail spur	re cover (cover again)
	rail train	re create (create
	railway	again)
	railyard	re cross examination
	rainbow	redirect
	raincheck	reengineer
	raincoat	reentry
	raindrop	reequip
	rainfall	reevaluate
	rainforest	reexport
	rainmaking	re form (form again)
	rainproof	re ice
	rainshower	reignite
	rainspout	re ink
	rainstorm	reman
	rainwash	re present (present
	rainwater	again)
	raison(s) d'être	reprocess
	Ramadan	re redirect
	ramjet	rest one word
	ramrod	reachback (adj, n)
	ramshackle	read ahead
	rangefinder	reading room
	rangehead	readme file
	rank and file (n)	readout (n)
	rank and file (adj)	read through (adj, n)
	rapid fire	ready built (um)
	rapid reaction (um)	readymade
	rapid transit	ready reference

real estate
real time (um)
real time (n)
real world (um)
rear area (um)
rear end
rear guard (um)
rearmost
rear service
rear services area
rearview (um)
rebel, led, ling
reconnaissance
reconnoiter
recordbreaker
recordbreaking
recordkeeping
recordmaking
recti (cf)
 all one word
recto (cf)
 all one word
recyclable
red carpet
redeye
red haired (um)
redhanded
redhead(ed)
red hot (um)
red line (literal)
redline (nonliteral)
redtape (nonliteral)
reduced observable (adj, n)
refer, red, ring
referable
referendum, referendums
refueled, ing
refusenik
regionwide
regime protection
reinforce
releasability
religio (cf)
 all one word
remodeler
remote control (adj, n)
remote controlled (adj)
remote sensing (um)
renaissance
rent free
repair shop
repairway
reparable
repellant (n)
 repellent (adj)
representative at large
representative elect
requester
research study
research worker
resino (cf)
 all one word
responder (electronics)
rest home
restroom
résumé
retro (cf)
 retrofire
 retrofit
 retro ocular
 retro operative
 retrorocket
 rest one word
reveled, er, ing
reverse engineer (v)
reverse engineering
rheo (cf)
 all one word
rhino (cf)
 all one word
rhizo (cf)
 all one word
rhod(o) (cf)
 all one word
ricefield
ricegrowing
riceland
rice water
ridge line
ridgetop
rifleshot
right angle (um, v)
right angled (um)
right away
right click (n, v)
right field
right hand (adj)
right handed (um)
rightmost
right of way
right to work (adj)
rightwing (adj)
right wing (n)
rightwinger
rig up (adj, n)
rim deep (um)
rimfire
rimlock
ringbolt
ring in (adj, n)
ringlead (v)
ringleader
ring off (adj, n)
ring shaped (um)
ringside
ringtone
ring up (adj, n)
ringworm
riot control
ripcord
ripsaw
riptide
rip up (adj, n)
risque
rivaled, ing
riverbank
riverbed
riverborne
river bottom
river crossing (um)
riverflow
river formed (um)
riverfront
riverhead
riverine
riverside
roadblock
roadbound (um)
roadbuilding
roadhead
roadhog
roadmap
road mobile (um)
road scraper
road show
roadside
road test (v)
roadway
road weary (um)
rockbottom (nonliteral)
rock climbing (um)

rockfall (n)	round up (v)	saddlesore
rockfill	rowboat	safe conduct (adj, n)
rockpile	rubberband	safecracker
rockslide	rubber lined (um)	safecracking
rock wool	rubber plant	safe deposit (adj)
rod shaped (um)	rubber set (um)	safeguard
roentgen	rubberstamp (nonliteral)	safehaven
roentgeno (cf)	rubdown (adj, n)	safehold
<i>all one word</i>	ruble	safehouse
rollabout (adj, n)	rulemaking	safekeeping
rollback (adj, n)	rule of law (n)	sailboat
rollcall	rule of law (um)	sailcloth
roll fed (v)	rule of thumb	sailmaking
rolling stock (adj)	ruling party (adj)	salable
roll off (adj, n)	rumormonger	salesclerk
roll on (adj, n)	runabout (n, um)	salesmanship
roll on/roll off (adj, n)	runaround (adj, n)	salespeople
rollout (adj, n)	runaway (adj, n)	salesperson
rollout to launch (um)	runback (n, um)	sales tax
rollover (adj, n)	runby (n)	salt cured (um)
rolltop	rundown (n, um)	saltpan
rollup (adj, n)	run in (adj, n)	saltpeter
roman candle	run in (v)	saltpond
roman numeral	runner(s) up	saltshaker
roman type	running mate	saltwater
roofgarden	runoff (n, um)	saltworks
rooftop	run on (adj, n)	salvo(s)
root cutting (um)	runout (n, um)	samizdat
roothold	runthrough (n, um)	sanatorium, sanatoriums
rootstock	runup (n, um)	sandaled, ing
ropewalk	run up (v)	sandbag
roughcast (um, v)	runway penetrator (um)	sandbox
rough cut (um)	rush hour	sandbar
roughhewn	Russo (cf)	sandblast
roughhouse	Russo Chinese (etc)	sandblown
roughing in (um)	<i>rest one word</i>	sand buried (um)
rough legged (um)	rust brown (um)	sand cast (um, v)
roughshod	rustproofing	sand dune
rough sketch (v)	rust resistant (um)	sandglass
roundabout (adj, n)	rust stained (um)	sandhill
round faced (um)		sandlot
roundhead		sandpaper
round made (um)		sandpit
roundnose (tool)	saccharin (n)	sandspit
roundout (adj, n)	saccharine (adj)	sandstorm
roundrobin (petition)	saccharo (cf)	sandtable
roundtable (panel)	<i>all one word</i>	sandy bottomed (um)
round the clock (um)	sackcloth	sangfroid
round topped	sacro (cf)	sanitarium, sanitariums
round trip (adj, n)	<i>all one word</i>	sans serif
roundup (adj, n)	saddlebag	

