



Denver Service Center Editorial Style Guide



Denver
Service
Center

Editorial Style Guide

May 2014

Denver Service Center

LATEST STYLE REVERSALS

US (CMS 10.4)

Use period with abbreviations that end with a lower-case letter: e.g., i.e., etc., Dr., Ms., et al., a.m., p.m., a.k.a.

Use no periods for abbreviations that appear in all capitals: US, VP, CEO, PhD, UK; states: CO, AK, OK, KS, CA, MT, etc.

Capitalization (CMS 8.52)

Names of mountains, rivers, oceans, islands, streets, and so forth are capitalized. The generic term (mountain, etc.) is also capitalized when used as part of the formal name. In the plural, it is capitalized when it is part of a single name (Hawaiian Islands) and when it is used as two or more names, whether beginning with the generic term (Mounts Washington and Rainier) or—*in a reversal of earlier editions of this manual*—when the generic term comes second and applies to two or more names (e.g., the Illinois and Chicago Rivers; Sherman and Corona Streets, the San Juan and Sangre de Cristo Mountains). Such capitalization signals unambiguously that the generic term forms part of each proper noun. (See also [Capitalization](#) and [Appendix A: Guide to Capitalization](#).)

Hyphenated Compounds and Capitalization (CMS 8.159)

When used in a heading, always capitalize the first element. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor), or such modifiers as flat or sharp following musical key symbols.

- No-Action Alternative
- All-Terrain Vehicle

Previously, the second word was lower cased.

- No-action Alternative
- All-terrain Vehicle

Adding Possessive “s” to Words Ending in “s”

If a singular noun, add apostrophe s (’s) to form possessive no matter what the final consonant is (CMS 7.17). See “[Apostrophe](#)” section.

Harris’s chickens

COMMON PRACTICES TO ADOPT AND MISTAKES TO AVOID

Word 2010

- To minimize document problems in Word 2010, set your default font to NPS RawlinsonOT. Editors will gladly assist if needed.

good grammar

- *The Elements of Style*

Recommended reading. This slim book, written by William Strunk Jr. and updated by E. B. White, has proven a timeless guide to writers. “Omit needless words,” “avoid a succession of loose sentences,” “keep to one tense” are a few of the author’s exhortations. Long, rambling, wordy sentences can obscure the meaning and lose the reader’s interest.

technical vs. humanistic (nontechnical)

- Documents produced by the National Park Service are examples of technical writing. In many cases, a different set of guidelines apply. Some examples:

<u>Technical</u>	<u>Humanistic</u>
numbers: 1-9 written out, then use numeral	numbers: write out one to ninety-nine, then use numeral
%	percent
30°F	30 degrees Fahrenheit

omit needless words

- Good writing practices encourage concise sentences that are to the point. (The Denver Service Center [DSC] wrong-way record for a sentence is 152 words.)

Use simple words: for example, *use* instead of *utilize/utilization*, *sign(s)* instead of *signage*, *link* instead of *linkage*, and (as an adjective) *local* instead of *localized*.

- Avoid using superfluous words; the italicized word in the following list indicates the redundant element:

big <i>in size</i>	<i>integral</i> part
close proximity	<i>local</i> resident
consensus <i>of opinion</i>	<i>very</i> unique
filled <i>to capacity</i>	last <i>of all</i>
The park is <i>located</i> in the southern part of the state.	rehabilitate the <i>existing</i> building

“down” style (CMS 8.1)

- DSC editors have generally adopted a “down” or lowercase style, based on guidance in the *Chicago Manual of Style* (CMS). Proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns. For the latter, Chicago’s preference is for sparing use of capitals—what is sometimes referred to as a “down” style. Although Brussels (the Belgian city) is capitalized, CMS prefers brussels sprouts—which are not necessarily from Brussels (see CMS 8.60). Likewise, President Obama is capitalized, *but* the president is not (see CMS 8.18–32). (In certain nonacademic contexts—e.g., a press release—such terms as president may be capitalized.) See “[Capitalization](#)” section for more.

federal, state	Federal and state are not capitalized unless part of a proper noun, e.g., Federal Highway Administration, North Carolina Office of State Archaeology, State of Colorado will legalize medical marijuana; <i>but</i> the state of Colorado is a land of beautiful landscapes.
SHPO	State historic preservation office is only capitalized if the state in question has an office with that title. California’s SHPO office is titled: Office of Historic Preservation; therefore, it is written: California state historic preservation office (SHPO); <i>but</i> Missouri State Historic Preservation Office (SHPO) because that is the title of the Missouri SHPO office.
“ly” words	Do not hyphenate words ending in <i>ly</i>, e.g., highly developed area.
one space	Use one space after punctuation, referred to as close spacing (instituted as a result of computer word processing software—has been the rule for many years but still worth mentioning).
columns	Large documents are easier to read in two columns.
serial commas	- Use of serial commas eliminates ambiguity. - Use serial commas—those commas before the “and” in a series, e.g., The flag is red, white, and blue. It is true that many times there would be little misunderstanding if the comma was not used; however, some sentences would be misunderstood. For example, “Anna, May and Walter are here.” has a different meaning from “Anna, May, and Walter are here.” In the first example, someone is telling Anna that May and Walter are here. In the second example, we are being told that three people are here. The serial comma eliminates the possibility of this kind of misunderstanding, so get in the habit of adding a comma before the “and.”
quotation marks	Place the period and comma inside a closing quotation mark. Semicolons, question marks, and exclamation marks are placed outside the closing quotation mark.
ordinals	The letters in ordinal numbers are not in superscript (42nd Street <i>not</i> 42nd Street).
director’s orders executive orders	When citing director’s orders, executive orders, etc., be sure to use the exact title: Director’s Order 12: <i>Conservation Planning, Environmental Impact Analysis, and Decision-making</i> is the exact wording. [Note: typically, it should be Decision Making without a hyphen, however, not in this instance.] Executive Order 11988, “Floodplain Management”
use of abbreviations/ initialisms	- Minimize the use of abbreviations and acronyms in documents. Excessive use (as shown in the following <u>incorrect</u> example) would be confusing to the general public. This GMP/EIS describes four alternatives for management of BICY by the NPS. BLM and USGS, as well as USFS, have participated as cooperators. After a 30-day public review, either a FONSI or NOI to prepare a DEIS will be prepared. That will be followed by a FEIS and a ROD. - For states, the postal code abbreviation (e.g., CO for Colorado), may be used in complete addresses and in tables where space is limited <i>but</i> the state name should be spelled out in running text.

COMMON PRACTICES

- Don't use acronyms (or initialisms) as subjects/nouns.

As a Subject/Noun	As a Modifier
The National Park Service reports to Congress. <i>Not</i> The NPS reports to Congress.	the NPS report
The Bureau of Land Management owns land adjacent to the park. <i>Not</i> The BLM owns land adjacent to the park.	the BLM land
The General Management Plan / Environmental Impact Statement was sent to the public in May. <i>Not</i> The GMP/EIS was sent to the public in May.	the GMP planning team

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INTRODUCTION



The application of sensible rules for writing and editing is important for authors and editors of National Park Service publications. The purpose of the *Denver Service Center Editorial Style Guide* is to create a standard for writing and editing in our interpretive media to help authors and editors find a consistent and effective approach in communicating both technical and nontechnical information and to answer questions about grammar and editorial style. Commonly asked questions are addressed here, with emphasis on terms and phrases specific to national park system areas.

This style guide (which supersedes the 2005 edition) has been developed by the editorial staff at the Denver Service Center to suit the particular requirements of documents produced by the Planning Department of this office as they relate to US national parks.

Editorial style for this style guide is based on the following references, which provide useful guidelines for consistency in the communication of management of units of the national park system. Abbreviations and acronyms for many of these sources appear throughout this guide and signify the source of a particular rule; such references are often followed by a page or section number to further clarify the source.

general editorial references

- | | |
|-----|--|
| CMS | <i>The Chicago Manual of Style</i> , 16th edition, 2011
(This authoritative, comprehensive work is our primary reference for questions of style and production related to preparing scholarly works for publication.) |
| MW | <i>Merriam-Webster's Collegiate Dictionary</i> , 11th edition, 2006
(Our primary source for preferred spellings, word compounding and division, and usage.) |

National Park Service editorial style guidelines

- | | |
|--------|--|
| HFC | <i>HFC Editorial Style Guide</i> , Harpers Ferry Center, National Park Service, July 2011
(Used for preferred spellings and other adopted rules pertinent to writing for public audiences.) |
| DO 52A | Director's Order 52A : <i>Communicating the National Park Service Mission</i> |

additional references

- | | |
|-----|---|
| CSE | <i>Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers</i> , 7th edition, 2006
(An authoritative, comprehensive source for internationally recognized standards in the application of science style. Published by the Council of Science Editors, formerly the Council of Biology Editors.) |
|-----|---|

GPO *United States Government Printing Office Style Manual, 2000*
(A comprehensive guide that facilitates the government printing process and is intended to reduce printing costs. Rules are not to be considered rigid, but may be useful in many contexts.)

BASIC STYLE CONSIDERATIONS

The following guidelines concern basic style considerations that authors and editors may wish to review. Of a general nature, these guidelines are intended to improve uniformity in approach, consistency throughout a document, and clarity of communication.

active voice	In general, recast passive sentences in the active voice. However, some passive constructions are fine for variation in style or may even be appropriate for reporting scientific findings. Along the same lines of making sentences more active, recast “false” subjects (i.e., weak introductions such as <i>There are...</i> and <i>It is...</i>) to true subjects when possible. However, retain false subjects when recasting sounds stilted. The national park system includes 97 coastal units. <i>not</i> There are 97 coastal units in the national park system.
consistency	Be consistent throughout a document with regard to capitalization, punctuation, formatting of lists and tables, treatment of citations, spelling, and place names. The various sections of this style guide are meant to help with consistency.
emphasis—italics and boldface	Avoid the overuse of boldface and italics to emphasize text. If everything is in boldface or italics, then nothing is being emphasized. Foreign or highly technical terms may be italicized if they are likely to be unfamiliar to readers. Also, key terms with special meanings to which an author wishes to direct attention may be italicized at first use.
scientific style	Follow a scientific (vs. humanistic) style with respect to numbers and terms; however, always define an uncommon term at first mention. Avoid scientific and governmental jargon.
sentence variation	Incorporate a variety of sentence constructions into paragraphs to strengthen writing and make it more interesting using simple, compound, complex, and compound-complex sentences.
short sentences	Keep sentences short and to the point. Use a majority of simple, declarative sentences.
simple words	Use simple language: use <i>not</i> utilize/utilization link <i>not</i> linkage local <i>not</i> localized (as an adjective)
format spacing	Use one space after punctuation, <i>not</i> two.

superfluous words

Avoid using superfluous words; those italicized in the following list indicate the redundant element:

big in size
integral part
close proximity
local resident
located in
 consensus *of opinion*
 very unique
 filled *to capacity*
 last *of all*
 The park is *located* in the southern part of the state.
 rehabilitate the *existing* building

Avoid having inanimate objects possessing things.

Upper Peninsula of Michigan, not Michigan's Upper Peninsula
 the benefits of the plan, not the plan's benefits
 the kiosk at the entrance station, not the entrance station's kiosk
 the enabling legislation of Yosemite National Park, not Yosemite National Park's enabling legislation

CONVENTIONS

The following section discusses solutions to technical questions commonly encountered in writing and editing.

**abbreviations of states
 and US territories**
 (CMS 10.28)

In general, the full names of states and US territories are spelled out. However, if using abbreviations is necessary because of minimal space such as in tables, the two-letter postal codes may be used.

AK, AL, AZ, AR, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY

(CMS 10.33)

In running text, spell out *United States* as a noun; reserve *US* for the adjective form only (in which position the abbreviation is generally preferred).

US dollars
 US involvement in China
but
 China's involvement in the United States

**US abbreviation of
 measurements**
 (CMS 10.67)

feet	ft	square foot	sq ft or ft ²
inch	in	square inch	sq in
yard	yd	cubic yard	cu yd or cu ³
mile	mi	square mi	sq mi

When using the symbols: 6'12", (no space) use the proper symbols, e.g., prime (') and double prime (") and not the apostrophe (') and quote marks (") because when using a serif font they turn into the curly form. In technical / scientific writing, periods are not used.

**metric abbreviation of
measurements**
(CMS 10.52)

cm	centimeter
m	meter
km	kilometer

If using metric measurements, write the US measurement first with the metric figure in parentheses, e.g., The trail was 3 miles (4.8 kilometers) long.

academic degrees
(CMS 10.4)

Use capitals, no periods: MD, BA, BS, PhD

acronyms

Minimize the use of acronyms. Their excessive use can be confusing. Initials for agencies, universities, and companies (not parks) are acceptable as adjectives (modifiers) but not when used as nouns (e.g., USGS, USFWS, IBM). However, the full name should appear at first use, followed by the abbreviation/acronym in parentheses e.g., US Fish and Wildlife Service (USFWS).

When using established acronyms or abbreviations, do not be redundant.

the Retired Senior Volunteer Program (RSVP); redundant to say "RSVP program"
Inventory and Monitoring (I&M) Program; use "I&M Program" not simply "I&M"

addresses
(CMS 10.35)

Spell out words in an address in running text. When compass directions are used in an address, they are abbreviated (e.g., NE, NW, SE, and SW). There is no comma before or after. Incorporate a variety of sentence constructions into paragraphs to strengthen writing and make it more interesting using simple, compound, complex, and compound-complex sentences.

The White House is on Pennsylvania Avenue.
Conference participants met in a building on North Avenue SW, near the bridge.
Our friends live at 774 East [street name] 1300 South [street name] in Salt Lake City.

(CMS 9.52)

Names of numbered streets, avenues, and so forth are usually spelled out if one hundred or less.

First Avenue
Ninety-Fifth Street
122nd Street

compound words
(CMS 7.78, 7.85)

An open compound is spelled as two or more words (*high school, lowest common denominator*). A hyphenated compound is spelled with one or more hyphens (*mass-produced, kilowatt-hour, non-English-speaking*). A closed (or solid) compound is spelled as a single word (birthrate, notebook). A permanent compound is one that has been accepted into the general vocabulary and can be found in the dictionary. Not strictly compounds, but often discussed with them, are words formed with prefixes (*antigrammarian, postmodern*); these are dealt with in section 4 of CMS 7.85. (See "[Appendix B: Guide to Compounding](#).")

dates and holidays

AD (anno Domini) – full caps; precedes and is separated from the year by one space. Use "between AD 1150 and 1600," not "between AD 1150 and AD 1600."

BC (before Christ) – BC follows and is separated from the year by one space.

century if used as part of a unit modifier, a hyphen is used.

the 19th century, *but* 19th-century landscape, and a mid-19th-century landscape

circa/ca. Avoid writing ca. or circa in general text for publications and exhibits—rewrite or use “about” instead; but use abbreviation ca. in credit lines.

The pearlware bowl found at Ninety Six National Historic Site dates to about 1810.
F. Gabriel painting ca. 1850. Courtesy: Cedar River Historical Society

month-day-year style In sentences, follow with a comma. If stating only the month and year in a sentence, no comma is needed.

This year, the month of February included February 13, 2004, and February 29, 2004, a leap year.
Five companies garrisoned at Fort Sumter in June 1863.

decades Use “the first decade of the 19th century” or “the years 1800–1809.” Use “the 1810s” for the decade 1810–1819. Do not use an apostrophe with decades: 1860s *not* 1860’s; use all numbers: 1950s and 1960s; *not* 1950s and 60s.

date ranges Separate ranges of dates by an “en” dash (–) (e.g., November 1–February 12, 2012).

National Park Service / national park system

The National Park Service is the name of the bureau (not agency); Department of the Interior is the name of the agency. The national park system refers to the sites the National Park Service manages and is not interchangeable with the National Park Service. The acronym for the National Park Service is NPS, which is used as a unit modifier (adjective), not as a noun. We have national park system sites or units, not NPS sites or units. We have NPS reports, not national park system reports.

national monument, national lakeshore, national seashore, national recreation area, national river If a report includes names of national park system units other than a national park, avoid calling the unit “the park.” Although “the park” is understood and used throughout the National Park Service, the public may not understand or even know that something other than a national park is managed by the National Park Service. Use the national recreation area, national monument, etc.

At first mention, include the full name of the unit (e.g., Dinosaur National Monument). Subsequently, you can use “the national monument” or “the monument,” or simply “Dinosaur” may be used. Avoid using the four-letter park code in writing (e.g., “DINO”).

park Use the word “park” to mean a place, not the people working there.

Resource managers want to conduct an inventory of the biological resources in the park. *not*
The park wants to conduct an inventory on its biological resources.

miscellaneous

etc. Avoid. Provide enough examples to make a point.

first spelling In most instances, use the first instance of spelling given in Merriam-Webster’s Collegiate Dictionary (e.g., traveling not travelling).

variant name This includes historical, locally used names and misspellings; if using a variant name, show the federally recognized name first and the variant name second; the variant name must be clearly distinguished as a variant (e.g., placed in parentheses).

The ranger-guided hike proceeded toward Indian Pond (formerly Squaw Lake).

INTRODUCTION

(CMS 7.82) **ly modifiers** Do not hyphenate *ly* modifiers. Compounds formed with adverbial modifiers are seldom misunderstood.

a federally listed species, *not* a federally-listed species

US measurement vs. metric Always use the US measurement system first with metric measurement in parentheses.

The park is in the high San Luis Valley of south-central Colorado at an elevation of 8,175 feet (~2500 meters).

GENERAL FORMAT AND STYLE GUIDELINES

FOLD-OUT MAPS AND LANDSCAPE TABLES

Fold-out maps are always printed so they fold out to the right on 11x17 paper. They are printed with a blank back (to reduce the cost of printing); therefore, allow two pages for each fold-out map—the front (an odd number) and a blank back (an even number). No page numbers or headers appear on maps. Page numbers for broadside tables should appear in the same position as on the other text pages.

FONT STYLES AND SIZES

Director's Order 52A

Communicating the National Park Service Mission: This director's order was implemented in January 2001. The purpose was to bring greater coherence to the message from the National Park Service to the public. In communicating the agency mission, the new guidelines encompass graphic design standards, park signage, and use of the arrowhead symbol. Because typography is fundamental to graphic design standards, using a consistent typeface ensures the public recognition factor. The National Park Service designed and licensed a distinctive text font named NPS Rawlinson for use throughout the agency. Currently, RawlinsonOT is the variation of choice. Director's Order 52-A is meant to bring a consistent look to all NPS materials, from documents, brochures, posters, and park signage to NPS websites.

Because of the sensitivity of the font issue in Word 2010, it is advised that NPS computers have RawlinsonOT set as the default font. This seemingly small adjustment keeps our documents from "blowing up" as they are transferred from computer to computer in the progression of editing and processing the document to its finalization.

For use in headings, tables, captions, etc., a complementary sans serif font from Adobe was chosen to pair with RawlinsonOT. Frutiger has a similar appearance to Arial. Use the Frutiger "LT Std 45 Light" version.

Standard document text is produced in a serif style for large documents and ones that are text intensive (e.g., NPS RawlinsonOT). A serif font is widely used to promote readability. The slight flares at the end of the letter strokes lead the eye along the line of text causing less eye strain. A sans serif font has a cleaner look and consequently is favored for headlines, headings, and tables.

The following font sizes are recommended:

Main body of the text – NPS RawlinsonOT, 10.5 point

Back matter (from the appendixes on)—using a smaller font (e.g., 10 point) is an option that DSC editors often use (including the US Department of the Interior stock statement and the document number)

Headers – Frutiger LT Std 45 Light, 10 point

Tables – Frutiger, one or two points smaller than main text or even smaller if necessary (depending on the information presented); titles are bold and in large and small caps (see “[Tables](#)” section)

Figures and photo captions – Frutiger, one or two points smaller than main text (see “[Captions](#)” section)

Footnotes (if absolutely necessary, they are not recommended) – 8 point

If the text is set in a serif font, a sans serif font is recommended for headings, tables, figures, captions, or other display type.

FOOTNOTES

(CMS 14.19)

Footnotes are used when information might be questioned or to give credit for someone else’s research. The first choice is to avoid the use of footnotes by turning the information into a text reference. If a footnote is absolutely necessary in the text, reference numbers are set as superior (superscript). In the notes themselves, they may be superscript or not and are flush left with text returning to the left margin. The font size for footnotes is 8-point text. (Footnotes are most often used in history reports.).

“Nonrestrictive relative clauses are parenthetical, as are similar clauses introduced by conjunctions indicating time or place.”¹

1. William Strunk Jr. and E. B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 3.

HEADERS AND FOOTERS

Headers (also known as running heads) should be used for all general management plans / environmental impact statements and for documents long enough where they would be useful to the reader (probably 75 pages or more); they are not necessary for newsletters.

Headers must be used consistently throughout the text; however, they should not appear on divider pages or the first page of the summary, table of contents, chapters, appendixes, or on a page with a broadside table or illustration/figure.

Headers and footers should be in 10 point throughout the document. In Microsoft Word, place the header at 0.5 (the default); the first line of the document text is at line 1.0.

If divider pages are used in a document, use the divider title in the header on the left-hand page and the chapter title as the right-hand page header. If there are no divider pages, use the chapter title as the left-hand page header and the level 2 heading as the right-hand page header. If there are two or more level 2 headings on an even-odd spread, use the last level 2 heading for the right-page header.

For documents with no divider page for the appendix, use "Appendix" for the left-page header. If there is a divider page for "Appendixes, References, and Preparers," the even-page header for the appendixes should just be Appendixes. In the References and Preparers and Consultants sections, the even-page header should reflect those individual headings.

Header Examples	Verso (left-hand) Page small caps, caps & lower case	Recto (right-hand) Page caps & lower case, italics
Front Matter	SUMMARY CONTENTS	<i>Summary</i> <i>Contents</i>
Text	DIVIDER TITLE CHAPTER TITLE AFFECTED ENVIRONMENT	<i>Chapter Title</i> <i>Level 2 Heading</i> <i>Natural Resources</i>
Back Matter	APPENDIXES REFERENCES or SELECTED REFERENCES INDEX	<i>Appendix A: Legislation</i> <i>References or</i> <i>Selected References</i> <i>Index</i>

HEADINGS

Headings reflect the organization of the document, and they correspond directly with the outline for the document.

The standard heading format used in GMP/EISs at the Denver Service Center provides five levels of headings—generally enough to separate and distinguish the material in a section. Heading styles should be consistent throughout the text so that the reader is not misled about the organization of the document. The following headings are illustrated on the following sample text pages:

Level one below is Frutiger Lt Std 45 Light, 14 pt., bold, all caps, centered

LEVEL 1: CENTERED, FULL CAPS, BOLD

Text or level 2 heading starts after 3 hard returns (2 blank lines).

LEVEL 2: FLUSH LEFT, FULL CAPS, BOLD*

Text starts here. (At end of section three hard returns [two blank lines] before a level 2 or level 3 heading.)

Level 3: Flush Left, Caps and Lowercase, Bold

Text starts here. (At the end of the section use three hard returns [two blank lines] before a level 2 or 3 heading or two hard returns [one blank line] before a level 4 heading.)

Level 4: Flush Left, Caps and Lowercase, Bold, Period. Text is run-on. (At the end of the section use two hard returns [one blank line] before another level 4 heading or a level 5 heading, or three hard returns [two blank lines] before a level 2 or 3 heading.) On level 4 headings, the period is also bold.

Cumulative Impacts. Several present and reasonably foreseeable future actions and projects within the park, independent of this plan, would likely affect park operations in localized areas.

Level 5 (if needed): Italics, lowercase, with em dash — Text is run-on. In this instance, use a space on either side of the em dash. (Same spacing as for level 4 heading.)

Trails — The National Park Service would encourage visitors to find their own routes to promote a sense of freedom and self-discovery. Although there are numerous natural (from wildlife migration) and informal paths visitors can follow, there would be no constructed or maintained trails for recreational use under this alternative.

* When a level 2 heading is immediately followed by a level 3 heading, or a level 3 heading is immediately followed by a level 4 heading, the headings should be separated by one blank line (two hard returns instead of three).

Using larger type sizes for level 1 and 2 headings is optional, as long as consistency is maintained throughout the document. Using heading styles in word processing software programs is one way to ensure that headings are consistent; the styles can also be edited to change the appearance of the headings.

Avoid using more than five levels of headings. If it is essential, discuss the format of the level 6 heading with the editing staff.

Headings for levels 2 and 3 that are more than one line should be flush left, and "soft" returns (line breaks or Shift + Enter) should be used to make the lines relatively even (ragged right instead of justified). For example, in two columns.

Change:

**CHEROKEE RELATIONS WITH THE US
GOVERNMENT**

To:

**CHEROKEE RELATIONS
WITH THE US GOVERNMENT**

Special presentation documents and post-record of decision documents should be done with the Identity Project (Director's Order: 52A) standards in mind. Please consult with the graphics and editing staff.

ILLUSTRATIONS (FIGURES) AND CHARTS

An illustration is a displayed visual form presented as a photograph, drawing, or painting that explains or elucidates text matter. In this discussion, illustration principally refers to photographs, line drawings, and maps; chart refers to graphs, diagrams, and flowcharts. Both are commonly called figures. Tables, which are also illustrations, are described in the [“Tables”](#) section.

placement

Captions are placed below the figure, photo, or illustration.

An illustration should appear as soon as possible after the first text reference to the subject matter. It should only be placed before a text reference if it is on the same page or a two-page spread as its reference or if the article is too short for it to follow the text reference. In these cases, the caption should provide directions to readers explaining its location (e.g., “figure 1, page 42”).

If a figure, illustration, or photograph must be turned to run the long way of the paper (broadside; landscape), the caption must also be turned so that it runs the same direction. Running heads (headers) should not be used on a page with a broadside table or illustration. Page numbers for broadside tables should appear in the same position as on the other text pages. The top of a broadside page should always be at the reader’s left.

numbering

Illustrations are numbered sequentially beginning with “1.” Each figure will have a “call out” in the text where the figure is being discussed and will appear thus: (figure 1). Illustrations used primarily for design purposes need not be numbered or appear in the Contents section.

captions (CMS 8.156, 3.22)

Captions are used for photographs, illustrations, and figures. A caption may consist of a word or two, an incomplete or a complete sentence, several sentences, or a combination. No punctuation is needed after a caption consisting solely of an incomplete sentence. In a work in which most captions consist of full sentences, incomplete ones may be followed by a period for consistency. Captions should be capitalized in sentence style (CMS 8.156), but formal titles of works included in captions should be capitalized in headline style (CMS 3.22). The caption can briefly indicate what is shown in a figure, illustration, or photograph, or it can contain additional information. Unlike a map legend, which is a key to the map symbols, a caption for a figure or photograph is explanatory material. Captions should be a point or two smaller in size than document text, with sentence-style capitalization; they may also be bold type or roman type as long as consistency is maintained throughout the document. Photograph captions may be numbered in a document with many photos and extensive cross-references to them. They generally are not numbered if they are few in number. Captions may be omitted if unidentified photos are used primarily as a design element, rather than as specific illustrations.

WARTIME VISIT TO AUSTRALIA, WINTER 1940

THE WHITE GARDEN, REDUCED TO ITS BARE BONES IN EARLY SPRING. THE BOX HEDGES, WHICH ARE STILL CUT BY HAND, HAVE TO BE CAREFULLY KEPT IN SCALE WITH THE SMALL AND COMPLEX GARDEN AS WELL AS IN KEEPING WITH THE PLANTS INSIDE THE “BOXES.”

Sans serif font and small caps can be used as the style for captions—whatever style used, be consistent throughout the document.

**permission to use,
reprints, source lines,
credit lines**

In most cases, material reproduced from other publications of the US government can be reused without permission; however, the source should be credited. No credit lines are used to identify individual NPS employees who produce photographs or drawings.

Permission to reprint must be obtained for material under copyright. A credit line is generally included with any reproduced material. Follow as closely as possible the form of credit specified by the person who granted permission.

Source credits may appear under a photo, figure, or illustration in small type or in parentheses at the end of the legend. Sometimes it is possible to work the facts into the legend copy so that a separate credit line is not necessary. If all the photographs in a document are from one source, that fact may be acknowledged in the preface or in an acknowledgments section.

If a credit appears on a line by itself, end punctuation is omitted. Some examples of credit lines are shown below. The word source should be in italics or in caps and small caps (CMS 3.75).

- Reprinted with permission of The Macmillan Company and Geoffrey Bles, Ltd., from *A Guide to Communist Jargon*, by R. N. Carew Hunt. Copyright 1957 by R. N. Carew Hunt.
- *Source*: Map redrawn from Doughty 1987
- Section numbering plan courtesy of Bureau of Land Management, US Department of the Interior
- *Source*: Drawing reprinted from *Topographic Maps: Silent Guides for Outdoorsmen*. US Department of the Interior, Geological Survey
- Photograph courtesy Archives and Historical Division, State of Wyoming
- Examples of credit information worked into the text are shown below
- This church, photographed in 1939 by James Smith, was built in 1789 by Frederic Fudd, who used marble quarried from a hill just west of Fuddsville. (Photo courtesy of Colorado State Archives)
- Photo 9. Historic church in the park
- This church was built in 1789 by Frederic Forsythe, who used marble quarried from a hill just west of Hombly Village. Photo by James Smith, 1939, provided by Colorado State Archives.
- The Somerwell House on Main Street in Yorktown. This house, shown in a historic photograph from the Library of Congress, was the home of ferryman Mungo Somerwell. The house survived the 1781 siege.

More information about credit lines is available in CMS 4.95 and 12.40–51; source notes are discussed in 13.44–45 and other places in the *Chicago Manual of Style*.

LISTS

general guidelines (CMS 6.121–126)

Lists should follow guidelines from *The Chicago Manual of Style* (CMS 6.121–6.126), which recommends two types of lists: (1) those run into the text, and (2) those set out vertically. Short, simple lists are usually better run in, especially if the introductory material and the items in the list form a complete sentence. If an author wishes to emphasize a list or if the list is particularly long or complicated (CMS 6.124), a vertical list is probably preferred. Lists should be well thought out and serve a particular purpose.

introductory material

If a list is introduced by a complete sentence, a colon precedes the list. If the introductory material ends with a verb or preposition, a colon does not precede the list. Typically, introductory material will include the words “as follows” or “the following,” in which case a colon should precede the list.

Before approval of surface-disturbing actions, the administering agency will

- ensure that any proposed decision is consistent with the policies set forth above
- advise the management group of the proposed actions
- allow 10 working days for written comment

The Park Service will preserve and protect natural and cultural resources by

- monitoring and mitigating external threats to resource integrity
- monitoring the effects of visitor activities and backcountry use

run-in lists (CMS 6.123)

Numerals or letters that mark divisions in a run-in list are enclosed in parentheses. If letters are used, they are sometimes italicized. . . . If the introductory material is an independent clause, a colon should precede the first parenthesis. The items are separated by commas unless any of the items require internal commas, in which case all the items should be separated by semicolons.

Her qualifications for the job are as follows: excellent oral and written communication skills, the ability to work alone and with others, and an advanced degree in science (geology).

For the five-day trek in Gates of the Arctic National Park we packed (1) raingear and warm, protective outer clothing; (2) four pairs of socks and underwear; (3) sturdy boots for the trail and sandals for the hut; (4) one pair of pants and shorts; and (5) several short- and long-sleeved shirts.

omit numerals, letters, and bullets

Omit numerals, letters, or bullets in forming a vertical list unless they serve a purpose. For example, to show the order in which tasks should be done, to suggest chronology or relative importance among the items, or (in a run-in list) to clearly separate the items. If items in a vertical list are numbered (but not part of a sentence being completed in the list), each item begins with a capital letter.

vertical lists—punctuation and format (CMS 6.124, 125)

A vertical list is best introduced by a complete grammatical sentence, followed by a colon (but see CMS 6.125). Items carry no closing punctuation unless they consist of complete sentences. If the items are numbered, a period follows the numeral and each item begins with a capital letter. To avoid long, skinny lists, short items may be arranged in two or more columns.

Your application must include the following documents:

- a full résumé
- three letters of recommendation
- all your diplomas, from high school to graduate school

a brief essay indicating why you want the position and why you consider yourself qualified for it
two forms of identification

An administrative facility can be judged by eight measures:

image	quality
security	functional organization
access	design efficiency
flexibility	environmental systems

Each of these measures is discussed below.

Compose three sentences:

1. To illustrate the use of commas in dates
2. To distinguish the use of semicolons from the use of periods
3. To illustrate the use of parentheses within dashes

To change the date display from "31" to "1" on the day following the last day of a 30-day month, the following steps are recommended:

1. Pull the stem out to the time-setting position (i.e., past the date-setting position).
2. Make a mental note of the exact minute (but see step 4).
3. Turn the stem repeatedly in a clockwise direction through 24 hours.

vertical lists punctuated as a sentence (CMS 6.125)

In a numbered vertical list that completes a sentence begun in an introductory element and that consists of phrases or sentences with internal punctuation, semicolons may be used between the items, and a period should follow the final item. Each item begins with a lowercase letter. A conjunction (and or or) before the final item is optional. Such lists, often better run in to the text, should be set vertically only if the context demands that they be emphasized.

Reporting for the Development Committee, Jobson reported that

1. a fundraising campaign director was being sought;
2. the salary for this director, about \$50,000 a year, would be paid out of campaign funds; and
3. the fundraising campaign would be launched in the spring of 2005.

Generally prepare lists indented left, and use a lowercase style (no caps, no lead or end punctuation); use caps, colon, and periods only when the list contains sentences. When a list contains sentence fragments, only a few of which are followed by explanatory sentences, put the sentences in parentheses behind the lowercased sentence fragments, or use an em dash. Lists can also be bulleted or numbered, in moderation. The following are examples of list styles. Use a colon for introducing lists only if it says "as follows:" or "the following:"

declarative sentences

Caps, periods, colon (or period) for introductory sentence:

When Congress enacted title V of Public Law 96-550, the mandates it placed on planning and management were based on the following premises:

Public knowledge of and interest in the Chacoan system has increased greatly in recent years.

The San Juan Basin is currently undergoing changes related to a variety of energy exploration and development activities.

imperative sentences

Same (these include management objectives):

Priorities for phasing construction activities will be as follows:

Rehabilitate the Metcalf Bottoms bridge.
Construct a new picnic area and trailhead in Wears Valley.

phrases following a complete sentence

Example 1: lowercase, no periods, colon after the introductory sentence or no punctuation:

Although somewhat subjective, these scores were assigned based on several factors:

the uniqueness or singularity of a site
the volume of archeological deposits at a site

Example 2: with an intervening sentence – same as 1:

Chacoan outliers are distinguished by one or more of the following characteristics (any outlier that has these characteristics can be considered for designation as an archeological protection site):

presence of one or more Chacoan structures
presence of archeological features indicating the existence of a Chacoan community

run-on clauses or phrases

Lowercase, no periods, open introductory clause or phrase:

Before approval of surface-disturbing actions, the administering agency will
ensure that any proposed decision is consistent with the policies set forth above
advise the management group of the proposed actions and allow 10 working days for written comment

The National Park Service will preserve and protect natural and cultural resources by
monitoring and mitigating external threats to resource integrity
monitoring the effects of visitor activities and backcountry use

bulleted items

The development of a preferred alternative involves evaluating the alternatives with the use of an objective analysis process called “choosing by advantages” or CBA. Using this process, the planning team identified and compared the relative advantages of each alternative according to a set of factors. The benefits or advantages of each alternative are compared for each of the following CBA factors:

- protecting natural resources
- protecting cultural resources
- providing orientation and education for visitors
- improving national recreation area operational efficiency

numbered lists

The decision points listed below are not listed in any order of priority or importance.

1. What outdoor recreation and visitor enjoyment opportunities should be provided at Chickasaw, given that people, water resources, and other natural and cultural resources must be protected?
2. How can the National Park Service balance the needs of competing and/or complementary uses?
3. What facilities and lands are needed to meet the NPS and recreation area mission (recreation, resource protection, education/interpretation, safety, maintenance, administration, etc.)?
4. What are the appropriate cultural and natural landscapes throughout the national recreation area and how should they be managed?

5. What partnerships and other cooperative actions are needed with national recreation area neighbors, agencies, and others to resolve issues facing Chickasaw over the next 20 years?
6. What should the National Park Service do to better convey that the recreation area is a unit in the national park system?

When two lists relate and are close together in the document, it is preferable to put them in the same form.

MARGINS

For standard documents, left margin is 1.1, the left, top, and bottom margins are 1.0. These margin settings will allow sufficient room for binding and microfilming text. On pages with large tables (such as a summary of alternatives) it may be necessary to use smaller margins to get the text to fit; however, do not allow less than 0.75 on the binding edge.

If headers are used, the top margin should be 0.5.

The gutter for documents in two columns should be 0.5, Word's default.

page numbers

All pages in a document are numbered, although the numbers do not appear on the title page, blank pages, maps, divider pages, or display pages in the printed copy. Recto (right-hand) pages always have odd numbers, and verso (left-hand) pages always have even numbers. The front matter (title page, abstract, summary, contents, list of tables and maps, and figures if you have them) is numbered with lowercase roman numerals. The text is numbered with arabic numerals; the first page of text may be 1 or 3, depending on whether there is a divider page. Page numbers remain the same size throughout the document. If included, the temporary title page, although not physically numbered, should be considered page i.

Fold-out maps are always printed so they fold out to the right, on a recto (right-hand) page. They are printed with a blank back; therefore, allow two pages for each fold-out map—the front (an odd number) and a blank back (an even number). **No page numbers or headers appear on maps.** Page numbers for broadside (landscape orientation) tables should appear in the same position as the other text pages.

Page number locations for no-column (full-across) text are on the bottom outside edge on alternating pages; for text in double columns, page numbers are at the bottom center of the page.

We strongly advise against the use of odd or even page section breaks in the Microsoft Word software, especially if you are bringing something to DSC editors for editing. **Always** use "next page" breaks between sections.

TABLES

table orientation

If a table must be turned to run the long way of the paper (broadside; landscape), the caption must also be turned so that it runs the same direction. Headers should not be used on a page with a broadside table or illustration. Page numbers for broadside tables should appear in the same position as on the other text pages.

The top of a broadside page should always be at the reader's left so that any caption or text reads up, not down.