sarco (cf)	scrapbook	search and rescue
<i>all one word</i>	scrap heap	searchlight
satellite borne (um)	scrap iron	searchplane
savable	scrap paper	seascape
savanna	scratch pad	seashell
save all (adj, n)	scratch test	seashore
savior	screen name	seasick
sawdust	screenplay	seaside
sawmill	screensaver	seatbelt
sawtooth	screenshot	sea test
saw toothed (um)	screenwriter	sea time (clock)
say nothing (adj, n)	screwcap	seawall
say so (n)	screw driven (um)	seaward
S bend	screwdriver	seawater
S brake	screwhead	seaway
scaleback (adj, n)	screwjack	sea wing
scaledown (adj, n)	screw propeller	seaworthiness
scaleup (n)	screw threaded (um)	seaworthy
scale up (v)	screw turned (um)	second best
scalloped, ing	screw wheel	second class (um)
scandalmongering	scroll bar	second degree (um)
scapegoat	scrollwheel	second generation (um)
scarecrow	scrubland	second guess (v)
scaremonger	scuttlebutt	second half (adj)
scar faced (um)	sea base	secondhand (adj, adv)
scenesetter	sea based (um)	second in command
schizo (cf)	seabeach	second largest (adj)
<i>all one word</i>	seabed	secondline (adj)
school age (um)	seaboard	secondmost
schoolbag	seaborne	second most powerful
school board	seacoast	second quarter (adj)
schoolbook	seacraft	second ranking (um)
schoolboy	seadrome	second rate (um)
schoolbus	seafaring	second rater
schoolchildren	seafloor	secretary general
schoolday	seafood	secretary generalship
schoolgirl	seafront	secretaryship
schoolroom	seagoing	secretary treasurer
schoolteacher	seakeeping	secret service
<i>but high school teacher</i>	sea lane	secret society
school trained (um)	sea level	seedbed
schoolwork	sealift	seesaw
schoolyard	sea lines of	seismo (cf)
school year	communication	<i>all one word</i>
scientifico (cf)	sea lion	self (cf)
<i>all one word</i>	seam welded (um)	<i>self centered</i>
scoreboard	seance	<i>as reflexive pref,</i>
scorecard	seaplane	<i>use hyphen</i>
scorekeeping	seaport	self defense
scoresheet	seapower	selfhood
scout car	sequake	selfless

self motivated
selfness
self propelled
selfsame
self trained
selloff (adj, n)
sellout (adj, n)
semi (pref)
semiannual
semiarid
semi armor piercing
semiautomatic
semi Christian (etc)
semidesert
semi idleness
semi indirect
semi independent
semi land mobile
semiofficial
semitrailer
semi winter hardy
rest one word
sendoff (adj, n)
sendout (adj, n)
seniormost
senso (cf)
all one word
septi (cf)
all one word
serious minded (um)
service connected (um)
serviceman
servicemember
service life
servicewide
servoamplifier
servocontrol
servomechanism
servomotor
servosystem
sesqui (cf)
all one word
set aside (n, um)
setback (n, um)
set back (v)
setdown (n, um)
set down (v)
set in (n, um)
set in (v)
setoff (n, um)
set off (v)

set on (n, um)
setout (n, um)
setpiece
setscrew
settler
set to (n, um)
setup (n, um)
set up (v)
sevenfold
seven up (n)
severalfold
sewage (waste)
 sewerage (drain system)
shadowbox
shadowboxing
shadowgraph
shadow line
shakedown (adj, n)
shake down (v)
shakeout (adj, n)
shake out (v)
shakeup (adj, n)
shake up (v)
shallow draft (um)
shamefaced
shameworthy
shantytown
shaped charge (adj)
shapeup (adj, n)
sharecropper
shareholder
sharia
sharia council
sharia court
sharia law
sharp angled (um)
sharp cut (um)
sharp edged (um)
sharpshooter
sharpshooting
sharp witted (um)
shaykh
sheep farm
sheepherder
sheepherding
sheepland
sheepshearing
sheepskin
sheetrock
shelf life
shelf plate

shellback
shellburst
shellfire
shellfish
shell game
shellhole
shell like
shellproof
shellshocked
shelter half
shield shaped (um)
Shiism
 Shia, Shiite (adj, n)
shinbone
shinguard
shipboard
shipborne
shipbreaker
shipbroker
shipbuilder
shipbuilding
ship day
shipload
shipowner
ship rigged (um)
shipshape
shipside
shipwreck(ed)
shipyard
shirtband
shirtwaist
shock wave
shoehorn
shoelace
shoestring
shoo in
shootdown (adj, n)
shoot down (v)
shootoff (adj, n)
shootout
shopkeeping
shoplifter
shoplifting
shop made (um)
shopowner
shoptalk
shopwindow
shopworn
shore based (um)
shore boat
shoreland

shore leave
shoreline
shoreside
shortchange (v)
short circuit (n)
short circuit (v)
short circuited (adj)
shortcoming
shortcut
shortfall
shorthand (writing)
short handed (adj)
short lived (um)
short range (adj)
shortrun (adj)
short run (n)
shortsighted
shortstop
short term (adj)
short to long (adj)
short ton
shortwave (radio)
shotgun
shotput
shoulder high (um)
shoveled, ing
showboat
showboating
showcase
showdown
showman
showoff (adj, n)
showpiece
showplace
showstopper
showthrough (printing) (adj, n)
showup (adj, n)
shredout (n, um)
shriveled, ing
shura
shutaway (n, um)
shutdown (n, um)
shuteye (adj, n)
shut in (n, um)
shutoff (n, um)
shutout (n, um)
shuttlecock
sic
sickbay
sickbed
sick leave
sicklist
sidearms
sideband
sideburns
sidecar
side cut (um)
side effect
sidehill
sidekick
sidelap
side light (literal)
sidelight (nonliteral)
side line (literal)
sideline (nonliteral)
sidenote
sideplate
side road
sidesaddle
sideshow
sideslip
sidesplitting
sidestep
sideswipe
sidetrack
sidetrip
sidewalk
sideward
sideways
sidewinder
sightread
sightreading
sightseeing
signaled, ing
signalman
signal processing (um)
signal tower
sign in (adj, n)
sign in (v)
signoff (adj, n)
sign on (adj, n)
sign out (adj, n)
sign out (v)
signpost
signup (adj, n)
sign up (v)
silk screen
silkworm
silo based (um)
silver backed (um)
silver haired (um)
silverplate
silver plated (um)
silverpoint (drawing)
silver tongued (um)
silverware
simple minded (um)
simulcast
sine qua non(s)
single breasted (um)
single decker
single edged (um)
singlehanded
single loader
single minded (um)
single mindedly (adv)
single mindedness (n)
single phase (um)
single seater
single track (adj)
single use (um)
singsong
sinkhole
Sino Japanese (etc)
siphon
sirocco(s)
S iron
sister in law
sitdown (adj, n)
site map
sit in (adj, n)
situp (adj, n)
six cylinder (um)
sixfold
six ply (um)
six shooter
six wheeler
sizable
sizeup (adj, n)
skeptic
ski, skis
skillful
skill set
skindeep
skinflint
skipjack
skullcap
sky blue (um)
sky high (um)
skyjack
skyjacker
skylight
skyline
skyrocket
skyscape
skyscraper

skyward
skywave
skywriting
slab sided (um)
slapdash
slapdown (adj, n)
slaphappy
slapstick
slaveholding
slaveowner
slave trade
Slavo Hungarian (etc)
sledgehammer
sleepwalking
sleetstorm
slideknot
slide rule
slideshow
slingshot
slipcase
slipcover
slipknot
slip on (adj, n)
slip proof (printing)
slipproof
slipring
slipsheet
slipshod
slipstream
slip up (adj, n)
slipway
slowdown (adj, n)
slow footed (um)
slowgoing (adj)
slow motion (adj)
slow time
slowup (adj, n)
slow witted (um)
sluice gate
slumdweller
slumlord
small arms (n)
small arms (adj)
small boat (adj)
small business
small businessman
small caliber (um)
smallpox
small scale (adj)
smalltalk
smalltown (adj)

small unit (adj)
smart aleck
smart alecky (adj)
smart card
smartphone
smart set
smashup (adj, n)
smear culture
smoke blinded (um)
smokebomb
smoke dried (um)
smoke filled (um)
smokepot
smokeproof
smokescreen
smokestack
smolder
smoothbore
smooth tongued (um)
smooth working (um)
snackbar
snail mail
snail paced
snail's pace
snakebite
snake bitten (um)
snakepit
snap on (adj, n)
snapout (adj, n)
snapshot
snap up (um)
sniveled, ing
snowball
snowbank
snowblind
snow blindness
snow blocked (um)
snowblower
snowcapped
snowclad (um)
snow cover
snow covered (um)
snowdrift
snowfall
snowflake
snowline
snowmelt
snow melting (um)
snowmobile
snowpack
snowplow

snowscape
snowshoe
snowstorm
snowsuit
snow topped (um)
snow white (um)
so and so
soapbox
soap opera
sober minded (um)
sob story
so called (um)
social networking (adj)
social network (n)
social work
social worker
socio (cf)
 socio official
 socioeconomic
 rest one word
sod house
softball
soft boiled (um)
soft coal
softcopy
soft goods
softhearted
soft pedal (v)
soft power (um)
soft sell (n)
soft sell (adj, v)
soft shelled (um)
soft soap (nonliteral) (v)
soft soaped
soft spoken (um)
soiree
solid propellant (adj)
solid state (adj)
somebody
someday
somehow
someone (anyone)
 some one (distributive)
someplace (adv)
something
sometime (adj, adv)
some time (n)
sometimes (adv)
somewhat
somewhere
son in law

sonobuoy
soon to be (um)
sore point
sorry looking (um)
so seeming (um)
so so
soul searching (um)
sound absorbing (um)
sound field
soundboard
sound minded (um)
soundoff (adj, n)
soundproof
soundtrack
sound wave
sourfaced
sour grapes
southbound
south central
southeast
southeast bound
south end
southernmost
southgoing
southpaw
south side
south sider
south southeast
south southwest
southward
southwest
soybean
space age
space based (um)
spacebar
spaceborne
spacecraft
spaceflight
space key
space launch
space mine
space plane
spaceship
space station
space suit
space time
space tracking (adj, n)
space walk
spam
spammer
Spanish Arab
Spanish born (um)
Spanish speaking (um)
spare parts (um)
spare room
spark plug (literal)
sparkplug (nonliteral)
spearhead
spear phishing
spear shaped (um)
special forces
special interest (um)
special operations
special purpose (um)
specter
spectra (cf)
 all one word
spectrum, spectra
speechwriter
speechwriting
speedboat
speedtrap
speedup (adj, n)
speed up (v)
speed writing
spellbinding
spellbound
spell check (v)
spell checker (n)
spendthrift
spent fuel (adj)
Spetsnaz
spheno (cf)
 spheno occipital
 rest one word
spider web (n)
spiderweb (um, v)
spillover (adj, n)
spill over (v)
spillway
spinoff (adj, n)
spin off (v)
spinup (adj, n)
spin up (v)
spiraled, *ing*
spirituous (liquor)
spitfire
splashdown (adj, n)
splash down (v)
split second
splitup (n, um)
spoilsport
spokesman
spokesperson
spokeswoman
spoon fed (um)
spoon shaped (um)
sportsmanlike
spot check (n)
spot check (v)
spot checked (um)
spotwelded (um)
spray washed (um)
spread eagle (adj, v)
spreadout (n, um)
spread set (v)
spreadsheet
springboard
spring fever
springhead
springtime
spur line
spyglass
spyhole
spyware
square bottomed (um)
square built (um)
square deal
square headed
square meter
square rigged (um)
square root
square set (um)
squeeze in (adj, n)
squeezeout (adj, n)
squeeze play
S ray
S shaped
stackup (adj, n)
stadium, stadiums
staff member
stagecoach
stagehand
stage manage
stage managing
stage struck (um)
staging area
stainless steel
staircase
stairstep
stakeout (n)
stalemate
stalking horse

stanch (v) (stop)
 staunch (adj) (steadfast)
standalone (adj, n)
standard bearer
standard gauge (adj, n)
standard operating procedure
standard time
standby (adj, n)
stand by (v)
standdown (adj, n)
stand down (v)
standfast (adj, n)
stand fast (v)
stand in (adj, n)
stand in (v)
standoff (adj, n)
stand off (v)
standoffish
standout (adj, n)
stand out (v)
standpat (adj, n)
stand pat (v)
standpipe
standpoint
standstill (adj, n)
stand still (v)
standup (adj, n)
stand up (v)
starboard
star spangled (um)
startup (adj, n)
start up (v)
state aided
statehood
state of the art (n)
state of the art (um)
state of the union
state of war (n)
state of war (adj)
state owned
stateroom
state's evidence
stateside
statesman
statesmanlike
stateswoman
statewide
stationary (fixed)
 stationery (paper)
station house
stationmaster

station wagon
stato (cf)
 all one word
statue (sculpture)
 stature (height)
 statute (law)
status quo
statute book
statute mile
stay at home (adj, n)
staysail
steamboat
steam driven (um)
steam engine
steamer borne (um)
steamer line
steamfitter
steamfitting
steam heat
steamline
steampipe
steamplant
steampower (n)
steam powerplant
steam propelled (um)
steamroll (v)
steamroller (adj, n)
steamship
steam table
steel cased (um)
steelclad
steel framed (um)
steel hard (um)
steelhead
steelmaking
steel mill
steelplate
steel producing (um)
steel wool
steelworker
steelworks
steep rising (um)
steep walled (um)
stempost
stenciled, ing
stenciler
steno (cf)
 all one word
stepchild (etc)
stepdown (adj, n)
step in (adj, n)