A table with two columns of information should be centered under the title:

Change:

Table 1. Average Annual Incomes

1990	\$8,645
1991	7,456
1992	5,993

To:

Table 1. Average annual incomes

1990	\$8,645
1991	7,456
1992	5,993

For multipage tables, the table title should be repeated at the top of each subsequent page. [In Word, under "Table Tools," "Layout," "Repeat Header Rows."]

table numbers

Number tables consecutively throughout the text. For tables in appendixes, designate them with the appendix letter and a number, for example, if cost tables are in appendix B, the specific tables would be designated "Table B-1: Estimated Costs, Preferred Alternative," and "Table B-2: Estimated Costs, Alternative 2." (Appendix tables do not appear in the table of contents.)

notes in tables

Most notes in tables will be footnotes, but headnotes can be useful to help the reader understand the table at the outset, as in defining abbreviations. Headnotes can be placed in brackets and generally begin with [Note:...] or [Abbreviations:...] (see example table 1 of a table with headnotes, source line, notes, and footnotes).

Table notes generally should be one point size smaller than the body of the table. However, if the table type is as small as 8 points, it may be better to use 8-point type for the notes. Also consider the complexity of the note: three or four words in very small type are easier to read than two paragraphs in the same type size.

order of notes

Source notes precede other footnotes, followed by *general notes*, which pertain to the whole table, followed by *specific notes*. A table title should never be footnoted; a note that applies to the whole table is treated as a general note (see an example of a general note below). Each specific note is preceded by a number or letter that matches the key in the body of the table. If the table consists of words, numbers are easier to recognize as a footnote key; if the table is numbers, letters are easier to recognize as a key (also, ² or ³ with a number could be read as part of the number instead of as a footnote). In the body of the table the key is superscripted, but in the note itself the number or letter, followed by a period and a tab, is placed on the same line as the text of the note. In tables, use a hanging indent for notes longer than one line. It may be necessary to reset the tabs within the table to align footnotes the way you want them.

placement of notes

Note: Although the source and footnotes can be made part of the table, use the software program so that the lines around them do not show, as in table 1 below.

In a multipage table, source notes and general notes should be placed at the bottom of the first page; specific notes may be placed at the bottom of the last page or on each page they apply to. Examples of footnotes are shown below. See example table 1 for an example of notes on complete tables.

TABLE 1. SPECIAL STATUS PLANT SPECIES IN AND NEAR COLONIAL NATIONAL HISTORICAL PARK

[STATUS CODES: FC1 = federal category 1 candidate species ^a ; FC2 = federal category 2 candidate species ^b ; FC3 = former federal candidate species; FLE = federally listed endangered; FLT = federally listed threatened; VC = Virginia, candidate species; VLE = state-listed as endangered; VRE = state-recommended as endangered; VRSC = state-recommended for special concern; VRSU = state-recommended for status undetermined; VSU = Virginia status uncertain. The following plant species are known to exist in Colonial National Historical Park.]			
Common Name	Scientific Name	Federal Status	State Status
Sensitive joint vetch	<i>Aeschynomene virginica</i>	FC2	VC
Lake-bank sedge	<i>Carex lacustris</i>	none	VRSC
a spurge	<i>Euphorbia ammanoides</i>	none	VRSC
Reed mannagrass	<i>Glyceria grandis</i>	none	VRSC
Loesel's twayblade	<i>Liparis loeselii</i>	none	VRSC
Southern twayblade	<i>Listera australis</i>	none	VRSC
Florida adder's-mouth	<i>Malaxis spicata</i>	none	VRSC
Ophioglossum	<i>Ophioglossum vulgatum</i> , var. <i>psuedopodium</i>	none	VRSC
Gaping panicum	<i>Panicum hians</i>	none	VRSC
Shadow-witch	<i>Ponthieva racemosa</i>	none	VRSC
Dwarf chinquapin oak	<i>Quercus prinoides</i>	none	VRSC
Drooping bulrush	<i>Scirpus lineatus</i>	none	VRSC
Sweetscent ladies' tresses	<i>Spiranthes odorata</i>	none	VRSC
Mountain camellia	<i>Stewartia ovata</i>	none	VRSC
Three-ribbed arrowgrass	<i>Triglochin striatum</i>	none	VRSC
Virginia least trillium	<i>Trillium pusillum</i> , var. <i>virginianum</i>	FC2	VRSC

Source: Data from Division of Natural Heritage, Commonwealth of Virginia.

Note: These classifications are updated periodically.

- a. The US Fish and Wildlife Service classifies as a "candidate species" any taxonomic group or species of plant or animal being considered for listing as either threatened or endangered under the Endangered Species Act of 1973, as amended. Category 1 refers to species or taxonomic groups for which the has on file substantial information on biological vulnerability and threat(s) to support the appropriateness of proposing to list them as endangered or threatened. Data are being gathered on category 1 species concerning precise habitat needs and, for some, the precise boundaries for critical habitat designation.

TABLE 15. PILT PAYMENTS BY BOROUGH, FISCAL YEAR 2010

County	PILT Payment	Total Acres	Price per Acre	Gates of the Arctic NPP Acres	Approximate Payment from Gates of the Arctic NPP Acres
North Slope Borough	995,130	40,576,447	\$0.025	8,472,506	\$207,787
Northwest Arctic Borough	995,130	17,573,218	\$0.057	8,472,506	\$479,778
Yukon-Koyukuk REAA	905,837	58,696,546	\$0.015	8,472,506	\$130,752

Source: US Department of the Interior

TEXT PAGES

For readers' ease, typical general management plans / environmental impact statements should be in two-columns, left justified (with ragged right margin) format. NPS RawlinsonOT 10.5 pt. and Frutiger LT Std 45 Light are the serif and sans serif fonts used by DSC staff (see also "[Font Styles and Sizes](#)" under "General Format and Style Guidelines." The column width for double columns is 3 inches with spacing at 0.5. If line numbering is used, spacing should be 0.6, otherwise the second-column line numbers will only be partially visible. The columns on short pages at the ends of sections should be of fairly equal length. If columns cannot be balanced, the left column is generally longer (an exception, if a heading must be positioned at the top of the right column).

TEMPORARY TITLE PAGES

date The date on the temporary title page/abstract is generally the month and year that a document is available to the reviewer. To clarify the stage of the document, add a date on the temporary title page for each round of reviews for draft documents.

Park/Region Review 03/16/2013
WASO Review 04/16/2013

These dates and the title page itself are deleted before the document is printed for public distribution.

BIBLIOGRAPHY / REFERENCE LIST (DOCUMENTATION)

BIBLIOGRAPHIC ENTRIES

In a DSC document, the list commonly called “Bibliography” is titled “References” or “Selected References” because we are not trying to include every possible source on the subject, as the word bibliography might imply, but rather the sources that we found most helpful in preparing the document.

The references are placed before the index, if there is one, and after the and consultants section.

(CMS 15.11)

A reference list is always arranged alphabetically and generally should not be divided into sections.

author-date citations

(CMS 15.20)

For each author-date citation in the text, there must be a corresponding entry in the reference list/bibliography under the same name and date. It is the author’s responsibility to ensure that document references are complete and accurate. Editors can help authors by cross-checking text citations and reference lists and rectifying or querying any discrepancies or omissions.

author-date system

(CMS 15.29)

The author-date method is used in most DSC documents, including all types of plans and environmental documents. The author-date system is preferred for science and social science publications. This method consists of in-text citations with author and date in parentheses, e.g., (Walker 1986) and a reference list that is arranged and formatted as shown in this section. (Arrangement varies from CMS.) In parenthetical citations, abbreviations typically are used for government agencies such as USDI for the US Department of the Interior, USGS for US Geological Survey, USFWS for US Fish and Wildlife Service. Other abbreviations also are acceptable in parenthetical citations if they are readily understandable such as (NW Univ.), (U. of CO School of Jour.), (SD Dept. of Fish and Game) [if used frequently, possibly even shortened to (SDDF&G)] or (CDOW). A list of abbreviations can be placed before the bibliography/reference list if text citation abbreviations are lengthy or confusing. If two authors are used as a reference in the text, they are separated by a semicolon, e.g., (Walker 1986; Smith 1996) (CMS 15.29).

alphabetizing main headings

(CMS 16.56)

To ease the way for readers, the first word in a main heading should always determine the location of the entry. This principle occasionally entails inversion of the main heading. For example, *A Tale of Two Cities* is inverted as: *Tale of Two Cities, A* and alphabetized under “T.”

titles of works

The information on the title page of a published book should be copied exactly. If a title has been displayed in several lines (a matter of design), it may be necessary to insert punctuation for it to make sense, but do not add words. In the following example, adding “to” may seem to make sense, but it is not accurate. Therefore,

Hamilton’s Guide
Yellowstone
National Park

becomes Hamilton’s Guide: Yellowstone National Park, with the addition of a colon to indicate what the guide is about.

A title displayed on the title page as

Nez Perce Country
A Handbook for
Nez Perce National Historical Park
Idaho

is shown in the reference list as Nez Perce Country: A Handbook for Nez Perce National Historical Park, Idaho, with the addition of a colon to indicate the subtitle and a comma to set off the state name.

Some government documents do not have a proper title page; in these cases look on the cover, inside the front cover, or elsewhere in the first few pages, particularly for dates. If the date or place of publication is not given, but you are sure of the year or place (city) of publication, that information can be included in brackets, as [1987] or [Casper, WY]. Otherwise indicate "n.d." for "no date" (CMS 15.41, 15.32) or "n.p." for "no place" (meaning no place of publication was given). (If a work is obviously published but no publisher is listed, "n.p." can also indicate "no publisher given") (CMS 14.138).

**published or
unpublished**

The DSC criterion for distinguishing published from unpublished works is availability to the public. Any document that is distributed to the public or is available through libraries, other depositories, or on the Internet is considered published. The titles of published works are placed in italics. Unpublished materials are single-copy typed manuscripts, theses filed in universities but not printed for distribution, and other documents reproduced in-house that are not available to the public. The titles of unpublished works are enclosed in quotation marks and no publisher is shown, but the place of preparation is indicated if known, and where the document is on file is also indicated.

Electronic editions of older works now available online can be cited as described in CMS 14.119.

repeated citations

For subsequent citations of the same work, the parenthetical information is simply repeated. Page numbers normally are not cited in text references in the author-date system; however, if they are essential, the page reference should be the final element in the citation, separated from the year by a comma – (Mandel 1984, 67).

**state laws and
municipal ordinances**

The titles of state codes (compilations) for laws and municipal ordinances are set in roman type. A name is included in parentheses where necessary to indicate the version of a code cited. The date following a code (or the version of a code) indicates the year the volume was updated or supplemented to include the law being cited. Form citation will vary by state. The date a specific law was passed may be included in parentheses at the end of the citation.

Ohio Rev. code Ann. § 3566 (West 2000)
An Act Guaranteeing Governmental Independence, Ky. Rev. Stat. Ann. § 520.020
(LexisNexis 1985) (passed Jan. 3, 1974)
Colo. Rev. Stat. § 4-1-101 (West)

**authors of public
documents**

Public documents—those written by NPS employees or by employees of other federal, state, city, or county government agencies during on-duty hours should be listed under the agency name, not under the name of the individual author(s). The name of the individual is shown in the reference item (see "Government Documents, Author or Authors Named," below). This practice is based on the public documents cataloging system used by the Library of Congress and other large libraries. In citing a publication written by a federal employee (for example, if Philip Thys, an NPS employee, wrote *Subterranean Bats of Carlsbad Caverns*) the internal citation may be (NPS 1996b) or (NPS, Thys 1996b). In the reference list or bibliography, complete bibliographical information about this document should be given under National Park Service, US Department of the Interior.

Documents prepared for the National Park Service or other government agencies by individuals or companies should be listed under the name of the company or the names of the preparers. An annotation can be included in the entry to indicate that this was a contracted work. It is not necessary to include the contract number.

University of Colorado, Weather Sciences Department
1996 *Weather Phenomena in Yellowstone National Park, 1895–1995*. Prepared for the National Park Service. Boulder, CO: University of Colorado Press.

Jones, Jeremy
1995 "Bugs I Have Known in Colorado National Monument." Report prepared for the National Park Service under contract. On file at Denver Service Center.

book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolling and Robert Peer noted in a *New York Times* article on February 27, 2011.") instead of in a note, and they are commonly omitted from a bibliography.

website

A citation to website content can often be limited to a mention in the text or in a note ("As of August 21, 2011, the Cybertronics Corporation listed on its website . . .") If a more formal citation is desired, it may be styled as in the "[Examples](#)" section below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

blog entry or comment

Blog entries or comments may be cited in running text ("in a comment posted to The Huffington Post on November 11, 2000, . . .") instead of a note, and they are commonly omitted from a reference list/bibliography.

e-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 15, 2005, Jennifer Doe revealed . . .") instead of in a note, and they are rarely listed in the reference list/bibliography.

personal communications
(CMS 15.48; 14.218–14.223)

Cite other personal communications in parentheses in the following order:

- agency or organization (if any)
- name of individual and job title, followed by name of NPS employee who received the information
- type of communication (telephone conversation, memo, e-mail message, interview, or "pers. comm." if you don't know)
- date

Citing personal communications is discussed in CMS 14.222, which indicates that usually a personal communication should be run into the text or given in a note, as in the first example below. If listing the personal communication in the reference list is absolutely necessary, it can be done as in the second example.

"Bureau of Land Management archeologist Jude Carino, in an e-mail message to NPS cultural resource specialist Larry Van Horn, suggested in July 2004 that historic trails in Wyoming . . ."

OR

(BLM, Carino, pers. comm., 2004)

Bureau of Land Management
2004 E-mail message from Jude Carino, archeologist, to Larry Van Horn, NPS cultural resource specialist, July 26, 2004., regarding historic trails in Wyoming.

BIBLIOGRAPHY / REFERENCE LIST (DOCUMENTATION)

organization, agency, or company as author

Text Citations

(CEQ 1978)
(Idaho Historical Society 1968)
(Idaho Department of Commerce 1992)
(William McDonough Architects 1992)

Council on Environmental Quality, Executive Office of the President

- 1968 Fort Hall, 1834–1856. Boise, ID: Idaho Historical Society. Idaho Department of Commerce.
- 1978 "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act." *Federal Register* 43: 55978–56007. Idaho Historical Society.
- 1992a *County Profiles of Idaho*. Boise, ID: Idaho State Press. William McDonough Architects.
- 1992b "The Hannover Principles." Charlottesville, VA: William McDonough Architects.

BIBLIOGRAPHIC / REFERENCE LIST EXAMPLES

The following examples show text references or notes and bibliographic entries for the author-date system. For more examples, see CMS chapters 14 and 15.

book with single author
(CMS 15.9)

Pollan, Michael
2006 *The Omnivore's Dilemma: A Natural History of Four Meals*.
New York: Penguin.

Text Citation: (Pollan 2006, 99–100)

**with second book by
same author**

Text Citations:

(Connors 1988a)
(Connors 1988b)

If you are citing two different authors with the same last name, use the initial of the author's first name, or if two have the same initial, use the complete first name.

(Jones, J. 1984)
(Jones, M. 1992)
(Jones, Barnaby 1969)
(Jones, Barbara 1976)

Reference List:

Connors, John A.
1988a *Shenandoah National Park: An Interpretive Guide*. Blacksburg, VA: The McDonald & Woodward Publishing Company.
1988b *Wildlife of Shenandoah National Park*. Blacksburg, VA: The McDonald & Woodward Publishing Company.

Jones, Barbara J.
1976 "The Use of the Canada Goose to Control Difficult Moose." Report prepared for the National Park Service under contract.

Jones, Barnaby
1969 "Wolves I Have Known" *National Wildlife* 14 (May–June 1969): 25–31.

Jones, Jerri.
1984 "The Paint Pots and Other Thermal Features in Yellowstone." *Geothermal Journal* 22 (6):99–105.

Jones, Murgatroyd
1992 *Mysterious Events in Yellowstone National Park: Historic Tales of Ghosts and Hauntings Near the Geysers*. Cheyenne, WY: History and Mystery Press.

[Note: The ampersand symbol (&) is used in the Connors entries because that is how the publishing company displays the company name. Use of the ampersand is inappropriate unless it is used in the name of the company.]

**book with editor in
place of author**
(CMS 15.9)

Greenberg, Joel, ed.
2008 *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*.
Chicago: University of Chicago Press.

book with two authors
(CMS 15.9)

Text Citation: (Ward and Burns 2007)

Ward, Geoffrey C., and Ken Burns
2007 *The War: An Intimate History, 1941–1945*. New York: Knopf.

When documents with two or more authors are included in a bibliography, only the first name is inverted (Ward, Geoffrey C., and Ken Burns). See CMS 15.9 for further reference. An author's initials (and all people's initials) are separated by a space, just as a person's first and last name are separated by a space. Use and, not the ampersand symbol (&), and note that a comma must follow the first person's inverted name (Ruby, Robert H., and J. A. Brown). When both authors have the same family name, the full name of each is given, as "Disney, Walt, and Roy Disney."

book with three authors
(CMS 15.9)

Heatherton, Joyce, James Fitzgilroy and Jackson Hsu. *Meteors and Mudslides: A Trip through . . .*

Text Citation: (Heatherton, Fitzgilroy, and Hsu 2008)

When there are two or three authors, all names must be given. Do not use "et al." or "and others" unless there are more than three authors. The order of the names is the same as they appear on the title page.

more than three authors
(CMS 14.77)

Text Citation: (Sorenson et al. 1997) or (Sorenson and Others 1997)

Sorenson, Gregory, Linda Russo, Christy Fischer, Sandy Schuster, Lou Layman, Kathy Dimont, and Jon Nickolas
1997 *Seven Easy Steps to Government Editing: How You, Too, Can Be a Bureaucrat*. Denver: Getrich Press.

organization, agency, or company as author

Text Citations

(CEQ 1978)
(Idaho Historical Society 1968)
(Idaho Department of Commerce 1992)
(William McDonough Architects 1992)

Council on Environmental Quality, Executive Office of the President
1968 "Fort Hall, 1834–1856." Boise, ID: Idaho Historical Society. Idaho Department of Commerce.
1978 "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act." *Federal Register* 43: 55978–56007. Idaho Historical Society.
1992a *County Profiles of Idaho*. Boise, ID: Idaho State Press. William McDonough Architects.
1992b "The Hannover Principles." Charlottesville, VA: William McDonough Architects.

editor, translator, or compiler instead of author

Lattimore, Richmond
1951 Trans. *The Iliad of Homer*. Chicago: University of Chicago Press.

chapter in an edited book
(CMS 15.9)

Gould, Glenn
1984 *Streisand as Schwarzkopt*. In the Genn Gould Reader, edited by Tim Page, 308–11. New York: Vintage.