stepladder
stepoff (adj, n)
step on (adj, n)
stepped up (um)
steppingstone
step up (adj, n)
step up (v)
stereo (cf)
 all one word
sterncastle
stern faced (um)
stern looking (um)
sternmost
sternpost
stern wheel
stern wheeler
stick in the mud (nonliteral)
stickout (adj, n)
stickpin
stick to it iveness
stickup (adj, n)
stiff backed (um)
stiff necked (um)
stillborn
still life
still lingering (um) (etc)
still to be (um)
stimulus, stimuli
stir up (adj, n)
stockholder
stockholding
stock in trade
stockpile
stockpot
stock still (um)
stocktaking
stockyard
stokehold
stone cold (um)
stonecutter
stonecutting
stone dead (um)
stone deaf (um)
stonehand (printing)
stonemason
stone proof (printing)
stone wall (n)
stonewall (nonliteral) (v)
stopclock
stopcock
stopgap

stoplight	streamflow	subject matter expert
stopoff (adj, n)	streamline	subject object
stop off (v)	streamlined	subter (pref)
stopover (adj, n)	streamside	<i>all one word</i>
stop over (v)	streetcar	succor
stopwatch	streetsmart	such and such
storage room	streetwise	suck in (adj, n)
storefront	stretchout (adj, n)	sugar beet
storm swept (um)	strikebreaker	sugarcane
storm tossed (um)	strike in (adj, n)	sugar coat (v)
storyboard	strikeout (adj, n)	sugar coated (um)
storyteller	strikeover (adj, n)	sugar cured (um)
storytelling	strip mine (n)	sugar mill
storywriting	strip mine (v)	sulfa (cf)
stouthearted	striptease	<i>all one word</i>
stoutheartedness	strong arm (adj, v)	sulfo (cf)
stovepipe	strongback (nautical)	<i>all one word</i>
stowaway (adj, n)	strong backed (um)	sulfon (cf)
stow away (v)	strongbox	<i>all one word</i>
slowdown (adj, n)	stronghearted	sulfureted, ing
straightaway	stronghold	summer school
straight backed (um)	strongman (nonliteral)	summertime (season)
straight cut (um)	strong minded (um)	sun baked (um)
straightedge	strongpoint (military	sunbath (n)
straight edged (um)	fortification)	sunbathe (v)
straight face	strong point (personal forte)	sunbeam
straight faced (um)	strong willed (um)	sunblind
straightforward	stuckup (n, um)	sun blindness
straight legged (um)	stumblingblock	sunburn
straight line	stylebook	sunburst
straight lined (um)	style guide	sun cured (um)
straight out (n, um)	style manual	sundial
straight time	style sheet	sundown
straight up (um)	stylus, styluses	sun dried (um)
straitjacket	sub (pref)	sun dry (v)
straitlaced	subarctic	sunglare
stranglehold	subbalance	sunglass
S trap	subbasement	sunglow
straphanger	subcommittee	sunlamp
strap on (adj)	sub Himalayan (etc)	sunlit
strap on (v)	submachinegun	Sunna
strato (cf)	subpolar	Sunni
<i>all one word</i>	subpoena, ed	sunray
stratum, strata	sub rosa	sunrise
straw built (um)	Sub Saharan Africa (n)	sunset
strawhat	Sub Saharan African (um)	sunshade
strawman (nonliteral)	subspecies	sunshine
straw roofed (um)	substandard	sunspot
straw vote	sub subcommittee	sunstroke
streambank	subsystem	sun synchronous (um)
streambed	rest one word	suntan

sunup	switchback	take home (adj, n)
super (pref)	switchblade	take home (v)
supercharger	switchboard	take in (adj, n)
super Christian (etc)	switch box	take in (v)
superegoist	switchgear	takeoff (adj, n)
superhigh frequency (n)	switchplate	take off (v)
superhigh frequency (um)	switch tower	takeout (adj, n)
superhighway	switchyard	take out (v)
supermarket	swiveled, ing	takeover (adj, n)
superpower	swiveleye	take over (v)
supersensitive	swivel eyed (um)	takeup (adj, n)
super superlative	swordplay	take up (v)
rest one word	S wrench	taleteller
supra (pref)	syllabus, syllabuses	talking to (n)
supra auditory	symposium,	tally board
supra Christian (etc)	symposiums	tally room
supranational	ylvan	tank car
rest one word	syn (pref)	tankship
sur (pref)	all one word	tapdance
all one word	sync, ed, ing	tape record (v)
sure fire (um)	synchrocyclotron	tape tied (um)
sure footed (um)	synchromesh	taproot
sure thing	synchrotron	tap tap
surface ship (adj, n)	synopsis, synopses	targeted, ing
surface water	Syro Arabian (etc)	targetable
surveil, led, ling	syrup	targeter
surveillance		tariff protected (um)
survivability		tarp covered (um)
swallow tailed (um)	tableau, tableaus	tar paved (um)
swandive	tablecloth	tarpot
swansong	table shaped (um)	task force
swapout (adj, n)	tablespoon	taskmaster
swayback (adj, n)	tablettop	tasseled, ing
sway backed (um)	taboo	tattletale
sway brace (v)	tailfirst	tax collector
swearing in (adj, n)	tailgate	tax dodger
sweatband	tail heavy (um)	tax exempt (um)
sweepback (aviation) (adj, n)	tailhook	tax form
sweepforward (aviation) (adj, n)	tailormade	tax free (um)
sweepstakes	tailpipe	taxi, taxis
sweepthrough (adj, n)	tailrace	taxibus
sweptback (n, um)	tailspin	taxicab
sweptforward (n, um)	tailstock	taxied, ing
sweptwing (n, um)	tail up (n, um)	taximeter
swift footed (um)	tailwheel	taxistand
swift running (um)	tailwind	taxpayer
swimsuit	take all (n)	taxpaying
swingbar	takeaway (adj, n)	tax supported (um)
swing shift	take away (v)	T beam
swingstock	takedown (adj, n)	T boat
swingwing	take down (v)	T bone

tea colored (um)
teacup
teakettle
teammate
teamplay
teamplayer
teamwork
teapot
teardown (adj, n)
tear down (v)
teardrop
teargas, sed (v)
tear gas (adj, n)
tearline
tear off (adj, n)
tear out (adj, n)
tear stained (um)
teaspoon
technique
techno (pref)
 technobabble
 technological
 technophobia
 all one word
technology transfer
teenage (adj)
teenager
teetotaler
tele (cf)
 telecommunication(s)
 all one word
teleo (cf)
 all one word
telltale
telo (cf)
 all one word
temporo (cf)
 temporo occipital
 rest one word
tender boat
tenderfoot
tender footed (um)
tenfold
tenpenny (nail)
tentpole
terminus, termini
terra cotta
terra firma
territorywide
test bed
test fire (v)
test fly (v)
test launch (v)
test range
tete a tete
tetra (cf)
 all one word
text (n, v)
textbook
text box
text message (adj, v)
text message (n)
thanksgiving (gratitude)
thatch roofed (um)
theater
theatergoing
theaterwide
thenceforth
then ruling (um)
then troublesome (um) (etc)
theo (cf)
 all one word
theologico (cf)
 all one word
thereabout(s)
thereafter
thereat
thereby
therefore
therefrom
therein
thereof
thereon
thereto
thereupon
therewith
thermo (cf)
 all one word
thesis, theses
thickset (adj, n)
thickskinned
thick wooded (um)
thick woven (um)
think tank
thinset (um)
thinskinned
third class (adj)
third country (adj)
third degree (adj)
third generation (adj)
thirdhand (adj, adv)
third party (adj)
third quarter (adj)
third rate (um)
third rater
thoroughbred
thoroughfare
thoroughgoing
thought out (um)
thought provoking (um)
thousandfold
thralldom
threadbare
threadworm
three cornered (um)
three dimensional (adj)
 or 3 D
threefold
three in hand
threepenny (nail)
three piece (um)
three ply (um)
threescore
threesome
three square
threshold
throughout
throughput
through road
throwaway (adj, n)
throw away (v)
throwback (adj, n)
throw back (v)
throw in (adj, n)
throw line
throwoff (adj, n)
throw on (adj, n)
throwout (adj, n)
throw weight (adj, n)
thrust pound
thumb drive
thumbmark
thumb marked (um)
thumbnail
thumbprint
thumbscrew
thumbs up (adj, n)
thumbtack
thunderbolt
thunderclap
thundercloud
thunderhead
thundershower

thunderstorm
thunderstruck
tick borne
ticketholder
ticket seller
tidal wave
tideland
tidemark
tidetable
tidewater
tide worn (um)
tieback (n)
tied, tying
tiedown (adj, n)
tie in (adj, n)
tie in (v)
tie on (adj, n)
tiepin
tieup (adj, n)
tie up (v)
tightfisted
tight fitting (um)
tightlipped
tightrope
tightwad
tightwire
timberjack
timberland
time being
time bomb
timecard
timeclock
time consuming (um)
timeframe
time honored (um)
timekeep (v)
timekeeper
timekilling
timelag
timeline
timelock
timeout (adj, n)
timepiece
timesaver
timesaving
time sensitive (um)
timeserver
time share
timesheet
timeshift
timeshifting
timeslip
timeslot
timespan
time stamp (v)
timetable
time urgent (um)
timewaster
timewasting
timeworn
tinfoil
tinhorn
tin lined (um)
tinpan
tinplate
tin plated (um)
tin roofed (um)
tintype
tip in (adj, n)
tipoff (adj, n)
tip off (v)
tiptoe
tiptop
tip up (um)
tiresome
T iron
titer
tit for tat
titleholder
title holding (um)
title page
title winning (um)
T jetty
to and fro
tobacco(s)
tobacco growing (um)
today
to do (adj, n)
toecap
toehold
toe in (adj, n)
toenail
toeprint
toilsome
tollbar
tollbooth
toll bridge
tollgate
toll line
toll road
tolltaker
tommygun
tomorrow
tone box
tone deaf (um)
toneup (adj, n)
tongue lash (v)
tongue lashing
tonguetied
tongue twister
tongue twisting (um)
tonight
ton kilometer
ton mile
ton mileage
toolbag
toolbar
tool grinding (um)
toolkit
toolshed
toolshop
toolsmith
tool steel
toolwork
toothache
tooth and nail
toothbrush
toothmark
toothpaste
toothpick
toothsome
top brass
topcoat
top cover
top down (um)
top drawer
topflight (adj)
tophat
top hatted (um)
topheavy
topknot
top level (adj)
topline
topliner
topmark
topmast
topmost
topnotch (nonliteral)
topo (cf)
all one word
top quality (adj)
topsail
top secret (um)

topside (nautical)	trade union	travelog
topsoil	trade unionism	travel worn (um)
topsy turvy	trade unionist	trawlnet
torchlight	trade wind	treasure filled (um)
torchlit	trafficking	treasure house
tormenter	T rail	treasure laden (um)
torpedo boat	trailblazer	treatybound
torpedo mine	trailblazing	treatybreaking
torpedo room	trailbreaker	treatymaking
torpedo tube	trail marked (um)	treaty sealed (um)
torquemeter	trailside	tree clad (um)
torsion bar (adj, n)	trainborne	tree line
tossup (adj, n)	traincrew	tree lined (um)
totaled, ing	training camp	tree ripe (um)
touch and go	training ship	treetop
touchback (adj, n)	trainload	tree trunk
touchdown (adj, n)	trainmaster	trellis covered (um)
touchpad	trainwreck	trenchcoat
touchscreen	trainyard	trenchfoot
touchup (adj, n)	tramcar	trenchmouth
tough minded (um)	tramline	tri (cf)
tough skinned (um)	trammeled, ing	tricolor
toward	tram rail	trifocal
towaway	tramway	tri iodide
towed, ing	tranquillize(r)	tri ply (um)
towhead	tranquillity	tripartite
to wit	trans (pref)	tripresidency
townhall	transalpine	triservice
town meeting	transatlantic	tristate
township	trans Canadian (etc)	rest one word
townside	transcontinental	tribesman
townspeople	transisthmian	tribespeople
towpath	transpacific	trim cut (um)
towrope	transshipment	trinitro (cf)
trackball	rest one word	all one word
track mobile (um)	trans fat	triphammer
trackside	transfer, red. ring	triple edged (um)
tractor trailer	transferable	triplefold
trade board	transferal	triple play
tradecraft	transferor	tripwire
trade in (adj, n)	transited, ing	Trojan horse
trade in (v)	transit time	trolley
trademark	transmit, ted, ting	trolley bus
trade name	transmittal	trolley car
tradeoff (adj, n)	transponder (electronics)	trolley line
trade off (v)	transporter erector launcher	trooplift
trade school	transshipment	troopship
tradesman	trapdoor	troop train
tradespeople	trapshoot	troop training (adj, n)
tradesperson	traveled, ing	tropo (cf)
tradeswoman	traveler	all one word