Text Citation: (Gould 1984, 310)

multiple text references
(CMS 15.29)

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

additional works by same author
(CMS 15.29)

(Whittaker 1967, 1975; Wiens 1989a, 1989b)
(Wong 1999, 328; 2000, 475; García 1998, 67)

books consulted online (CMS 14.167)	When citing the online version of a book, include the URL—or if available, DOI*—as part of the citation (see 14.5, 14.6). The URL or DOI should be the last part of a full citation. Antokoletz, Elliot 2008 <i>Musical Symbolism in the Operas of Debussy and Bartok</i>. New York: Oxford University Press. doi: 10.1093/acprof:oso/9780195365825.001.00001.
DOIs	*Digital Object Identifiers (DOIs) – A DOI is a unique and permanent name assigned to a piece of intellectual property such as a journal article or book in any medium in which it is published. At a minimum, typing or pasting the DOI into the DOI resolver available at the website of the International DOI Foundation or from CrossRef.org (or into a search engine that supports DOIs) will redirect you to a URL where the article may be found. If possible, authors should include DOIs rather than URLs for sources that make them readily available.
books published electronically	Austen, Jane 2007 <i>Pride and Prejudice</i> (New York: Penguin Classics), Kindle edition. Kurland, Philip B., ed. 1987 <i>The Founders' Constitution</i>. Chicago: University of Chicago Press. Accessed February 28, 2000. http://press-pubs.uchicago.edu/founders/.
chapter or part of a book	Kelly, John D. 2010 "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," In <i>Anthropology and Global Counterinsurgency</i>, edited by John D. Kelly, Beatrice Jauregui, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.
article in print journal	Kelly, John D. 2009 "The Market in Plato's Republic." <i>Classical Philology</i> 104 (2009): 440.
article in online journal	Kossinet, Gregory 2009 "Origins of Homophily in an Evolving Social Network." <i>American Journal of Sociology</i> 115 (2009): 405–50. Accessed February 1, 2010. doi: 10.1086/599247.
article in newspaper or magazine	Mendelson, David 2010 "But Enough about Me," <i>New Yorker</i>, January 25, 2010, 68.
thesis or dissertation	Choi, Miki 2008 "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.
meeting or conference paper	Reisling, Dolf 2013 "Climate Change: How to Survive." Paper presented at the annual meeting of the Audubon Society, New Orleans, Louisiana, June 2–4, 2013.
website	McDonald's Corporation 2006 "McDonald's Happy Meal Toy Safety Facts." Accessed May 5, 2006. http://www.mcdonalds.com/corp/about/factsheets.html.
blog entry or comment	Jack, comment on Posing, "Illegal Exports." Becker-Posing Blog, The. http://uchicagolaw.typepad.com/beckerposing/.
e-mail or text message	John Doe, e-mail message to author, February 6, 2011.

CAPITALIZATION

DSC editors have adopted a “down” or lowercase style based on guidance in *Chicago Manual of Style*. A down style has the virtue of assisting the eye to move smoothly across the page. Most newspapers and magazines subscribe to this capitalization style. Exceptions are made in cases where it is likely that a phrase will be misunderstood or misread. Proper nouns are still conventionally capitalized, but many words derived from or associated with them may be lowercased with no loss of clarity or significance. (See also “[Appendix A: Guide to Capitalization](#).”)

CMS 8.1: Proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns (city of Brussels *but* brussels sprouts). Chicago’s preference is for sparing use of capitals—what is sometimes referred to as a “down” style. Likewise, President Obama is capitalized, but *the president* is not (CMS 8.18–32).

acts, awards, orders, plans, policies, programs, and projects

Generally, lowercase all such names unless they refer to formal organizational bodies, are long-term programs, or are widely known and commonly accepted.

Endangered Species Act, *but* the act
National Park Service Organic Act of 1916; act of 1916
Social Security
Superfund

agencies and bureaus

In general, use the formal names of agencies and bureaus, e.g., National Park Service, US Geological Survey, US Fish and Wildlife Service, Bureau of Indian Affairs, US Forest Service, so as not to confuse state and federal entities. Lower case all one-word short titles (e.g., department, bureau, and agency).

Advisory Council on Historic Preservation; the advisory council, ACHP as modifier
US Army Corps of Engineers; the Corps of Engineers, USACE as modifier
US Navy; the navy, USN as modifier
National Register of Historic Places; the national register, NRHP as modifier
National Park Service; Park Service, NPS as modifier
United States Army; US Army, the army, the armed forces, *but* the Fifth Army
United States Coast Guard; US Coast Guard, the Coast Guard, USCG as modifier
United States Marine Corps; US Marines, the marines, USMC as modifier
US Fish and Wildlife Service; Fish and Wildlife Service, USFWS as modifier
USDA Forest Service; Forest Service, USFS as modifier
US Geological Survey; USGS as modifier

aircraft, satellites, ships, spacecraft, and trains (CMS 8.115)

Names of aircraft, satellites, ships, spacecraft, and trains are capitalized and set in italics. Abbreviations before the name (e.g., SS or HMS) are set in roman. Do not use periods in the abbreviation preceding a ship’s name. When forming the possessive, the s is set in roman. Use it, not she, in reference to all names of transport.

Apollo II
HMS Frolic
USS Arizona or *Arizona’s* crew
Spirit of Saint Louis’s turret
Sputnik motivated the United States to take action
SS United States; the *United States*

If the italicized name occurs in text that is already set in italics, such as some quotations and captions, the name is set in roman.

Sputnik motivated the United States to action.
The greatest loss was on board the USS Arizona.

Designations of class or make of cars or aircraft, names of train runs, and space programs are capitalized but not set in italics.

Chrysler Imperial
Concorde
Dodge Caravan
Project Mercury
Boeing 757
the train they call the City of New Orleans

— *Pronouns*. When a pronoun is used to refer to a vessel, the neuter *it* (rather than *she* or *her*) is generally preferred.

animal and plant names (CMS 8.118–)

common names. Lowercase, except when a proper name is part of the common name. At first mention of the species, include the Latin name in parentheses.

alpine forget-me-not (*Eritrichium* Scharad. ex Gaudin) (*alpine* is lowercased because it is not referring to the Alps; “ex” signifies formal publication of the botanical description of a species; in this case Gaudin formally published the name originally offered by Schrad).
American dipper; prothonotary warbler; bald eagle; Canada goose; Ross’s goose; snow goose
black bear; grizzly bear; Asiatic black bear
golden-mantled squirrel; Kaibab squirrel
Hereford cattle
ponderosa pine; lodgepole pine; Douglas-fir (spelling with hyphen follows NatureServe.org)

Latin or scientific names

Latin names of plants and animals (*Genus species*) are set in italic type. Always capitalize genus names, but never capitalize species names even if they are in a capitalized title. Divisions higher than genus—phylum, class, order, family—are capitalized but not italicized. The generic terms “order,” “family,” and so on are not capitalized. Intermediate groupings are treated similarly. The abbreviations “sp.” and “var.” when used without a following element, indicate that the species or variety is unknown or unspecified. The plural “spp.” is used to refer to a group of species. These abbreviations are *not* italicized.

In late spring, Atlantic horseshoe crabs (*Limulus polyphemus*) climb ashore in Delaware Bay, where females deposit eggs.
The new species *Gleichenia glauca* provides further details about the history of Gleicheniaceae.
“Jefferson” is an American elm cultivar that is resistant to Dutch elm disease.
The western prairie fringed orchid (*Platanthera praeclara* Sheviak and Bolwes) is federally listed as a threatened species.
Rosa rugosa var.
Rhododendron spp.

campgrounds, picnic areas, ranger stations, trails, trailheads, and visitor centers

Capitalize when used as a proper noun. When used generically, they are lower cased. The official names (full and short) of designated trails (e.g., Appalachian National Scenic Trail, Appalachian Trail; Santa Fe National Historic Trail, Santa Fe Trail) are capitalized. The official names of designated visitor centers are capitalized (e.g., Henry M. Jackson Visitor Center).

Longs Peak Trail, the trail
Aspenglen Campground, the campground
Wild Basin Ranger Station, the ranger station
Glacier Gorge Trailhead, the trailhead
Alpine Visitor Center, the visitor center

compass directions (CMS 8.45, 8.46)

Compass points and terms are lower cased if they simply indicate a direction or location, unless referring to regional terms (see regions of the world).

the southwest (US); southwestern climate; the southwest of Ohio

Earth, other planets
(CMS 8.139)

In nontechnical contexts the word *earth*, in the sense of our planet, is usually lowercased when preceded by “the” or in such idioms as “down to earth” or “move heaven and earth.” When used as the proper name of our planet, especially in context with other planets, it is capitalized, and “the” is usually omitted.

Some still believe the earth is flat.
The gender accorded to the moon, the sun, and the earth varies in different mythologies.
Where on earth have you been?
The astronauts have returned successfully to Earth.
Does Mars, like Earth, have an atmosphere?

**geographic and
topographic names**
(CMS 8.52, 8.53)

Names of mountains, rivers, oceans, islands, and so forth are capitalized. The generic term (mountain, etc.) is also capitalized when used as part of the formal name. In the plural, it is capitalized when it is part of a single name (Hawaiian Islands) and when it is used as two or more names, whether beginning with the generic term (Mounts Washington and Rainier) or—in a reversal of earlier editions of this manual—when the generic term comes second and applies to two or more names (e.g., the Illinois and Chicago Rivers). Such capitalization signals unambiguously that the generic term forms part of each proper noun.

Yellowstone National Park
Yosemite National Park
Yellowstone and Yosemite National Parks
Arapaho National Forest
White River National Forest
Arapaho and White River National Forests
the Nile Delta
the Continental Divide
the California desert, *but* Mojave Desert
Chesapeake Bay; the bay (even when referring to the Chesapeake Bay)
the Eastern Seaboard [in CMS 8.46; previous DSC guidance lowercased this term]
Cape Kennedy
the Black Forest
the Hawaiian Islands; Hawaii; *but* the island of Hawaii
Great Barrier Reef
Greater Yellowstone Ecosystem
Lake Michigan; Lakes Michigan and Erie; the Great Lakes
the Rocky Mountains; the Rockies
Mount Princeton, Mount Rainier; Mounts Princeton and Rainier
Mississippi Delta; the Mississippi River valley delta
the Colorado River; the Colorado and Arkansas Rivers
the Pacific Ocean, the Pacific and Atlantic Oceans
the Nile Valley; the valley; the Mississippi River valley; the Mississippi delta
the San Francisco Bay estuary, the Bay Area
the Indian subcontinent (a descriptive rather than a proper geographical name)

**geographic
descriptive terms**

When a generic term is used descriptively (or in apposition, see CMS 8.20) rather than as part of a name, or when used alone, it is lowercased.

the Amazon basin
along the Pacific coast (*but* the Pacific Coast (see 8.46))
the California desert
the river Thames
the Hudson River valley

names of political divisions
(CMS 8.50)

Words denoting political divisions—from empire, republic, and state down to ward and precinct—are capitalized when they follow a name and are used as an accepted part of the name. When preceding the name, such terms are usually capitalized in names of countries but lowercased in entities below the national level. Used alone, they are usually lowercased.

the Ottoman Empire; the empire
the British Commonwealth; Commonwealth nations; the Commonwealth (but a commonwealth)
the United States; the Republic; the Union
the United Kingdom; Great Britain; Britain (not the kingdom)
the Russian Federation (formerly the Union of Soviet Socialist Republics; the Soviet Union); Russia; the federation
the Republic of South Africa (formerly the Union of South Africa); South Africa; the republic
the Federal Democratic Republic of Ethiopia; the republic; the State of Gambella Peoples; the state
the Commonwealth of Australia; the commonwealth; the state of New South Wales; the Australian Capital Territory
Washington State; the state of Washington; *but* the State of Washington if the legal entity
the New England states
the province of Ontario
Massachusetts Bay Colony; the colony at Massachusetts Bay
the British colonies; the thirteen colonies
the Oklahoma Territory; the territory of Oklahoma
the Western Reserve
Jefferson County; the county of Jefferson
New York City; the city of New York
Shields Township; the township
the Eleventh Congressional District; the congressional district
the Sixth Precinct; the precinct

regions of the world

the Arctic; the Arctic Circle; Arctic waters; a mass of Arctic air
Central America; Central American countries; central Asia; central Colorado; central France; central Europe (but Central Europe when referring to the political division of World War I)
the equator; equatorial climate; the Equatorial Current; Equatorial Guinea
the continental United States; the continent of Europe; Continental cuisine; continental breakfast
the Great Plains; the northern plains; the plains; Plains Indians
the Midwest; midwestern; a midwesterner
the North, northern, a northerner; the North, Northerner, Northern (in American Civil War context); Northern California; North Africa; North America, North American, the North American continent; the North Atlantic, a northern Atlantic route; the Northern Hemisphere; the Far North; north, northern, northward, to the north (directions)
the Pacific Northwest; the Northwest Passage
Deep South; Southern California; the South of France (region); Southeast Asia; South Africa; southern Africa; south, southern, southward, to the south (directions)
the tropics, tropical; the Tropic of Cancer; the Neotropics; subtropical
the Upper Peninsula (of Michigan); the upper reaches of the Mississippi
the West, western, a westerner; the West Coast; Western (referring to the culture of the Occident or Europe and the Western Hemisphere); west, western, westward, to the west (directions)

titles of published works

Title of a published work: capitalize major words and italicize. Use the full title only as a first reference:

Draft Environmental Impact Statement, Fire Island National Seashore
Final General Management Plan, Great Smoky Mountains National Park

Avoid the overuse of italicized short titles; use general references whenever possible.

General reference, published work: lowercase:

the (this) plan
the (this) management plan
this environmental impact statement; this impact statement

titles of unpublished works

Title of an unpublished work: capitalize major words, enclose in quotation marks (see CMS 14.225):

"Task Directive for the General Management Plan, Cape Lookout National Seashore"
"Collection Preservation Guide, Mount Rainier National Park"

Title of a plan that has not yet been prepared: lowercase, no quotation marks:

A resource management plan will be prepared after the general management plan has been completed.

Chapter (signified by a divider page) and section titles: capitalize major words, enclose in quotation marks:

the "Affected Environment" chapter of this document
the "Natural Resources" section of the "Affected Environment"
the "Geologic Resources" subsection of the "Natural Resources"

Lowercase, standard type, no quotation marks for passing references and cross-references to book parts (foreword, preface, introduction, contents, appendix, glossary, bibliography, index); see examples below (which are based on guidance in CMS).

alternative B (*but* the "Alternative B: Preferred Alternative" section)
appendix A (*but* "Appendix A: Legislation")
article 37
chapter 2 (*but* "Chapter 2: The Fall of Rome")
figure 3
illustration 5
number (no.) 13
page 35
section I.B.2.a., *but* "Natural Resources" section
table 22
volume (vol.) 6

Map/figure/table titles: capitalize words in title only, with standard type and no quotation marks.

the Visitor Statistics table, *but* table 3 or figure 2 (as shown above)
the Landownership map

hyphenated words in titles
(CMS 8.159)

1. Always capitalize the first element.
2. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor), or such modifiers as flat or sharp following musical key symbols.
3. If the first element is merely a prefix or combining form that could not stand by itself as a word (anti, pre, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.
4. Capitalize the second element in a hyphenated spelled-out number (Twenty-

One or Twenty-First, etc.) or hyphenated simple fraction (Two-Thirds Majority).

The following examples demonstrate the numbered rules (all the examples demonstrate the first rule; the numbers in parentheses refer to rules 2–4).

Alternative A: No-Action Alternative (2)
Under-the-Counter Transactions and Out-of-Fashion Initiatives (2)
Bed-and Breakfast Options in Upstate New York (2)
Record-Breaking Borrowing from Medium-Sized Libraries (2)
Cross-Stitching for Beginners (2)
The E-flat Concerto (3)
Anti-intellectual Pursuits (3)
Does E-mail Alter Thinking Patterns (3)
A Two-Thirds Majority of Non-English-Speaking Representatives (3, 4)
Atari's Twenty-First-Century Adherents (4)

trademarks

Trademarks are usually indicated in the dictionary and are capitalized. Where possible use the generic equivalent, as using the registered name may imply favoritism.

Trademark

Clivus Multrum toilet
Jeep
Xerox

Generic Equivalent

composting toilet
four-wheel drive vehicle, off-road vehicle,
off-highway vehicle, sport utility vehicle
copier

CIVIL AND MILITARY TITLES AND OFFICES

civil titles
(CMS 8.21)

Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name and are thus used as part of the name (usually replacing the title holder's first name). Titles are normally lowercased when following a name or used in place of a name.

the president; George Washington, first president of the United States; President Washington; the presidency; presidential; the Washington administration
the vice president; Joseph Biden, vice president of the United States; Vice President Biden; vice-presidential duties
the secretary of state; Hillary Clinton, secretary of state; Secretary of State Clinton or Secretary Clinton
the senator; the senator from West Virginia; Senator Robert C. Byrd; Senators Byrd and Trent; Sen. John Glenn, Democrat from Ohio (or D-OH; see 15.31)
the representative; the congressman; the congresswoman; Henry Hyde, representative from Illinois or congressman from Illinois; Congressman Hyde or Rep. Henry Hyde (R-IL) or Rep. Henry Hyde (R-IL.)
the chief justice; John G. Roberts Jr., chief justice of the United States; Chief Justice Roberts
the general; commander in chief; General Ulysses S. Grant, commander in chief of the Union army; General Grant
the pope; the papacy; Pope John XXIII
the president; the president's office; President Serafina; Olga Serafina, president of Causwell University; Steve Jobs, president of Apple Computer, Inc.; Mr. Jobs, president of the corporation
the queen; the queen of England; Queen Elizabeth; Elizabeth II, queen of England

titles used in apposition

When a title is used in apposition before a personal name—that is, not alone and as part of the name but as an equivalent to it (usually preceded by *the* or by a modifier)—it is considered not a title, but rather a descriptive phrase and is then lowercased.

the then secretary of state Colin Powell
German chancellor Angela Merkel (*but* Chancellor Merkel)
the German-born pope Benedict XVI
former president Clinton
former presidents Reagan and Bush

military titles
(CMS 8.23)

As is the case with civil titles, military titles are routinely capitalized in the literature of the organization or government with which they are associated. Nonetheless, in formal academic prose, most such titles are capitalized only when used as part of a person's name.

the general; General Ulysses S. Grant, commander in chief of the Union army; General Grant
the chairman; Michael G. Mullen, chairman of the Joint Chiefs of Staff, Admiral Mullen
the captain; Captain Frances LeClaire, company commander
the private, Private T. C. Alhambra

For abbreviations, often used when a title precedes a name and appropriate in material in which many military titles appear.

titles of sovereigns and other rulers
(CMS 8.22)

Most titles of sovereigns and other rulers are lowercased when used alone.

the president of the United States; the president; the presidency; presidential; President George Washington; President Washington; President and Mrs. Washington; George Washington, president of the United States; the Washington administration
the secretary of state; the secretary; Secretary of State Madeline Albright; Secretary of

State Albright; Madeline Albright, secretary of state
the senator; the senator from Ohio; Senator Howard M. Metzenbaum; Senator
Metzenbaum; Howard M. Metzenbaum, senator from Ohio
the state senator; the senator; Olga Parker, Ohio state senator; state senator Parker
the congressman from Oregon; the congresswoman from Ohio; the representative
from New Mexico; Congressman Olin Paprowski; Congresswoman Deborah
Baron; Congresswoman Baron; Representative DeGette of Colorado; Diana
DeGette, representative from Colorado; Olin Paprowski, congressman from
Idaho
administration, the Carter administration [CMS 8.64]
executive, legislative, or judicial branch
federal, federal government, federal agencies
the parliament, *but* Parliament

Following this style, then it is:

the secretary of the interior; the secretary; Secretary Norton; Gale Norton, secretary of
the interior
the state historic preservation officer; State Historic Preservation Officer Jones
the state historic preservation office (if that is the title of this office in a particular state,
then capitalize; often this is not the case)

Much more information about capitalization is available in CMS chapter 8.