trouble free (um)	turned on (um)	typeface
troublemaking	turned out (um)	typescript
troubleshooter	turned over (um)	typeset
troublesome	turn in (adj, n)	typesetting
trouble spot	turn in (v)	typewrite (v)
troweled, ing	turnkey	typewriting
truckborne	turnoff (adj, n)	typo (cf)
truckdriver	turn off (v)	<i>all one word</i>
but delivery truck driver (etc)	turnout (adj, n)	tyro
truckline	turn out (v)	
truckload	turnover (adj, n)	
truckstop	turn over (v)	
truck tractor	turnpike	U boat
truck trailer	turnscrew	U cut
true blue (um)	turnstile	Uighur
trunkline	turntable	ulama (variant of ulema)
try on (adj, n)	turn to (n)	ulema
tryout (adj, n)	turnup (adj, n)	ultra (pref)
T scale (score)	turret deck	ultra ambitious
T shape (n)	turret gun	ultra atomic
T shaped	turret ship	ultra English (etc)
T shirt	turtleback	ultrahigh frequency (n)
T square	twelve fold	ultrahigh frequency (adj)
tube fed	twenty first	ultrahigh performance (adj)
tube feed (v)	twentyfold	ultrahigh speed (adj)
tugboat	twenty one	ultrahigh voltage (adj)
tug of war	twice born (um)	ultra large scale (adj)
tuneup (adj, n)	twice told (um)	ultralow frequency (n)
tune up (v)	twice reviewed	ultralow frequency (adj)
tunnel boring (um)	twin boat	ultraorthodox
tunneled, ing	twin engine (adj)	ultrarightwing
tunneler	twin jet (adj)	ultrashortwave
tunnel shaped (um)	twin motor (um)	ultrasonic
turbo (cf)	twin screw (adj)	ultraviolet
turbo ramjet (um)	two a day (um)	<i>rest one word</i>
<i>rest one word</i>	two faced (um)	U magnet
turf covered (um)	twofold	un (pref)
Turko Greek (etc)	two handed (um)	un American (etc)
turnabout (adj, n)	twopenny (pail)	unapparent
turn about (v)	two piece (adj)	uncalled for (um)
turnaround (adj, n)	two ply (um)	undamaged
turn around (v)	two seater	unheard of (um)
turnback (adj, n)	two sided (um)	un ionized (um)
turn back (v)	twosome	unMIRVed
turnbuckle	two striper	unself conscious
turncoat	two thirds	unsent for (um)
turndown (adj, n)	two up (adj, n)	unthought of (um)
turn down (v)	two way (adj)	<i>rest one word</i>
turned back (um)	two wheeler	under (pref)
turned down (um)	typecase	underage (deficit) (n)
turned in (um)	typecast	underage (too young) (adj, n)
		under contract

undercover (um)	upper hand	vertebra, vertebrae
under cultivation (being tilled)	upper income (um)	very high frequency (n)
undercultivation (insufficient)	upper middle class (um)	very high frequency (adj)
underdog	uppermost	very low frequency (n)
undergo	uprange	very low frequency (adj)
underground	uprate	vice admiral
under ice (adj)	upriver	vice admiralty
undermanned	upstairs	vice chairman
under oath	upstate	vice chairmanship
under obligation	upstream	vice chancellor
under orders	upswing	vice consul
underpriced	uptake	vice consulate
under secretary	uptight (adj. n)	vice consulship
under secretaryship	up to date	vice governor
understrength (adj)	uptown	vice governorship
under suspicion	uptrend	vice minister
under the counter (um)	upturn	vice ministry
under way	upward	vice presidency
underway (ship)	upwind	vice president
under ice (um)	U rail	vice president elect but Vice President elect Smith
as prefix, one word	used car (um)	vice presidential
uni (cf)	user friendly (um)	vice regent
unicellular	user name	vice versa
unilateral	U shaped	videotape (n, v)
uni univalent	utopia	videotape recording
rest one word	U tube	video teleconference
union made (um)	U turn	viewfinder
union shop		viewpoint
up anchor (um, v)		vine covered (um)
up and comer		virtuoso, virtuosos
up and coming (um)	value added (n)	visa, ed, ing
up and up	value added (um)	vis a vis
upbeat	valve grinding (um)	V neck
upcountry	vandriver	voicemail
update	vanguard	voltammeter
up echelon (adj)	vanpool	volt ampere
upend (v)	vapor filled (um)	voltmeter
up front (um)	variable rate mortgage	voltohmmeter
upgrade	vaseline	volt second
upgradient	vase shaped (um)	vortex, vortexes
upkeep	V connection	votable
uplift	V curve	vote casting (um)
up link	vector borne	votegetter
upload	V E Day	vote getting (um)
uppercase (printing)	veld	vote rigging (um)
upper class (um)	V engine	vowbreaker
upperclassman	venthole	V shaped
uppercrust (adj, n)	venturi tube	V type
uppercutf	veranda	vulcanize
	verbatim	
	vermillion	

wage earner
wage-earning (um)
wage scale
waistband
waistbelt
waistcoat
waist-deep (um)
waist-high (um)
wait-and-see (adj)
waiting list
waiting period
waiting room
waitlist
wake-up (adj, n)
walkaround (adj, n)
walkaway (adj, n)
walkie-talkie
walk-in (adj, n)
walk in (v)
walk-on (adj, n)
walk on (v)
walkout (adj, n)
walk out (v)
walkthrough (adj, n)
walkup (adj, n)
walk up (v)
walled-in (um)
walled-up (um)
wall-like
wallpaper
wallplate
war-disabled (um)
wardship
warfare
warfighting
war game (n)
war-game (adj, v)
wargaming (n)
warhead
warhorse (nonliteral)
warlike
war-made (um)
warmaking
warmblooded
warmed-over (um)
warmonger
warmup (adj, n)
warm up (v)
warpath
war plan
warranter
warrantor (law)
warranty
warship
war swept (um)
wartime
war torn
war waging (um)
war wearied (um)
war weariness
war weary (um)
war winning (um)
washbasin
washcloth
washdown (adj, n)
washed out (um)
washed up (um)
wash in (adj, n)
washoff (adj, n)
washout (adj, n)
wash out (v)
washrag
washstand
washup (adj, n)
wash up (v)
wastebasket
wastepaper
wastewater
watchband
watchdog
watchlist
watchman
watchstander
watchtower
watchword
waterbag
water bearing (um)
water body
waterborne
watercolor
water colored (um)
water cool (v)
water cooled (um)
watercourse
watercraft
water cut
waterdrop
waterfall
water filled (um)
waterflood
waterflow
waterfog
water free (um)
waterfront
watergate
waterhead
waterhole
water laden (um)
water level
waterline
water lined (um)
waterlog
waterlogged
water main
waterman
watermark (as on
stationery)
but high water mark
waterpower
waterproof
waterproofing
water rot (v)
water sharing (um)
watershed
waterside
waterski
water soak (v)
water soaked (um)
water soluble (um)
waterspout
waterstain
water table
watertight
waterwall
waterway
waterworks
watt hour
wattmeter
watt second
wave band
wave cut (um)
waveform
waveguide
wave lashed (um)
wavelength
wavemeter
wave on (adj, n)
waveoff (adj, n)
wave swept (um)
wave worn (um)
wayback (adj, n)
wayfarer