CULTURAL TERMS

cultural periods (CMS 8.73)

Names of prehistoric cultural periods are capitalized. For geological periods see CMS 8.133–135.

the Bronze Age
the Ice Age
the Iron Age
the Stone Age

Similar terms for modern periods are often lowercased (but see CMS 8.72).

the age of reason
the age of steam
the information age
the nuclear age

historical events and programs

Names of many major historical events and programs are conventionally capitalized. Others, more recent or known by their generic descriptions, are usually lowercased. If in doubt, do not capitalize. For wars and battles see CMS 8.112–13; for religious events, CMS 8.107; for acts and treaties, CMS 8.79.

the Boston Tea Party
the Cold War (*but*, a cold war, used generically)
the Cultural Revolution
the Great Depression; the Depression
the Industrial Revolution
the New Deal
Reconstruction
the War on Poverty
but
the baby boom
the civil rights movement
the gold rush

GEOLOGICAL TERMS

**formal versus generic
geological terms**

(CMS 8.134)

Formal geological terms are capitalized in both noun and adjective forms; terms used generically are not. The generic terms eon, era, and the like are lowercased or omitted immediately following a formal name. Eons are divided into eras, eras into periods, periods into epochs, and epochs into stages. The term ice age is best lowercased in scientific contexts because of the uncertainty surrounding any formal use of the term (cf. Little Ice Age).

the Tertiary period of the Cenozoic (era)
the Paleocene (epoch)
Illinoian glaciation
Pleistocene-Holocene transition

The modifiers early, middle, or late are capitalized when used formally, but lowercased when used informally.

Early Archean
Middle Cambrian
Late Quaternary

but

early Middle Cambrian
in late Pleistocene times

**adjectives with
geographic names**

Generally lowercase greater/lesser and upper/lower, capitalize north/south, but always check a map or verify with the author. Examples:

the Entrada sandstone formation
the greater Colorado River basin
the greater New York metropolitan area
(descriptive) *but*
the Lesser Antilles (formal name)
the North Branch of Steel Creek; North
Branch
the North Fork of the South Platte

the North Platte River *but*
the north(ern) Colorado River region
the Piedmont physiographic province
the South Fork of Smith River
the upper Green River *but*
the Upper Delaware River

stratigraphy
(CMS 8.135)

Formal stratigraphic names are capitalized. For prehistoric cultural terms, see CMS 8.73.

Fleur de Lys Supergroup
Ramey Ridge Complex
Neobrara Member
Morrison Formation

GOVERNMENTAL ENTITIES AND POLITICAL DIVISIONS

**organizations, parties,
alliances, etc.**
(CMS 8.65)

Official names of national and international organizations, alliances, and political movements and parties are capitalized (e.g., “the Labor Party in Israel”). Words like *party*, *union*, and *movement* are capitalized when they are part of the name of an organization. Terms identifying formal members of or adherents to such groups are usually capitalized (e.g., “a Socialist”; a Republican”). Names of the systems of thought and references to the adherents to such systems, however, are often lowercased (e.g., “an 18th-century precursor of socialism”; “a communist at heart”). Nonliteral or metaphorical references are also lowercased (e.g., “fascist parenting techniques”; “nazi tendencies”). For consistency, however—as in a work about communism in which the philosophy, its adherents, the political party, and party members are discussed—capitalizing the philosophy, together with the organization and its adherents, in both noun and adjective forms, will prevent editorial headaches.

the Communist Party (*but* Communist parties); the party; Communist(s); Communist countries; communism or Communism
 the County Board of Adams County ; the Adams County Board; the county board
 the Denver City Council; the city council
 the Democratic Party; the party; Democrat(s); democracy; democratic nations
 Department of State; the State Department; the department
 the Federalist Party; Federalist(s) (US history); federalism or Federalism (see text above)
 the General Agreement on Tariffs and Trade; GATT
 the House of Representatives; the House; the lower house of Congress
 the United Nations; the UN General Assembly; the assembly
 the United States Congress; the US Congress; the Ninety-Seventh Congress;
 congressional
 the United States Postal Service; the postal service; the post office
 the United States Senate; the Senate; senatorial; the upper house of Congress
 the United States (or US) Supreme Court; the Supreme Court; the Court (traditionally
 capitalized when referring to the US Supreme Court)
 the Arizona Supreme Court; the supreme court; the supreme courts of Arizona and
 New Mexico
 the United States Court of Appeals for the Ninth Circuit; the court of appeals
 the administration; the Carter administration
 city hall (the municipal government)
 North Atlantic Treaty Organization; NATO
 the Republican Party; the party; the GOP (Grand Old Party); Republican(s) (party
 members or adherents); republicanism; a republican form of government
 World Health Organization
 the British colonies, the thirteen colonies
 Colorado State; the state of Colorado, unless the legal entity—the State of Colorado
 the Commonwealth of Australia, *but* the commonwealth of Massachusetts
 the Fifth Ward, the ward; the Sixth Precinct, the precinct
 Jefferson County; the county of Jefferson, unless the legal entity—County of Jefferson
 the New England states; Middle Atlantic states
 New York City; the city of New York, unless the legal entity—the City of New York
 Oklahoma Territory; the territory of Oklahoma
 Evanston Township; the town of Evanston; , unless the legal entity—the Town of
 Evanston
 Kweneng District; the district

PUBLIC PLACES AND MAJOR STRUCTURES

**thoroughfares, parks,
bridges, etc.**
(CMS 8.55)

The names of streets, avenues, squares, parks, and so forth are capitalized. The generic term is lowercased when used alone *but*—in a return to earlier editions of this manual—capitalized when used as part of a plural name (see also CMS 8.52).

Broadway
Fifty-Fifth Street; Fifty-Seventh and Fifty-Fifth Streets
Hyde Park Boulevard, the boulevard
Interstate 80, I-80, an interstate highway
Jackson Park, the park
London Bridge, the bridge
US Route 66; Routes 1 and 2; a state route
Pennsylvania Avenue; Carnegie and Euclid Avenues

Applied to NPS uses, this would mean

Yellowstone National Park; the national park; the park
Curecanti National Recreation Area; the national recreation area
Yosemite and Redwood National Parks; the parks

**buildings, monuments,
etc.**
(CMS 8.56)

The names of buildings and monuments are generally capitalized. The generic term is usually lowercased when used alone, *but* capitalized when used as a part of a plural name.

the Babri Mosque, the mosque
Buckingham Fountain, the fountain
the Capitol (where the US Congress meets as distinct from the capital city)
the Chrysler Building; the Empire State and Chrysler Buildings
Adler Planetarium; the planetarium
the Berlin Wall; the wall
the Jefferson Memorial; the memorial
the Houses of Parliament
the Pyramids (*but* the Egyptian pyramids)
the Washington Monument, the monument
Westminster Abbey, the abbey
the White House

Some massive works of sculpture are regarded primarily as monuments and therefore not italicized (see CMS 8.193).

the Statue of Liberty; the statue
Mount Rushmore National Memorial; Mount Rushmore
the Colossus of Rhodes; the colossus

rooms, offices, etc.
(CMS 8.57)

Official names of rooms, offices, and the like are capitalized.

the Empire Room (*but* room 421)
the Lincoln Bedroom
the Oval Office
the West Wing of the White House

TOPOGRAPHICAL DIVISIONS

mountains, rivers, etc. (CMS 8.52, 8.53)

Names of mountains, rivers, oceans, islands are capitalized. The generic term (mountain, etc.) is also capitalized when used as part of the name. In the plural, it is capitalized when it is part of a single name (Hawaiian Islands) and when it is used as part of two or more names, whether beginning with the generic term (Mounts Washington and Rainier) or—in a return to earlier editions of CMS—when the generic term comes second and applies to two or more names (e.g., the Illinois and the Chicago Rivers). Such capitalization signals unambiguously that the generic term forms part of each proper noun.

Walden Pond
 Lake Michigan; Lakes Michigan and Erie; the Great Lakes
 the Illinois River, the Illinois and the Chicago Rivers
 the Nile River valley; the Nile valley; the Nile delta (river is part of the proper name; valley and delta are not).
 the Bearing Strait
 the Pacific Ocean; the Pacific and Atlantic Oceans
 the Great Barrier Reef
 the Hawaiian Islands; Hawaii; *but* the island of Hawaii
 Cape Verde
 the Black Forest
 the Rocky Mountains; the Rockies
 Death Valley; the Valley of Kings
 the Continental Divide
 the Horn of Africa
 the Indian subcontinent (a description rather than proper geographical name)

regions of the world and national regions (CMS 8.46)

Terms that denote regions of the world or of a particular country are often capitalized, as are a few of the adjectives and nouns derived from such terms. For terms not included here or for which no suitable analogy can be made, consult Webster's Collegiate Dictionary, Eleventh Edition, or an encyclopedia. If an otherwise generic term is not listed there (either capitalized or, for dictionary entries, with the indication capitalized next to the applicable subentry), opt for lowercase. Note that exceptions based on specific regional, political, or historical contexts are inevitable and that an author's strong preference should usually be respected.

the Arctic; the Arctic Circle; Arctic waters; a mass of Arctic air
 Atlantic Coast (a region); the wildlife along the Atlantic coast
 the continental United States; the continent of North America; *but* on the Continent (used to denote mainland Europe); Continental cuisine; *but* continental breakfast
 the East, eastern, an easterner (referring to the eastern part of the United States or other country); the Eastern Seaboard, East Coast (referring to the eastern United States); the East, the Far East, Eastern (referring to the Orient and Asian culture); the Middle East, Middle Eastern; the Eastern Hemisphere
 the South, southern, a southerner; the South, Southern, a Southerner (in American Civil War context); the Deep South; Southern California; the South of France (region); Southeast Asia; south, southern
 That particular species inhabits southern California. The Miami blue butterfly inhabits South Florida.
 the Midwest; Midwestern
 Pacific Northwest
 southern Appalachians; northern Rockies

DSC STYLE CAPITALIZATION DECISIONS

The following DSC style decisions have been adopted and are not necessarily based on CMS rules. See [Appendix A: Guide to Capitalization](#) for other examples.

ethnic, socioeconomic, and other groups of people (CMS 8.37, 8.38)

CMS 8.37 —“Names of ethnic and national groups are capitalized. Adjectives associated with these names are also capitalized. Whether terms such as African American, Italian American, Chinese American and the like should be spelled open or hyphenated has been the subject of considerable controversy . . . since the hyphen does not aid comprehension in such terms . . . it may be omitted unless the writer prefers it. Some examples of these principles are shown below; more detailed discussion and more examples are available in CMS 8.38.

American Indian* or Native American	Japanese American
Alaska Native	Hispanic
African American, <i>but</i> black	Native Hawaiian
Chinese American	white
European American	Hispanics, a Hispanic
Latinos, a Latino, a Latina	Italian American
Caucasians, a Caucasian, <i>but</i> white	Chicanos, a Chicano, a Chicana
New Zealanders	French Canadians

*American Indian is preferred. (CMS 8.37—Many among those who trace their roots to the aboriginal peoples of the Americas prefer American Indian to Native American, and in certain historical works Indians may be more appropriate. Canadians often speak of First Peoples and of First Nations (see also CMS 7.9).

plural form of American Indian groups (CMS 7.9)

According to current preference, names of American Indian groups usually form their plural by adding s. In earlier writings the s was often omitted.

the Hopis of northeastern Arizona (not Hopi)
the Northern Arapahos and Eastern Shoshones share a reservation
the language spoken by Cherokees
but
the languages of the Iroquois

physical characteristics (CMS 8.42)

Terms describing groups or individuals according to a physical characteristic or a disability are usually lowercased.

wheelchair users	blind persons
deaf children	people with disabilities*
visitors with disabilities*	

*DSC preferred term for NPS documents.

roads and trails

Capitalize the full and short names of federal, state, county, and local roads, as designated in the road atlas or on USGS maps (Interstate 5, I-5; US Highway 12, US 12; Colorado State Highway 35, Colorado 35, CO 35; Elbert County Highway 317, Elbert County 317). Also capitalize the popular names—designated or regionally accepted—of these and other roads (Route 66, Hagerstown Pike, Generals Highway, Trail Ridge Road). Use the regionally accepted name rather than the standard short title, if it is known (County Road 42 in the El Malpais region; M-5, etc., for the Michigan state highway system). Roads named for the area they pass through may be capped, depending on popular acceptance (Oak Creek Road, *but* the Dry Gulch road). Other roads are usually lowercased (local road 2, Forest Service road 27).

Capitalize the full and short names of designated trails (Appalachian National Scenic Trail, Appalachian Trail; Santa Fe National Historic Trail, Santa Fe Trail). Also capitalize the popular names of trails if they are widely accepted. Most trails within parks, which are named for the areas they pass through, are lowercased (the Pleasant Valley trail).

NUMBERS

DSC editors follow the simple rule of spelling out single digit numbers and using numerals for all others, except when numbers are used in text with symbols and for physical quantities and measures.

measurements (CMS 9.38)

abbreviations: 3 mi, 30 min, 4 hr, 6 sec, 50 km, 345 m (CMS 7.40, 9.16)
area: 9 acres
decimals: 0.75, 3.2
degrees: 10°F
distance: 47 miles
eras: 55 BC and AD 1066, 13,500 BP (CMS 9.35 and 10.39)
fractions over one (other than distances): 1-1/2, 2-3/4 or 1½ or 2¾
latitude/longitude: lat. 40 20'N/long. 24 15 30 W, 49th parallel
length: 35 feet, 6 inches
money: \$3, \$6.75, \$9.5 million, \$0.75, £45
page numbers in text references: (page 4)
percentages: 12%–25%
symbols: 3, 9' × 18', 12%, 10°C (no spaces), \$2.15
time of day: 5:00 a.m., 11:15 p.m. or 6:00 p.m., *but* midnight, noon
volume: 40 cubic centimeters
weight: 18 pounds

count (under 10 rule)

age: five-year-old child, 56-year-old man
fractions under one: (one-third; except with a measurement, e.g., 0.75 acre
ordinals: fourth day, 20th century, 19th Street; except with a measurement

other rules

Treat like items consistently within a paragraph; that is, if you use a number for one category, use a number for all items in that category:

There are 12 species of birds and 3 species of reptiles in the park, according to a survey conducted two years ago.

Spell out numbers that begin sentences (or rephrase to avoid beginning the sentence with a number.

For round numbers over a million, use figures and units
3.2 million, \$5 million not 3,200,000 dollars

When two numerals appear together (usually in compound modifiers), spell out one or recast the sentence:

30 eight-cent stamps, twelve 6-inch guns

For two or more quantities, the abbreviation or symbol is repeated if it is closed up to the number, but not if it is separated:

30%–50%, 10°C–15°C

A unit of measure used without a numeral should always be spelled out.

The plot was measured in feet and inches.

other examples

AD and BC — For dates with AD and BC, the AD comes before the date while the BC comes after (CMS 9.35):

Britain was invaded successfully in 55 BC and AD 1066.
 between AD 1150 and 1600, *but*
 The First Dynasty appears to have lasted from 4400 BP to 4250 BP in radiocarbon years.
 Herod Antipas (21 BCE–39 CE) was tetrarch of Galilee.

Bridges and roads—Use long or high when describing bridges and other structures to avoid confusion

130 foot-long *but* 130-ft long
 bridge that is 45 feet high

Decades—

the first decade of the 19th century or the years 1800–1809 (use en dash)
 DSC use: “the 1810s” for the decade 1810–1819
 Do not use an apostrophe for decades: 1860s, *not* 1860’s
 a 19th century landscape

Dimensions:

8 ft × 11 ft (use the symbol ×, not an “x”)
 only use the symbol (’ = foot, “ = inch) where space is at a premium such as in a table
 then, use the symbol after each number (8” × 11”), *not* 8 × 8”
 8½ foot by 11 foot board *but* 11-ft board (do not use the × when spelling out the quantity/ dimension)

English vs. decimal style—Use decimal style as much as possible

0.3 acre, *not* 3/10ths of an acre

Fiscal years—

fiscal year 2011 (FY 2011); FY 09/11, *but* FY 2000 (spell out “fiscal year” the first time you use it)

Fractions—

2½-story house and a 1-story garage (use numbers when fractions and whole numbers are used together)
 a one-story house and a one-story garage (spell out when no fractions and no numbers over 10 are involved)

No. and nos.—

Delete the abbreviations no. and nos. from text references and caption titles (building no. 3, illustration no. 12).
 Do not use the hash mark (DO #12; building #4, newsletter #1).

Ranges of numbers—

two- to five-car parking
 2- to 4-foot board
 a 5 foot by 8 foot rug *but* a 5-ft by 8-ft rug
 two to four cars; 15–17 vehicles; 2–4 feet (use en dashes to indicate range).
 pages 35–7; pages 230–45 (use en dashes)

However, if you use a preposition before such constructions, do not use an en dash:

from 35 to 37, *not* from 35–37; from 1978 to 1991, *not* from 1987–91
 between 1854 and 1857, *not* between 1854–57 (CMS 6.78)

Symbols —

2%–4% (use en dash); use symbol with each number
 10°F–50°F (no space between ° and F)

Township/range/section —

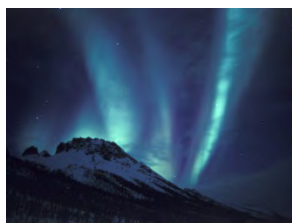
T25N, R15E, S3 or: Section 3 is in T25N, R15E.

Universal Transverse Mercator (UTM) Grid System — Used for mapping historic and archeological sites, as well as GIS applications:

Format: Zone Easting Northing
Z(2 digits)#E(6 digits)m#N(7 digits)m
Example: Z11 E273940m N4729031m

[Note: Most UTM's are calculated in meters (m); occasionally, however, they are computed in feet. To avoid any confusion, use m after the easting and northing coordinates.]

PAGE NUMBERS



All pages in a document are numbered, although the numbers do not appear on the title page, blank pages, maps, divider pages, or display pages in the printed copy. Recto (right-hand) pages always have odd numbers, and verso (left-hand) pages always have even numbers. The front matter (title page, abstract, summary, contents, list of tables and maps and figures if you have them) is numbered with lowercase roman numerals. The text is numbered with arabic numerals; the first page of text may be 1 or 3, depending on whether there is a divider page. Page numbers remain the same size throughout the document. If included, the temporary title page, although not physically numbered, should be considered page i.

Fold-out maps are always printed so they fold out to the right, and they are printed with a blank back (to reduce the cost of printing); therefore, allow two pages for each fold-out map—the front (an odd number) and a blank back (an even number). No page numbers appear on maps but are accounted for. Tables, illustrations, or maps that are landscape (broadside) in alignment should have page numbers that appear in the same position as on the other text pages. (See example on next page.)

Page number locations for no-column (full-across) text are on the bottom outside edge on alternating pages; for text in double columns, page numbers are at bottom center.

We strongly advise against the use of odd or even page section breaks in the Word software, especially if you are bringing something to the DSC editors for editing. Please, always use “next page” breaks between sections.