waylaid
waylay
waymark
waypoint
wayside
way station
way up (adj, n)
weak eyed (um)
weak kneed (um)
weakminded
weaponmaking
weapon system(s)
weasel worded (um)
weatherbeaten
weather borne (um)
weathercock
weather hardened (um)
weather map
weather marked (um)
weatherproof
weatherproofing
weatherstrip
weatherworn
web browser
webcam
webcast
web crawling
web feed
web forum
web hosting
webinar
webmaster
webpage
web server
website
weed choked (um)
weekday
weekend
weeklong (adj)
week old (adj)
weighbridge
weigh in (adj, n)
welder
well armed (um)
well being (n)
well born (adj)
well bred (adj)
well clad (um)
well deserving (um)
well doer
well doing (n, um)

well drained (um)
well drilling (um)
well equipped (um)
well field
well grown (um)
wellhead
wellhouse
well informed (um)
well kept (adj)
well known (um)
well looking (um)
well off (adj)
well positioned (um)
well read (adj)
well regarded (um)
well set up (um)
well settled (um)
well spoken (adj)
wellspring
well thought of (um)
well thought out (um)
well to do (adj)
well trained (um)
well wisher
well wishing (um)
well worn (um)
well water (adj, n)
welterweight
W engine
westbound
west central (um)
west end
western (direction)
Western (relating to countries of the West)
Western government
backed (um)
West European (um)
Western Europe (n)
westernmost
west facing (um)
westgoing
west northwest
west southwest
westward
wetland
wharf boat
wharfhand
wharfside
whatever
whatnot (n)

whatsoever
wheatfield
wheatgrower
wheatland
wheat rich (um)
wheatstalk
wheelbarrow
wheelbase
wheelbox
wheelchair
wheel cut (um)
wheeler dealer
wheelhouse
wheelpower
wheelspin
wheelwright
whenever
when issued (um)
whereabouts
whereafter
whereas
whereat
whereby
wherefore
wherefrom
wherein
whereof
whereon
whereto
whereunder
whereupon
wherever
wherewith
wherewithal
whet (stimulate)
whichever
whimsy
whipcord
whip hand
whiplash
whipsaw
whirlpool
whirlwind
whiskey(s)
whistlestop
white book (diplomatic)
whitecap (nonliteral)
whitecoat (n)
white collar (nonliteral) (adj)
white flag
white goods

white hot (um)
white lie
whiteout (um, v)
white paper
whitewash
whoever
wholehearted
wholesale
wholesome
whomsoever
whosoever
wide angle (adj)
wide area (adj)
wide awake (adj)
wideband (adj)
wide body (adj, n)
wide gauge
widemouthed
wide open (um)
wide ranging (um)
wide scale (adj)
widespread
wide spreading (um)
widthwise
WiFi
wiki
wild card
wildcat
wild eyed (um)
wildfire
wild land
wildlife
wild man
willful
willpower
willy nilly
windbag
windblown
windborne
windbreak
windbreaker
windchill
winddown (n, um)
wind down (v)
windfall
windflow
windjammer
windlass
windmill
window cleaning (um)
window dressing (um)

windowpane
windowshopping
windowsill
windpipe
windpower
windproof
windrow
windscreen
windshield
windsock
windspeed
windstop
windstorm
windstream
windswept
windup (n, um)
wind up (v)
windward
windworn
wing flap
wingless
wing loading (um)
wingnut
wing shaped (um)
wingspan
wingspread
wingtip
wingwalker
wingwall
winterkill
winterproof
winter sown (um)
wintertime
winter wheat
wire caged (um)
wire cut (um)
wirecutter
wire haired (um)
wireless
wire line
wirephoto
wirepuller
wiretap
wire wound (um)
wisecrack
wise guy
wise man
wishbone
witch hunt
withdraw
withhold

within
without
withstand
woeful
wolfhound
wolfpack
woodblock
wood built (um)
woodcut
wooden hulled (um)
woodland
wood lined (um)
woodlot
wood paneled (um)
woodpile
wood planing (um)
woodprint
woodpulp
woodshed
woodside
woodstock
wood walled (um)
woodwork
woodworking
woolen
woolgatherer
woolgathering
wool lined (um)
woolly
woolshearing
woolworking
wordbook
wordbuilding
word combination
wordcraft
word for word (adj, adv)
wordlist
word of mouth (adj, adv)
word of mouth (n)
word perfect (um)
wordplay
word processing (adj)
word processing (n)
workaday (adj, n)
workaround (adj, n)
workbench
workday
workflow
workforce
workhorse
work hour

working class (adj)
working level (adj)
workingman
workingwoman
workload
workman
workmanlike
workmanship
work order
workout (adj, n)
workplace
worksaving
worksheet
work shift
workshoe
workshop
worksite
workspace
workstand
workstation
workstream
worktable
worktime
workup (adj, n)
workweek
workyard
workyear
world class (adj)
world consciousness
world line
world power
worldview
world weary (adj)
worldwide
World Wide Web
worndown (um)
wornout (um)
worrywart
worshiped, er, ing
worst case
worthwhile
wraparound (adj, n)
wrap up (adj, n)
wrap up (v)
wristband
wristbone
wristlock
wristwatch
writeback (adj, n)
write in (adj, n)
write in (v)

writeoff (adj, n)
write off (v)
writeup (adj, n)
write up (v)
wrongdoer
wrong ended (um)
wrong minded (um)
wrong thinking (um)
wrought iron
wrought up (um)
W shaped
W surface
W type

X body
X ed
X ray
X virus
X shaped

yardarm
yard deep (um)
yard long (um)
yardstick
yard wide (um)
Y chromosome
yearbook
yearday
yearend
year hour (um)
yearlong (um)
year old
year round
yellowcake (uranium)
yellow fever
yes man
yesteryear
Y joint
Y level
young looking (um)
youth centric (adj)
youthlike
Y potential
Y shaped
Y track
Y tube

zakat
Z-bar
Z-chromosome
zeppelin
zero(s)
zero-day (adj)
zero-dimensional (um)
zero-emission (adj)
zero-gravity (um)
zero-option (um)
zero-sum (um)
zigzag
zinc-coated (um)
zinc-white (um)

APPENDIX:

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APPENDIX:

Conversion factors in boldface are exact. All others are approximate and are given to four significant figures.