TABLE 1. VIRGIN RIVER AND TRIBUTARIES DESCRIPTION

River		Classification	Approx. River Miles ¹	Approx. River Acres ¹	Management Agency	Segment within Wilderness	Segment Description and Boundary ²
North Fork Virgin River above Temple of Sinawava		Wild	9.16	2,076.75	NPS	Yes	Beginning on BLM-administered lands at east border of S35 T39S R10W to the Temple of Sinawava and adjacent lands as shown on map ("Virgin and Wild Scenic River: Designated Wild and Scenic River Segments" in chapter 1)
			0.63	166.18	BLM	Yes	
Tributaries to the North Fork Virgin River above Temple of Sinawava	Kolob Creek	Wild	4.27	379.64	NPS	Yes	Beginning at S30 T39S R10W through BLM-administered lands, private property, and park lands to junction with the North Fork Virgin River and adjacent lands as shown on map.
			2.04	310.11	BLM	Partial	
	Oak Creek	Wild	1.01	60.10	BLM	No	Beginning at S19 T39S R10W to its junction with Kolob Creek and adjacent lands as shown on map.
	Goose Creek	Wild	3.45	1,075.08	NPS	Yes	From the head of Goose Creek through BLM and park lands to junction with North Fork Virgin River and adjacent lands as shown on map.
			0.42	22.02	BLM	Yes	
	Imlay Creek	Wild	2.59	714.02	NPS	Yes	From head of Imlay to junction with North Fork Virgin River and adjacent lands as shown on map.
	Orderville Canyon	Wild	3.55	927.10	NPS	Yes	From east park boundary to junction with North Fork Virgin River and adjacent lands as shown on map.
	Deep Creek	Wild	0.86	168.47	NPS	Yes	Beginning on BLM-administered lands at the north boundary of S 23 T39S R10W south to junction of North Fork Virgin River and adjacent lands as shown on map.
			4.83	1,004.10	BLM	Yes	

Example of landscape table with page number repositioned.

PUNCTUATION

The general DSC style for punctuation is an open style—punctuate only when necessary to prevent misreading.

apostrophe (CMS 7.17)

If a singular noun, add apostrophe s ('s) to form possessive no matter what the final consonant is (CMS 7.17).

Harris's chickens
the hostess's seat
Richard Sellars's book
Superintendent Vazquez's speech

If a plural noun ends in s, add only an apostrophe (CMS 7.17, 7.18)

The visitors' entrance is on the left.
Cannon fire set the officers' quarters ablaze.

Add apostrophe and s ('s) to plural nouns not ending in s (CMS 7.17)

women's rights
alumni's feelings

Avoid having inanimate objects possessing things.

Upper Peninsula of Michigan, not Michigan's Upper Peninsula
the benefits of the plan, not the plan's benefits
the kiosk at the entrance station, not the entrance station's kiosk
the enabling legislation of Yosemite National Park, not Yosemite National Park's enabling legislation

The possessive form of many common expressions of time and measurement or phrases implying personification is acceptable (CMS 7.26).

an hour's delay
Earth's atmosphere, Earth's surface, Earth's crust
New Year's resolution

brackets (CMS 6.97)

Brackets are used mainly to enclose material—usually added by someone other than the original author—that clarifies the surrounding text.

In the transcript he states, "The NPS [National Park Service] has been my life's work."

The order of brackets and related symbols is as follows: ([{ }])

colon (CMS 6.61)

When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper name. When a colon introduces two or more sentences, when it introduces a speech in dialogue or an extract, or when it introduces a direct question, the first word following it is capitalized.

(CMS 6.59)

A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon. Between independent clauses, it functions much like a semicolon, and in some cases, either mark may work as well as the other.

Hurricanes impacted national parks in at least three ways: infrastructure damage, sediment deposition and erosion, and saltwater intrusion.

The colon may function as a semicolon, but more strongly emphasizes a sequence.

The members of the incident management team gave tirelessly of their time: their efforts reestablished park operations under trying conditions.

A colon may be used instead of a period to introduce a series of related sentences. Colons are followed by one space.

Poirot would solve the mystery by answering three seemingly simple questions: What was in the medicine cabinet? What color were Mr. Sullivan's pants? When did Mr. and Mrs. Davenheim stop sleeping in the same room?

comma (CMS 6.16)	The comma, aside from its technical uses in mathematical, bibliographical, and other contexts, indicates the smallest break in sentence structure. Especially in spoken contexts, it usually denotes a slight pause. In formal prose; however, logical considerations come first. Effective use of the comma involves good judgment, with ease of reading the end in view.
(CMS 6.18)	DSC uses “serial” commas. Use of the serial comma prevents ambiguity. Anna, May and Walter are here. <i>But</i> , Anna, May, and Walter are here. In the first instance, someone is telling Anna that May and Walter have arrived. In the second example, we are told that three people have arrived.
ellipsis points (CMS 13.48)	Three dots (periods) with spaces between each indicate an omission within a quoted sentence or fragment of a sentence. No more than three points are used, whether the omission occurs in the middle of a sentence or between sentences.
em dash (CMS 6.82)	Use an em dash (no spaces before or after) for sudden breaks, abrupt changes, explanatory phrases, and other parenthetical sentence elements. Scene restoration—restoring historic roads and farms—would enhance visitor experience. Use em dashes with level 5 headings. <i>Impacts on Street Vendors</i> — Local street vendors . . .
en dash (CMS 6.78)	Use an en dash (no spaces before and after) to indicate continuing or inclusive numbers. 1968–72 pp. 57–65 May 1980–April 1991 <i>but</i> from 1968 to 1972 (<i>not</i> from 1968–72); between 1985 and 1990 (<i>not</i> between 1985–90). See the discussion of ranges of numbers in the “Numbers” section of this document. Also use en dashes in compound adjectives where one or two elements are two words: post–Civil War period San Francisco–Los Angeles flight
hyphen (CMS 7.77 and 7.85)	Use a hyphen for compound words, prefixes, and sometimes suffixes. When in question, check the dictionary first. Also, see Appendix B: Guide to Compounding for terms most used in DSC documents.
parentheses (CMS 6.92)	Parentheses—stronger than a comma and similar to the dash—are used to set off material from the surrounding text. Like dashes, but unlike commas, parentheses can set off text that has no grammatical relationship to the rest of the sentence. Do not italicize the parens when giving Latin names for genus and species that are italicized: (<i>Falco peregrinus</i>) The 1978 National Parks and Recreation Act (16 United States Code [USC] 1a-7) requires general management plans to address potential modifications to park boundaries. Two alternatives for managing the park (alternatives B and C) are presented next. The disagreement between Johns and Evans (its origins have been discussed elsewhere) ultimately destroyed the organization.

PUNCTUATION

This GMP Amendment was developed by an interdisciplinary team in consultation with National Park Service (NPS) offices.

quotation marks (CMS 8.2 and 8.154)

Quotation marks are used for titles of subsections of major works, chapters, magazine articles, journal articles.

SPELLING

Generally, follow Merriam Webster's Collegiate Dictionary (11th Edition) for spelling. If two spelling variations are given, the first is preferred.

DSC style spelling choices

aesthetic (*not* esthetic)
appendixes (*not* appendices)
archeology, archeological (not archaeology or archaeological)*
commenter (*not* commentor or commentator)
concessioner (*not* concessionaire)
e-mail, e-book, eBay (see CMS 7.85 for hyphenation guide)
exceedance (air quality)
indexes (*not* indices) as applied to section of a book
interpretive (*not* interpretative)
memorandums (*not* memoranda)

"multi" words are mostly closed, such as multidisciplinary, multiuse, multiagency; (check the dictionary if unsure).

"non" words are almost uniformly closed, such as nonmotorized, nonnative. (Check the dictionary if unsure.)

parkwide
piñon or pinyon (*not* piñyon)
potsherd (*not* potshard)
preventive (*not* preventative)
servicewide
volunteerism (*not* voluntarism)
website or web site, but be consistent

*In 1890 or 1891, the US Government Printing Office (GPO) decided that dropping the "a" of the ae diphthong in archaeology would help economize the printing process of the day and save time—before the linotype machine and way before word processing. In the dictionary you will find archaeology but not archeology [in Webster's]. "For some archaeologists, the two spellings symbolize competing aspects of the field. The supposedly antiquated spelling with the "ae" is supposed to connote classical or a humanist-oriented archaeology, while the supposedly modern "e" is thought to suggest anthropological or a social science-oriented practice." An exception used often in NPS documents is the *Archaeological Resources Protection Act* (ARPA).

(Source: Barbara J. Little, Society for American Archaeology, "Anthropology Newsletter," June 1975)

WORD USE TIPS

affect / effect	<i>Affect</i>, almost always a verb, means “to influence, have an effect on. The noun <i>affect</i> is a specialized psychology term meaning manifestation of emotion or mood. For example: Construction would <i>affect</i> 20.6 acres of pine/juniper forest. <i>Effect</i>, usually a noun, means “outcome, result.” It may also be a verb meaning “to make happen, produce.” The candidate’s attempted explanations had no <i>effect</i>. The goal had been to <i>effect</i> a major change in campus politics. The superintendent will <i>effect</i> these changes by June 1.
and/or	Avoid. It can often be replaced by “and” or “or” with no loss of meaning. For example: “Take a sleeping pill <i>and/or</i> a warm drink.” Instead: “Take a sleeping pill or a warm drink or both.”
as per	This phrase is common in the commercial world. Instead of <i>as per your request</i>, use: <i>as you requested</i> or <i>per your request</i>.
assure / ensure / insure	See “ensure.”
at the present time	Use <i>now</i>, <i>today</i>, <i>currently</i>.
behalf	<i>In behalf</i> of means in the interest or for the benefit of. (The decision is in behalf of the agency.) <i>On behalf</i> means acting as agent or representative of (On behalf of Mr. Scott, I would like to express heartfelt thanks.)
between, among	<i>Between</i> indicates one-to-one relationships; <i>among</i> indicates undefined or collective relationships.
by means of	Use <i>by</i> or <i>with</i>.
center around	Use either <i>center on</i> or <i>revolve around</i>.
chair, chairman, chairwoman	<i>Chair</i> is widely regarded as the best gender-neutral choice.
close proximity	Redundant. Use either <i>close</i> or <i>in proximity</i>.
complement / compliment	A <i>complement</i> is something that completes or brings to perfection. A <i>compliment</i> is a flattering or praising remark.
comprise / compose	Comprise means to contain: The park <i>comprises</i> 346,000 acres. (“Never use <i>comprised of</i>.”) Compose means to make up: The national park system is <i>composed of</i> many units.
criterion / criteria	Criterion is singular, criteria is the plural form.
data	In formal writing (and always in the sciences), use <i>data</i> as a plural.

determine whether; determine if	The first phrasing is irreproachable style, the second is acceptable. The same is true of <i>decide whether</i> versus <i>decide if</i> .
disburse / disperse	Use <i>disburse</i> as a verb meaning “to make payment; to pay out.” Use <i>disperse</i> as a verb meaning “to cause to become spread widely.”
due to	In traditional usage is interchangeable with attributable. When used adverbially, replace with “because of” or “owing to.”
due to the fact that	Use <i>because</i> instead.
e.g.	The abbreviation for <i>exempli gratia</i> (“for example”). Best used in parentheses or in notes. Within a sentence, comma goes before and after. In parentheses, comma after.
elicit / illicit	Use <i>elicit</i> as a verb meaning “to call forth or draw out” (as information or a response). Do not confuse with <i>illicit</i> , which is an adjective meaning unlawful
ensure / assure / insure	Use <i>ensure</i> as a verb when the meaning is to make certain something will happen: The plan will ensure the preservation of resources. Use the synonym <i>insure</i> for providing or obtaining insurance: The national flood insurance program <i>insures</i> against loss. Use <i>assure</i> to inform positively: I assure you it will be done. (Usually you assure some one.)
etc.	The abbreviated form of <i>et cetera</i> (“and other things”). It should be avoided if possible in reference to people. The term implies a list of things too extensive to recite.
farther / further	Use <i>farther</i> regarding physical distance (we drove <i>farther</i> than expected); <i>further</i> for a figurative distance (let’s examine this <i>further</i>).
frontcountry / backcountry	One word.
handicapped people	Change to visitors (or people) with disabilities.
handicap access	Change to universal access or accessible (handicap parking is acceptable).
handicap ramp	Change to wheelchair ramp.
historic / historical	<i>Historic</i> means important or memorable in history, as a historic structure, scene, area, site. <i>Historical</i> means relating to history, as a historical park, architect, significance, character, novel, sign. NOTE: In American English, the indefinite article should be <u>a</u> before a pronounced h: a historic(al) site or place, not an historic(al); see CMS 6.60 for other examples.
i.e.	The abbreviation for <i>id est</i> (“that is” or “in other words”). Best used in parentheses or in notes. Within a sentence, comma goes before and after. In parentheses, comma after. (Don’t confuse with e.g.)
impacts	Impacts on, <i>not</i> impacts to.
indicate	Vague—when possible use <i>state</i> , <i>comment</i> , <i>show</i> , <i>suggest</i> , or <i>say</i> .

in excess of	Try replacing with <i>more than</i> .
in regard to	Try a single word substitute such as <i>about</i> , <i>regarding</i> , <i>concerning</i> . (Do not use <i>in regards to</i> .)
irregardless	Do not use—the word is <i>regardless</i> or possibly <i>irrespective</i> .
its / it's	<i>Its</i> is the possessive form of it. <i>It's</i> is the contraction for <i>it is</i> .
lay / lie	Lay is a transitive verb—it demands a direct object (lay your pencils down). It is inflected <i>lay—laid—laid</i> . Lie is an intransitive verb—it never requires a direct object (lie down and rest). It is inflected <i>lie—lay—lain</i> .
led / lead	Led is the past tense and past participle of the verb lead. It is often misused because of the pronunciation of the noun lead (the metal). The ranger led the visitors along the trail. The ranger will lead the horses to the watering trough. The pipes and cable sheaths are made of lead.
linkage	Use link or links instead.
lose / loose	You will <i>lose</i> your footing if you're not careful. The latch on the screen door is loose.
may / might	<i>May</i> expresses what is possible, is factual, or could be factual. <i>Might</i> suggests something that is uncertain, hypothetical, or contrary to fact.
mitigate / mitigation / mitigating	To lessen or soften. When using an adjective form for the noun mitigation, use mitigating, <i>not</i> mitigative.
national register	In the national register, <i>not</i> on the national register. [NOTE: If it is in the List of Classified Structures, it is not automatically in the national register; if it is in the national register, it is in the List of Classified Structures.]
occur	Most species live in or inhabit a place; they don't occur. Tornadoes, earthquakes, and volcanoes occur.
off	Never put <i>of</i> after this word.
on / upon	Prefer on to upon unless introducing an event or condition (upon completion of the job, you will get paid).
over	Is above spatially, not interchangeable with "more than," e.g., there were more than 500 elk, not there were over 500 elk.
period of time / time period	Avoid these phrases; try <i>period</i> or <i>time</i> instead.
pinyon / juniper	Not pinyon-juniper.
practicable	Possible ways to practice, feasible, capable of being used; thing or project, never person; applies to what has been proposed and seems feasible but has not been actually tested in use

practical	Capable of being put to use of account, useful; man or things; applies to things and persons and implies proven success in meeting the demands made by actual living or use.
process of (in the)	Can almost always be deleted without affecting the meaning.
recreation / recreational	Use <i>recreation</i> when referring to facilities, as a recreation facility, resource, area, potential, trail. Use <i>recreational</i> when referring to the experience or to an activity that is a form of recreation—recreational program, activity, opportunity, driving, visits; also the dictionary defines recreational vehicle as a “vehicle designed for recreational use.”
resource management	<i>Not</i> resources management.
sight impaired	<i>Not</i> visually impaired.
that / which	That is the defining, or restrictive pronoun, which the nondefining or nonrestrictive pronoun. The lawnmower that is broken is in the garage. (Tells which one.) The lawnmower, which is broken, is in the garage. (Adds a fact about the only lawnmower in question.) [NOTE: Usually, whatever follows “which” is not necessary to the sentence and a comma precedes the word which.]
upon	On is usually preferable.
who / whom	Who: Use “who” when “he” or another subjective-case pronoun can be substituted for it. Whom: Use “whom” when “him” or another objective-case pronoun can be substituted for it.
EXAMPLE: It was he/him (who, whom) they called. Ask the Question: Who did they call? Did they call he or him? When the answer is him—use whom. When the answer is he—use who. Ellen was unable to decide (who, whom) should be invited. Question: Who should be invited? He should be invited. or Him should be invited. It is “he” so use who in this instance. When in doubt, use this “he/him” formula to make your decision.	
will / would	Will (grammatically, the indicative mood) represents a definite action and implies that a decision has already been made; would (the subjunctive mood) represents an action as contingent or possible. In environmental impact statements, use the subjunctive mood (would, could, might) when describing any proposed action or impact (including the no-action alternative and impacts) because the action is contingent on a final decision being made (and documented in the record of decision). Use the indicative mood (will, can, may) when describing facts. Do not change would to will in a final EIS because the plan is not final until a record of decision has been signed. This is based on advice from solicitors in the Department of Justice.
within	In is usually all that is needed, e.g., within the park is the same as in the park.

APPENDIXES

- Appendix A: Guide to Capitalization
- Appendix B: Guide to Compounding
- Appendix C: Bookmaking

APPENDIX A: GUIDE TO CAPITALIZATION

A	act, Organic Act of 1916, the appropriations act, <i>but</i> Endangered Species Act, National Environmental Policy Act, the act was enacted in 1956 administration, the Obama administration advisory council (see council) African American Alaska Native (see also native) alternative A, 1, etc. appendix, appendix A (<i>but</i> Appendix A: Legislation) archeological district, <i>but</i> the Anasazi Archeological District armed forces army, Union army, <i>but</i> US Army, Fifth Army, US Army Corps of Engineers	of Puerto Rico conference (capitalize if part of formal name) Congress, US Congress congressional, congressional hearings, <i>but</i> the Congressional Budget Office council (capitalize if part of formal name) Advisory Council on Historic Preservation, <i>but</i> the advisory council county, the county of Jefferson, <i>but</i> Jefferson County
B	battlefield, national battlefield, <i>but</i> Fort Necessity National Battlefield bay, Bay Area (San Francisco), the Bay (Chesapeake Bay) black (or Black) board, advisory board, <i>but</i> the National Heritage Area Advisory Board building, the federal building, <i>but</i> the Empire State Building (formal name)	delta <i>but</i> the Delta (region in Mississippi) the Department of the Interior, Interior director, assistant director, regional director, <i>but</i> Director Kennedy Director's Order 12: <i>Conservation Planning, Environmental Impact Analysis, and Decision-making</i> (or Director's Order 12 after once spelled out), or a director's order district, central business district, <i>but</i> Caribou District (formal name). District as a popular reference for Washington, DC. <i>See also</i>, archeological district, historic district
C	campground, the Kirk Creek campground (not named), Pinyon Creek Campground (formal name) Cape Cod, the Cape capitol, state capitol, <i>but</i> South Dakota State Capitol category 1, category 2 (species) cemetery, the Racine (town) cemetery, <i>but</i> Mount Zion Cemetery (formal name) church, the Methodist church (org.), <i>but</i> Central Presbyterian Church (formal name) city, city of New York, City of New York if legal entity, <i>but</i> New York City civil rights, civil rights movement class I, class II (air quality) code, <i>but</i> <i>Life Safety Code</i>, <i>National Electric Code</i>, <i>Uniform Building Code</i> commercial use authorization commission (capitalize if formal name, lower case when used alone) committee (capitalize if formal part of name) commonwealth, commonwealth of Pennsylvania, <i>but</i> the Commonwealth	eastern seaboard, Eastern Shore (of Chesapeake Bay) environmental assessment, <i>but</i> the <i>Yellowstone National Park, Bridge Bay, Development Concept Plan and Environmental Assessment</i> environmental impact statement, <i>but</i> the <i>Voyageurs National Park Draft Environmental Impact Statement</i> epoch, Paleocene epoch era, eras, Mesoproterozoic era estate, the William Floyd estate European American executive order, <i>but</i> Executive Order 11953, "Protection of Wetlands"
D		farm, the Overton farm, <i>but</i> Paradise Farm (formal name) federal, federal agency, federal government, federal program, <i>but</i> Federal Reserve Bank (formal name) figure 1, <i>but</i> Figure 1: Average Income, 1980–90 flood, <i>but</i> Johnstown Flood flyway, Pacific flyway fort, <i>but</i> Fort McHenry, Forts Jefferson and Frederica
E		
F		

Appendixes

G

Geological Survey (*but* US Geological Survey government, Denver city government, federal government, US government)
Great Plains, northern Great Plains
guideline, natural resource management guideline, *but* *Guideline for Sustainable Design*; or *NPS-28: Cultural Resource Management Guideline*

H

headquarters, park headquarters, Fort Hancock headquarters
highway, Alabama Highway 95 (AL 95 or Alabama 95), Elbert County Highway 317
US Highway 6 (US 6), Route 66, Generals Highway, Trail Ridge Road (formal name)
historic district, *but* the Skagway Historic District (formal name)
historic site, national historic site, *but* Longfellow National Historic Site, Eisenhower and Friendship Hill National Historic Sites
home, the Lincoln home, the boyhood home, the Miller house, *but* Octagon House (formal name), the White House

I

Industrial Revolution
initiative, sustainable design initiative
Internet
intranet
interstate, the interstate highway, *but* Interstate 95 (I-95)
ironworks, *but* Cambria Iron Works

L

landfill, Red Tank sanitary landfill
lake, Lake Superior, Lakes Michigan and Huron, Yellowstone Lake, Ouzel and Blue Lakes
lakeshore, national lakeshore, *but* Pictured Rocks National Lakeshore, Apostle Islands and Sleeping Bear Dunes National Lakeshores
landmark, historic landmark, national historic landmark, *but* Wounded Knee National Historic Landmark (formal name)
Life Safety Code
lighthouse, the Cape St. Elias lighthouse
list (capitalize formal names of lists: List of Classified Structures, World Heritage List)

M

mall, National Mall in Washington, DC
mansion, the Shorter mansion
map, the Landownership map
memorandum of agreement

memorial, national memorial, *but* Mount Rushmore National Memorial, Coronado and Chamizal National Memorials
monument, national monument, *but* Hovenweep National Monument, Navajo and Casa Grande National Monuments
movement, civil rights movement
museum, the state museum, *but* the Denver Art Museum, the Colorado Historical Museum

N

nation
national
forest, national historic landmark, historic site, lakeshore, memorial, monument, natural landmark, park, recreation area, park system, seashore, national natural landmarks program (*but* capitalize a proper name such as Arapahoe National Forest, Fort Laramie National Historic Site)
National Electric Code
National Register of Historic Places, *but* the national register
National Registry of Natural Landmarks, *but* the national registry
Native American, Alaska Native, Native Hawaiian, *but* native peoples or indigenous peoples (descriptive)
navy, *but* US Navy
NPS Management Policies 2006
number, number 4 (*not* #4), no. 1501

O

office (capitalize formal department or division names) the Washington Office, the Office of the Secretary, *but* the state historic preservation office (unless that is the official name in that state)
Organic Act of 1916

P

Paleo-Indian
park, national park, the park, *but* Acadia National Park, Yellowstone and Grand Teton National Parks
period, Archaic period, Paleo-Indian period
physiographic province (capitalize only proper part of name), the Coastal Plain physiographic province
Plains Indians, Great Plains, *but* the northern plains, the northern Great Plains, the plains
plan
corn subsidy plan, wetland species protection plan, *but* Marshall Plan, 12-Point Plan, development concept plan, general management plan, *but* the *Denali National Park General Management Plan*
plantation, the Shorter plantation

policy
 fire management policy, land protection policy, open door policy
 preferred alternative
 president, *but* President Lincoln, presidential, a presidential proclamation, *but* Presidential Proclamation 624
 program
 coastal zone management program, community block development grant (CBDG) program, general revenue-sharing program, historic property leasing program, land protection program, national flood insurance program, national historic landmarks program, Retired Senior Volunteer Program (RSVP), Volunteers-in-Parks (VIP) program (proper name)
 project, Little Calumet River project, trans-Alaska pipeline project, *but* Auburn Neighborhoods Revitalization Project (organization)
 province See physiographic province
 public law, *but* Public Law 99-545 or PL 99-545
 pueblo, *but* Sand Canyon Pueblo

R

ranch, the Anderson ranch, *but* Empire Ranch (proper name)
 ranger station, the Avery ranger station
 recreation area, national recreation area, *but* Bighorn Canyon National Recreation Area, Golden Gate and Gateway National Recreation Areas
 register, national register, *but* the National Register of Historic Places
 registry, national registry, *but* the National Registry of Natural Landmarks
 report, *but* Senate Report 95-171
 reservation, *but* the Navajo Reservation, the Pine Ridge and Rosebud Reservations
 Retired Senior Volunteer Program (RSVP)
 river, Hudson River, Green and Yampa Rivers, the North Fork of the Flathead River
 road, north corridor road (a proposed road), Oak Creek Road, Morrison and Sagebrush Roads, County Road 42, Road C-22 (all proper names), *but* the Dry Gulch road (descriptive of the road's location)
 room, living room, room 17, *but* the Persian Room, the East Room of the White House
 ruin, Easter ruin, Ansel Hall ruin

S

sandhill crane
 Sand Hills (specific geographic area), sand hills (noun)
 scale, international scale of river difficulty

seashore, national seashore, *but* Cape Lookout National Seashore, Canaveral and Gulf Islands National Seashores
 secretary, secretary of agriculture, Secretary of the Interior Salazar
 section, section 106, section 110
 service, National Park Service (*but* the service); the service center (*but* the Denver Service Center), US Forest Service, Forest Service; US Fish and Wildlife Service, Fish and Wildlife Service (proper name United States Fish and Wildlife Service)
 site, *but* Dittert site
 standard, national ambient air quality standards (NAAQS)
 state, the state of Washington, *but* Washington State
 state historic preservation officer, *but* State Historic Preservation Office (if that is the proper name of the office in a particular state)
 storehouse, the Eagle Point storehouse, storehouse 4
 street, Logan Street, Logan and Sherman Streets
 superintendent, park superintendent, *but* Superintendent Robert Evans
 Superintendent's Compendium
 survey, *but* Geological Survey (proper name United States Geological Survey), Historic American Buildings Survey
 symposium, the Vail symposium
 synagogue, *but* Touro Synagogue
 system, Civil Servant Retirement System, international metric system, interstate highway system, national park system, park system, Florida park system, Denver park system, national wilderness preservation system, national wild and scenic rivers system, Social Security System

T

table 1, *but* "Table 1. Population"
 task force (capitalize if formal part of name, lowercase when used alone)
 town, *but* Company Town No. 1
 township, *but* Hennessey Township
 trace, *but* Natchez Trace
 trail, national trail, national scenic/recreational/historic trail / *but* Appalachian National Scenic Trail, Appalachian Trail, Santa Fe National Historic Trail, the Santa Fe Trail, the Longs Peak trail (describing the trail to Longs Peak), the river trail, the Pleasant Valley trail

U

Uniform Building Code
 unit, national park system unit, north unit, south unit, Turner river unit

Appendixes

V	US Army Corps of Engineers, Corps of Engineers, the Corps		wild and scenic river system (not capitalized, please see PL 90-542 and 16 USC 1273)
	valley, the river valley, the Red River valley, Ohio River valley, <i>but</i> Yosemite Valley visitor center, the Grant Grove visitor center, <i>but</i> the Henry R. Loomis Visitor Center (formally designated)		wilderness, the Yosemite wilderness area, <i>but</i> Big Jack Wilderness (legislatively designated)
	Volunteers-in-Parks (VIP) program		world heritage site, <i>but</i> Redwood National Park World Heritage Site
W		Z	World Wide Web, the Web
	ware, brownware, whiteware		zones (plant life), Boreal region, Arctic zone, Hudsonian zone, Canadian zone, Transition zone, Austral region, Upper Austral zone, Upper Sonoran zone, Carolinian zone, Lower Sonoran zone, Austroriparian zone
	Web page, web page, Web site or website (be consistent)		
	west, westward, westbound, the West, Rocky Mountain West, West Coast, Westerner, western hemisphere, West Nile fever, West Wing of the White House		zones (when designating management units in a park), the historic resources zone, the administrative zone, the natural zone, the recreation zone
	white, the White House		

APPENDIX B: GUIDE TO COMPOUNDING

(CMS 7.79) The trend toward closed compounds: With frequent use, open or hyphenated compounds tend to become closed (on line, on-line, online). Chicago's general adherence to Webster's does not preclude occasional exceptions when the closed spellings have become widely preferred by writers (e.g., website) and pronunciation and readability are not at stake. See CMS 7.85 for an extensive guide to compounding.

rule 1 Whenever you have a question about the status of a compound, check *Webster's Collegiate Dictionary*, 11th Edition and follow the style established. If the compound is not in the dictionary, follow the appropriate rule. (See CMS 7.85.)

rule 2 Noun or adjective modifier + noun: As a noun compound (subject or object), leave open; as a unit modifier, hyphenate only if misreading is likely. See examples below:

adaptive use	land use
air quality	law enforcement
case study	mass transit
coastal zone	middle range
cooperative agreement	multiple use
cooperative management	open space
day visit(or)	public use
day use	recreation vehicle
flood control	resource management
food service	special use
land classification	visitor use
land protection	water quality

Whenever possible to conform to an "open compound" style, and use discretion in adding hyphens. If the compound appears only once in a document, try to rephrase the sentence to avoid it; if it is used throughout, be sure to be consistent.

There may be rare cases where the compound itself is modified, and a hyphen is required in the compound to clarify the meaning of the phrase (e.g., a policy of open land use—does this phrase mean use of open land or open use of land?). Be careful not to change the meaning of such compounds by putting the hyphen in the wrong place. Also, if hyphenated compounds like open land-use are visually distracting, rephrase the sentence to avoid them.

A few noun (adjective) + noun compounds have been made solid or hyphenated as a DSC style (see table 2). The dictionaries contain others that have become accepted permanent compounds in one form or another (large-scale, long-term, one-way, open-air—as adjectives). Always check the lists and the dictionary before making decisions about compounding.

Words followed by an indented list may be used as either a solid or hyphenated compound; a dash preceding a word indicates that word is used as the last part of a compound.

rule 3 Noun + verbal:

- Noun + gerund (noun form): leave open.
- Noun + present participle (adjective form): hyphenate as unit modifier, generally leave open as predicate adjective.
- Noun + past participle (adjective form): hyphenate as unit modifier, generally leave open as predicate adjective.

- Cost sharing (noun + gerund used as the subject) will be discussed at the meeting.
- The agreement will provide for cost sharing (noun + gerund used as an object).
- Cost-sharing (adjective or unit modifier) arrangements will be included in the proposal.
- Dust-producing (adjective or unit modifier) activities will be minimized.
- Rain machines will reduce the effects of construction activities that are dust producing (predicate adjective).
- Beach-related (unit modifier) sports will be emphasized.
- Plans emphasize sports that are beach related (predicate adjective).

Gerund/present participle

land managing
management zoning
master planning

Past participle

concession operated
park related, *but* park-related information
water oriented
state listed species

Check the dictionary for possible permanent compounds or words that are always hyphenated, e.g., time-sharing, bookkeeping, air-conditioning, time-consuming, self-guiding, right-of-way, rights-of-way (*not* right-of-ways).

rule 4 Noun + adjective: Generally hyphenate in all positions; check dictionary for possible solid compounds. This is a DSC style not covered in CMS.

Examples:

- cost-effective
- flood-prone

rule 5 Adjective + noun to which *-d* or *-ed* has been added: Generally hyphenate in all positions and check dictionary for permanent compounds.

Examples:

- | | | |
|-----------------|------------|-----------------|
| ▪ blue-eyed | open-ended |) |
| ▪ dim-witted | life-sized |) all permanent |
| ▪ old-fashioned | |) |

If the first part of the compound carries an adverb modifier, omit the hyphen (fine-grained sugar, *but* extra fine grained sugar).

rule 6 Adverb + adjective or participle: Check dictionary for possible solid compounds; otherwise, hyphenate as a unit modifier (unless the expression carries a modifier), generally leave open as a predicate adjective.

Examples:

- It is a well-organized program.
- The program is well organized.
- He is heavyhearted. (permanent form)

If the adverb ends in *-ly* or the modifier could not be misread, leave open (equally effective proposals, less severe climates, state listed species, federally listed species).

Common adverbs used in this form.

above	fast	less(er)	much	slow
below	full	light	narrow	small
better	heavy	little	near	so
best	high	long	off	up
close	ill	low	on	well
deep	in	medium	out	wide
direct	large	middle	quick	worse
down	least	more	right	worst
far	left	most	short	

rule 7 Verb + preposition or adverb: Leave open as a verb; hyphenate or close up as a noun or an adjective or unit modifier.

Examples:

- check in (v.) set back (v.) take out (v.) cleanup (n., u.m.)
- check-in (u.m.) setback (n.) takeout (n., u.m.) clean up (v.i.)

OTHER RULES AND GUIDELINES FOR HYPHENATION

An *-ly* adverb + adjective or participle: Never use a hyphen after an *-ly* adverb.

Example: highly developed area
a federally or state listed species; a federally listed species

abbreviations	adverb	adv
	noun	n
	unit modifier (adjective)	um
	predicate adjective	pa
	verb	v
	dictionary (<i>Merriam Webster's Collegiate, 11th Edition</i>)	♦
prefixes	co-, inter-, mis-, multi-, non-, pre-, re-, self-, sub-, un- (check dictionary lists)	
verb forms	are open (e.g., a hazardous waste cleanup was required, <i>but</i> the maintenance staff was asked to clean up the site)	*

A

–about
runabout (n), *but* run about (v) ♦
turnabout ♦

aboveground ♦

–American
European American
African American, Chinese American

antiwar ♦

–around
turnaround ♦

artwork ♦

aside
set-aside (n) ♦

audiocassette ♦

audiovisual ♦

–away
breakaway ♦
cutaway ♦

B

back
backbeach
backbay
backcountry ♦
backup (n) ♦
backwall
backwater (n, um) ♦

–back
feedback ♦
leaseback ♦
setback

ballfield

–bank
riverbank ♦
streambank

barrier
barrier beach (um)
barrier island (um)

barrier reef ♦

base course

basket making, Basket Maker ♦

battle
battlefield ♦
battleground ♦
battleline ♦

bathhouse ♦

bay
bayfront
bayshore
bayside

beach
beachcomber ♦
beach buggy ♦
beachfront ♦
beachgoer ♦
beach grass ♦
beachhead ♦
beachside ♦

bear
bearbaiting ♦
bear claw ♦
bear proof
bear-proof (um)

–bed
coalbed
railbed
riverbed ♦
streambed ♦

belowground

bird
birdcall ♦
birdseed ♦
birdsong ♦
bird-watcher ♦

blockhouse

boardsurfing

bookkeeping ♦

boat

C

boatbuilder ♦
boathouse ♦
boat hook ♦
boatload ♦
boatman ♦
boatyard ♦

bodysurfing ♦

boomtown

break
breakaway ♦
breakdown ♦
breakoff
breakout ♦
breakroom
breakthrough ♦
breakup ♦

brick
brickfield ♦
bricklayer ♦
brickmaking ♦
brickwork ♦
brickyards ♦

byway ♦

cattle guard ♦

centerline ♦

check
check-in (n) ♦
check in (v) ♦
checklist ♦
checkout (n)
check out (v) ♦
checkpoint ♦
checkup (n) ♦

chickenhouse

cleanup (n) ♦

clearcut (um, v, n) ♦

closed-captioned (um, pa) ♦

coal
coalbed

D	coalfield ♦ coal seam ♦	E	drainageway ♦ drive drive-by drive-through drive-up	F	floodwater floodway
	coast coastal coastal zone coastline ♦ coastland ♦		dropoff		–flow lava flow mudflow riverflow springflow streamflow waterflow
	concession concession operated (pa) concession-operated (um) concessioner <i>not</i> concessionnaire		dune dune buggy dunefield dune-stabilizing (um)		folk folklife ♦ folklike ♦ folklore ♦ folksinger ♦ folkway ♦
	core city		electrical line		food service (n, um)
	cost cost-effective ♦ cost sharing (n, pa) cost-sharing (nm)		European American not Euro-American		foot footbridge ♦ footpath ♦ footprint ♦ foot trail
	–country backcountry ♦ cross-country (n, um) ♦ frontcountry		farm farmhouse farmland farm lane		forefront ♦
	courthouse ♦		fee-simple (um)		forestland (as a descriptive term, <i>but</i> forest land for land designated as a national forest)
	criss-cross ♦		feedback ♦		–form free-form ♦ landform ♦ lifeform
	cross cross-country (um) ♦ cross section (n) ♦		fence fenceline fencepost		frame work ♦
	–cycle life cycle (n) ♦ life-cycle (um)		fiber optics (n) fiber-optics (um)		freeze-up (n)
D	database ♦	F	field field guide ♦ field hand ♦ fieldhouse fieldwork ♦	G	freshwater (n, um)
	day day hiker day labor day use daytime ♦ day visit(or)		–field ballfield coalfield ♦ goldfield ♦ grainfield ♦ leachfield oilfield sportsfield sprayfield		frontcountry
	–day visitor day (n)		fire firefighter ♦ firefighting ♦ firehouse ♦ fire pit fireproof ♦ fire ring		–front bayfront forefront ♦ lakefront ♦ oceanfront ♦ riverfront ♦ seafont ♦ shorefront ♦
	decision decision maker (n) ♦ decision making (n) ♦ decision-making (um) ♦		–fish sportfish surf-fish ♦		fund fund raiser fund-raising (um)
	dog dogsledding doghouse ♦ dog-walking (um) dog walking (n)		first-come, first-served		full-time (um)
	down downgrade ♦ downlake downriver ♦ downsize ♦ downstream ♦ downtime ♦		firsthand ♦		gas line
	–down breakdown ♦ drawdown ♦ letdown ♦ run-down (um) ♦ rundown (n) ♦ shutdown ♦ takedown ♦ turndown ♦		–flood flash flood (n, v) ♦		gatehouse ♦
			flood flood control floodgate flood-prone (um) floodprone (pa) floodplain ♦ floodproof flood stage		glass glassmaking glassworks glassware ♦
					glazeware
					goldfield ♦
D		F		G	grainfield ♦
					grassroots (n, um)
					grassland
					–grass beachgrass ♦ shortgrass ♦ tallgrass (n, um)