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
millimeters	0.03937	inches
centimeters	0.3937	inches
meters	3.281	feet
meters	1.094	yards
kilometers	3281	feet
kilometers	0.6214	miles (statute)
kilometers	0.5400	miles (nautical)
inches	25.4	millimeters
inches	2.54	centimeters
feet	0.3048	meters
feet	0.0003048	kilometers
yards	0.9144	meters
miles (statute)	1.609344	kilometers
miles (nautical)	1.852	kilometers
miles (statute)	0.8690	miles (nautical)
miles (nautical)	1.151	miles (statute)

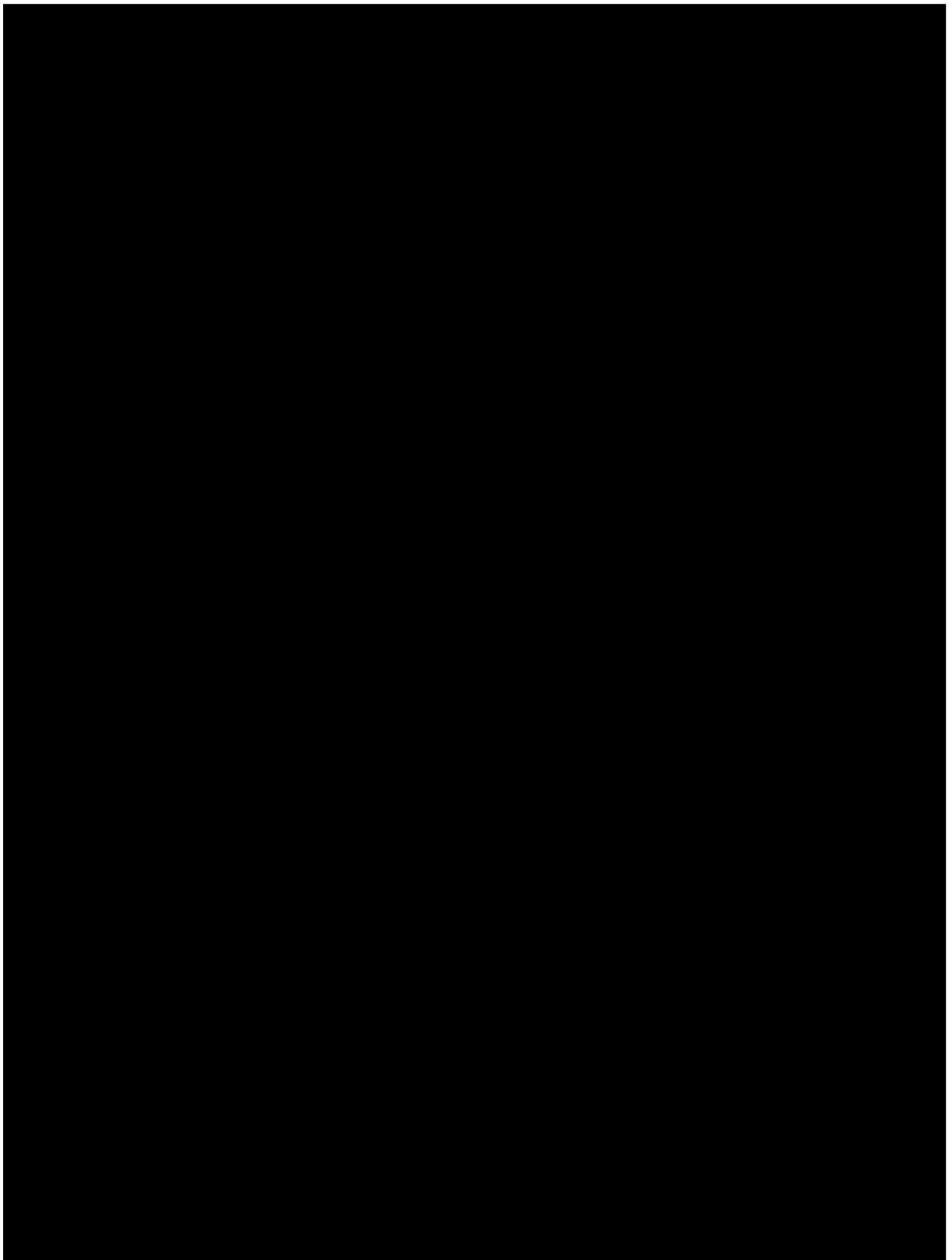
<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
square centimeters	0.1550	square inches
square meters	10.76	square feet
square meters	1.196	square yards
square meters	0.0002471	acres
square meters	0.0001	hectares
square inches	6.4516	square centimeters
square feet	0.09290	square meters
square yards	0.8361	square meters
acres	4047	square meters
acres	0.4047	hectares
hectares	10,000	square meters
hectares	2.471	acres

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
kilograms	2.205	pounds (avoirdupois)
metric tons	1.102	short tons
metric tons	0.9842	long tons
pounds (avoirdupois)	0.45359237	kilograms
short tons	0.9072	metric tons
long tons	1.016	metric tons

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
liters	0.2642	gallons
liters	0.008386	barrels (U.S. liquid)
liters	0.006290	barrels (POL)
liters	0.001	cubic meters
cubic meters	1000	liters
cubic meters	264.2	gallons
cubic meters	35.31	cubic feet
cubic meters	8.386	barrels (U.S. liquid)
cubic meters	6.290	barrels (POL)
cubic meters	1.308	cubic yards
gallons	3.785	liters
gallons	0.1337	cubic feet
gallons	0.03175	barrels (U.S. liquid)
gallons	0.02381	barrels (POL)
gallons	0.003785	cubic meters
cubic feet	7.481	gallons
cubic feet	0.2375	barrels (U.S. liquid)
cubic feet	0.1781	barrels (POL)
cubic feet	0.02832	cubic meters
cubic yards	0.7646	cubic meters
barrels (U.S. liquid)	119.2	liters
barrels (U.S. liquid)	31.5	gallons
barrels (U.S. liquid)	4.211	cubic feet
barrels (U.S. liquid)	0.1192	cubic meters
barrels (POL)	159.0	liters
barrels (POL)	42	gallons
barrels (POL)	5.615	cubic feet
barrels (POL)	0.1590	cubic meters

$$^{\circ}\text{C} = (\text{ }^{\circ}\text{F} - 32) \div 1.8$$

$$\text{ }^{\circ}\text{F} = (^{\circ}\text{C} \times 1.8) + 32$$



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