	turfgrass
ground	groundcover ♦
	groundwater ♦
	groundwork ♦
–ground	aboveground ♦
	battleground ♦
	belowground ♦
	underground ♦
guard	guardhouse ♦
	guardrail
	guardwall
–guard	cattleguard
	lifeguard ♦
guesthouse	
guide	guiderail
	guidewall
H	
	hang glider ♦
	hang gliding
	hard hat (n), <i>but</i> hard-hat (um)
	hardrock (mining)
	headlamp ♦
	hearing-impaired
	henhouse ♦
	high-quality (um)
	hog
	hog heaven
	hogpen
	hogwash
	homesite
	hookup (n) <i>but</i> hook up (v)
–house	bathhouse
	blockhouse ♦
	boathouse ♦
	chickenhouse
	courthouse ♦
	doghouse ♦
	farmhouse ♦
	fieldhouse ♦
	firehouse
	gatehouse ♦
	guardhouse ♦
	guesthouse
	henhouse ♦
	icehouse ♦
	pithouse
	powerhouse
	pumphouse
	ranch house ♦
	rest house ♦
	rooming house ♦
	slaughterhouse ♦
	springhouse ♦
	storehouse ♦
	sweathouse
	warehouse ♦
	washhouse ♦

	human
	human-made
	human services (um)
	hunter-gatherer ♦
I	
	ice
	ice age (n) ♦
	icebound ♦
	ice cap ♦
	icehouse ♦
	ice pack ♦
	ice pick ♦
	ice skate ♦
–impaired	hearing-impaired
	sight-impaired
	visually impaired
–in	check-in (n, um)
	pull-in (n, um)
	put-in (n, um)
	turn-in (n,um)
	industrywide
	in-line skating
	inner
	inner city ♦
	innermost ♦
	innkeeper ♦
	inner tubing
	in-stream flow
	ironmaking ♦
	ironworks , <i>but</i> Saugus Iron Works
	National Historic Site
J	
	jet ski (avoid, as it is a trademark; consider <i>personal watercraft</i>)
K	
	knee-high
L	
	lake
	lakefront ♦
	lakeshore ♦
	lakeside ♦
	land
	land classification (um)
	landfill
	landform ♦
	landholder
	land-managing (um)
	landmass
	landowner ♦
	landownership ♦
	land protection (um)
	landscape
	land use (um)
–land	cropland
	farmland ♦
	forestland (see note for parkland)
	grassland ♦
	parkland ♦ (as a descriptive term, <i>but</i> park land for land belonging

	to a park)
	pastureland ♦
	ranch land ♦
	shrubland
	swampland ♦
	wildland ♦
	law enforcement
	lava flow
	lay
	layoff (n)
	lay off (v)
	layout
	layover
	layup (n), <i>but</i> lay up (v)
	leachfield
	lean-to ♦
	leaseback (n) ♦
	letup (n), <i>but</i> let up (v)
	life
	lifeboat ♦
	life cycle ♦
	life-form ♦
	lifeguard ♦
	life-sized ♦
	life span ♦
	lifestyle ♦
	lifeway ♦
–life	folklife ♦
	plant life
	wildlife ♦
	light
	light-rail ♦
	light use
–line	centerline ♦
	crestline
	electrical line
	fenceline
	gas line
	pipeline ♦
	powerline
	rail line
	ridgeline ♦
	sewerline
	shoreline ♦
	sight line ♦
	telephone line
	timberline ♦
	time line ♦
	transmission line
	tree line ♦
	waterline ♦
	long
	long-distance (um)
	long-range (um)
	long term (n), <i>but</i> long-term (um)
M	
	macroinvertebrate (n)
	makeup (n), <i>but</i> make up (v)
–making	brick making (n)
	decision making (n), <i>but</i> decision-

making (um)
policymaking
steelmaking ♦

management

management zoning (um)
management plan (n)

man-made ♦ (avoid; use
*manufactured, artificial, or
human-made* instead)

mass transit**meatpacking** ♦**mid**

midafternoon (n)
mid-August
midlife ♦
mid-ocean
midstream ♦
midsummer ♦
midyear ♦
midweek ♦
midwinter
mid-19th century

mini

minibus ♦
minivan ♦

mountainside ♦**mud**

mudhole ♦
mudflow ♦
mudflats
mudslide

multi

multiaccess
multiagency ♦
multidimensional ♦
multipurpose ♦
multistory ♦
multiuse ♦
multiyear ♦

multiple-use (um)**N****near**

nearshore ♦
nearside ♦

no-action (um)**non**

nonfederal
nonmandatory
nonmigratory
nonmotorized
nonnative ♦
nonoxidizing ♦
nontechnical ♦
nonunion
nonworker ♦
nonvenomous

O**ocean**

ocean-facing (um)
oceanfront ♦
oceangoing ♦
oceanside

off

off-line ♦
off-ramp (n) ♦
off-road ♦
offset ♦
offshoot ♦
offshore ♦
off-site ♦
off-street ♦
off-trail

–off

breakoff ♦
dropoff ♦
layoff ♦
pull-off ♦
runoff ♦
shutoff ♦
takeoff ♦
turnoff ♦

oilfield**on**

ongoing ♦
online ♦
on-ramp ♦
onshore ♦
on-site ♦

open

open-ended
open space

outperform**–out**

breakout ♦
checkout ♦
layout ♦
printout ♦
pullout ♦
pumpout ♦
putout ♦
shutout ♦
takeout ♦
turnout ♦
workout ♦

over

overfishing ♦
overpopulate ♦
overuse ♦
overwintering ♦

–over

layover ♦
pullover ♦
takeover ♦

P**park**

parkland ♦ (as a descriptive term,
but park land for land belonging
to a park)
park-related (nm)
parkwide

part-time (um)**passageway** ♦**pastureland** ♦**photocopy** ♦**–pen**

hogpen ♦
pigpen ♦

pickup ♦**pipeline** ♦**plant life** ♦**policy**

policymaker
policyholder ♦

post

postconstruction (um)
postcontact
postvisit

pothunter ♦**power**

powerboat
powerhouse ♦
powerline
power plant ♦
power station ♦

–power

waterpower ♦
steampower

pre

precontact ♦
preconstruction
predate ♦
predesign ♦
previsit

printout ♦**–proof**

bear-proof (um)
vandal-proof (um)

public

public contact
public use

pull

pull-in (n, um)
pulloff
pullout ♦
pullover

pump

pump house
pumpout

put

put-in (n)
putout (n)

R**rail**

railbed ♦
railcar ♦
railhead ♦
rail line
railroad ♦
railworker
railyard

ranch

ranch hand
ranch house ♦
ranchland ♦

rangeland ♦**rapid transit****re**

reboard
re-create

reengineer ♦
reestablish ♦
reevaluate ♦
regionwide
re-present (to present again)

recordkeeping

recreation vehicle

resource management

rest

rest house ♦
restroom

ridge

ridgeline
ridgetop

right-of-way ♦

rights-of-way ♦

river

riverbank ♦
riverfront ♦
river-runner
river-running
riverside ♦
riverway ♦

roadside ♦

road

off-road ♦

rock

rock climbing ♦
rockfall ♦
rock shelter ♦
rock slide ♦

rooming house ♦

–room

breakroom
restroom

rule

rule making (n)
rule-making (um)

run

runaround ♦
runaway ♦
run-down (um) ♦
runoff ♦

rush hour

saltwater (n) ♦

schoolchildren ♦

sea

seafont ♦
seashore ♦
seaside ♦
seawater ♦

semi

semiannual
semiprimitive

set

set-aside (n) ♦
setback (n) ♦
set-in (n) ♦
setoff (n) ♦
setup (n) ♦

sewerline

sewage treatment

shore

shorefront ♦
shoreline ♦

–shore

bayshore
lakeshore ♦
nearshore ♦
offshore ♦
onshore ♦
seashore ♦

shortcut

shrubland

shut

shutdown (n) ♦
shutoff (n)

shuttle bus (n)

–side

bayside
beachside ♦
eastside
lakeside ♦
mountainside ♦
northside (n) ♦
oceanside ♦
riverside ♦
roadside ♦
seaside ♦
shoreside ♦
streamside ♦
topside ♦
streamside ♦
trailside
waterside ♦

sight

sight-impaired
sight line
sightsee
sightseeing

signboard

–site

homesite ♦
off-site ♦
on-site ♦

sourcebook

–span

lifespan
timespan

special use

sport

sport hunting
sport fishing

spring

springhouse ♦
springwater ♦

start-up (n)

storehouse ♦

steam

steampower
steam-powered

steelworker

stock-watering (um)

stone

stone wall (n)
stonewall (v)

storm

storm drain ♦
stormwater (n)
storm window ♦

story

storybook ♦
storytelling ♦

stream

streambank
streambed ♦
streamflow ♦
streamside ♦

–street

off-ramp ♦
off-road ♦
off-season ♦
offshore ♦
offstreet
onstreet
off year (n) ♦

study area

sub

subagreement
subcategory ♦
subtheme ♦
subzone ♦

surf-fish ♦

surface water

swampland ♦

T

take*

takeoff ♦
takeout (n, um) ♦
takeover ♦

task force

take*

takeoff ♦
takeout (n, um) ♦
takeover ♦

telephone line

through

through-hiker
throughout ♦
through road ♦
through-route
through street ♦
through-traffic
through-traveler

–through

breakthrough ♦
drive-through ♦

thunder

thunderstorm ♦
thundershower ♦
thunderhead ♦

tidal marsh (n)

tidal wave (n) ♦

timberline ♦

time

time frame (n) ♦
 time lag (n) ♦
 time-lapse ♦
 time line ♦
 time-saving ♦
 timescale ♦
 time-sharing ♦
 timetable ♦
 time zone ♦

–time
 full-time (um, adv) ♦
 full time (n) ♦
 part-time (um, adv) ♦

–to
 lean-to

topside

trail
 trailhead ♦
 trailside ` ♦

–trail
 foot trail

transatlantic

transit-dependent (n, um, pa)

transmission line

tree
 tree frog
 treeline
 tree ring

turn*
 turnabout ♦
 turnaround ♦
 turnoff ♦
 turn on ♦
 turnout ♦
 turnover ♦
 turntable ♦

U

US-made

under
 underuse
 under way (adj) ♦
 under way (adv) ♦

–up
 backup (n) ♦
 back up (v) ♦
 breakup (n) ♦
 back up (v) ♦
 checkup (n) ♦
 check up (v) ♦
 cleanup (n) ♦
 clean up (v) ♦
 drive-up (adj) ♦
 pickup (n) ♦
 setup (n) ♦
 start-up (n) ♦
 workup (n) ♦

V

visitor
 visitor contact

visitor services
 visitor use

W

walkway ♦

warehouse ♦

–ware
 brownware
 whiteware

washhouse ♦

waste
 waste disposal
 wastewater (n, um) ♦

water
 water body
 waterborne (adj) ♦
 watercooler ♦
 watercourse ♦
 watercraft ♦
 waterfall ♦
 water flow
 waterfront ♦
 waterline ♦
 water main ♦
 water pipe ♦
 waterpower ♦
 water quality
 waterproof ♦
 water right ♦
 waterscape ♦
 water ski (n) ♦
 water-ski (vi) ♦
 water-skier (n) ♦
 waterskiing ♦
 waterspout ♦
 water table ♦
 watertight ♦

–water
 backwater ♦
 freshwater ♦
 groundwater ♦
 rainwater ♦
 saltwater ♦
 seawater ♦
 springwater ♦
 stormwater ♦
 surface water ♦
 wastewater ♦
 well water
 whitewater

wayfinding

–way
 byway ♦
 drainageway ♦
 passageway ♦
 riverway
 walkway ♦

Web site or **website** (be consistent)

well
 well-organized (um)
 well water

white-tailed deer

whitewater

wild
 wildfire
 wildland
 wildlife

wind
 windbreak
 windchill ♦
 wind farm ♦
 windlass ♦
 windmill ♦
 windsurfing
 windthrow ♦
 wind turbine ♦
 windward ♦

–wide
 communitywide
 countywide
 districtwide
 industrywide
 nationwide
 officewide
 parkwide
 regionwide
 servicewide
 worldwide

wood
 woodburning
 woodshed ♦

worldwide

work
 work-around ♦
 workbook ♦
 work camp ♦
 workday ♦
 workforce ♦
 workflow
 workplace ♦
 workroom ♦
 workshop ♦
 workstation ♦
 workweek ♦

–work
 fieldwork ♦
 frame work ♦
 groundwork ♦
 teamwork

Y

year-round ♦

APPENDIX C: BOOKMAKING

COVERS

[Will be added when the Graphics Style Guide is completed.]

CONTENTS

text entries

The example table of contents (TOC) (simply titled "Contents") is for a document ready to be printed for public distribution. Tables of contents for all internal (team, DSC, region, WASO) review copies are generated through the standard Word feature. The format should be simple and easy to follow. For public review copies, the TOC may be altered to match document font and style. Page numbers follow the headings (about four or five spaces between the entry and page number). *The flush right, dot-leader style should not be used.* (This used to mean manually adding the spaces if you are using Word; however, there is an easy way to format the TOC. [Select the entire TOC, choose the "Replace" feature on the Home ribbon. In the "Find What" blank type "^t" then in the "Replace With" blank hit the space bar five times. Now click on "Replace All." The pop up will ask if you want to do the rest of the document—type NO]) The TOC should be within the roman numeral pages and at the end of the front matter, including the abstract and summary, and precede the main part of the document (which starts with Arabic numerals).

In determining the level of headings to be included in the TOC, consider the importance of the lower level material to the document's subject and whether sections are cross-referenced in the text. Some document topics may need three levels of headings (see [Headings](#)) while other documents may not—that is permissible as a DSC style. (Normally, the TOC includes the titles of all sections of the document/report.)

The TOC heading levels correspond with the DSC style heading levels (see "Headings"). The TOC can be generated directly from the document headings using heading styles and the Word automatic feature. There are several variations on how Word generates a TOC using style headings; we suggest you use a style that is simple.

figures, tables, and maps

The lists of figures, tables, and maps (or illustrations) should immediately follow the table of contents. There should be three hard returns (two blank lines) between the end of each list and the next heading. Appendix tables do not appear in the TOC (e.g., tables A-1 and A-2 in appendix A should not be listed in the TOC).

Table and figure titles may be shortened in the TOC list.

[Note: The following is an example. Much will depend on the way your software generates the contents. Keep it simple is the best rule to follow.]

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Wilderness Study Purpose and Need v

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Brief History and Description of the Park 3

Purpose of Gates of the Arctic National Park and Preserve 5

Significance of Gates of the Arctic National Park and Preserve 5

Fundamental Resources and Values 6

PURPOSE OF AND NEED FOR THE GMP AMENDMENT AND WILDERNESS STUDY 9

Purpose of and Need for the GMP Amendment 9

Purpose and Need for the Wilderness Study 10

Key Laws, Regulations, and Policies 11

NPS Guidelines on Impairment of National Park Resources 12

SPECIAL MANDATES AND ADMINISTRATIVE COMMITMENTS RELATED TO GATES OF THE ARCTIC NATIONAL PARK AND PRESERVE 14

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TEXT PAGES

For readers' ease, typical general management plans / environmental impact statements should be in two-columns, left justified (with ragged right margin) format. NPS RawlinsonOT and Frutiger LT Std 45 Light are the serif and sans serif fonts used by DSC staff (see also "[Font Styles and Sizes](#)" under "General Format and Style Guidelines." The column width for double columns is 3 inches with spacing at 0.5. If line numbering is used, spacing should be 0.6, otherwise the second-column line numbers will only be partially visible. The columns on short pages at the ends of sections should be of fairly equal length. If columns cannot be balanced, the left column is generally longer (an exception, if a heading must be positioned at the top of the right column).

TEMPORARY TITLE PAGES

date The date on the temporary title page/abstract is generally the month and year that a document is available to the reviewer. To clarify the stage of the document, add a date on the temporary title page for each round of reviews for draft documents, e.g.,

Park/Region Review 3/16/2013
WASO Review 4/16/2013

These dates and the title page itself are deleted before the document is printed for public distribution.

ENVIRONMENTAL IMPACT STATEMENTS

The following section discusses solutions to technical questions commonly encountered in writing and editing. The following explanations give some guidance for preparing general management plan / environmental impact statement documents.

alternatives, including the preferred alternative

Use the comma after “Alternatives” in this title. Generally, in the text use the term “preferred alternative,” not “proposed action.” This chapter should describe the alternative actions, mitigation, alternatives considered but rejected, environmentally preferable alternative, and summary tables for comparing the alternatives and the impacts of implementing the alternatives. The summary table of alternatives is followed by the summary of impacts table at the end of the “Alternatives, Including the Preferred Alternative” chapter. In the tables you can say “same as alternative 2,” but the text in the “Environmental Consequences” chapter should briefly explain what is the same as in a previous alternative to save readers wondering what alternative 2 said or making them go back to look.

affected environment

What is included in the “Affected Environment” chapter primarily depends on the impact topics described in the introductory chapter of the document. Describe only those components of the environment that would be affected. If there is a negligible or less adverse impact on some component of the environment, then it need not be described in the “Affected Environment.” However, this must be stated in the “Impact Topics” section of the document in the “Purpose and Need for the Plan” (first) chapter.

environmental consequences

The “Environmental Consequences” chapter analyzes the effects/impacts on the environment of implementing the actions proposed in each of the alternatives. **This chapter is not a restatement of the actions proposed in the alternatives.** The purpose is to objectively identify, characterize (intensity, duration, context, type), and evaluate the effects/impacts that would result from specific actions. The selection of impact topics is based on the identification of issues of concern to the public, the National Park Service, and other agencies, as well as an objective analysis of how the environment would be affected—thus generally correlates in order and topics with the “Affected Environment” chapter.

The chapter usually begins with an **introduction** (telling the reader what to expect in the chapter), a description of the **cumulative impact scenario** (other past, present, and reasonably foreseeable projects that might add to the impacts of the alternatives presented in the GMP / EIS).

methodology and assumptions

The above should be followed by a description, for each impact topic, of the **method used and assumptions made** to do the analyses. The methodology/methods section describes the primary source material and method(s) used for the analysis, including key assumptions and measures of impact. It also defines impact intensity levels (negligible, minor, moderate, and major), the type of impact (adverse or beneficial), and the durations (a short-term impact duration would be X and a long-term impact duration would be Y). The definitions can and often should be different for each subtopic such as soils and water quality and archeological resources. The most common approach is to describe the methods and definitions for each impact topic in the introduction to the “Environmental Consequences” chapter as shown below (rather than subsequently under each topic and then describing the individual alternatives).

ENVIRONMENTAL CONSEQUENCES**Introduction****Cumulative Impact Scenario****Methods and Assumptions**

Natural Resources

Definitions of Intensity, Type, and Duration

Soils

Water Quality

etc.

Cultural Resources

Definitions of Intensity, Type, and Duration

Archeological Resources

Ethnographic Resources

etc.

Visitor Use and Experience

Definitions of Intensity, Type, and Duration

Access

Interpretation and Orientation

etc.

Socioeconomic Environment

Definitions of Intensity, Type, and Duration

Regional

Local

etc.

Following the above, the impacts (effects) are described. Most often the impacts are grouped by alternative rather than by subtopic areas, for example:

Impacts of Implementing Alternative A

Natural Resources

Impacts on Threatened or Endangered Species

Impacts on Water Quality

Cultural Resources

Impacts on Historic Structures

Impacts on Archeological Resources

Socioeconomic Resources

Impacts on the Local Economy

Impacts on the Regional Economy

Another way to present the impacts is by topic—describing the impacts of each alternative for a specific topic—which allows the reader to read and compare impacts for one topic for each alternative, for example impacts on wildlife, in one place. This could be cumbersome for someone wanting to focus on the impacts of one alternative. However, a summary of the impacts by alternative is given in the summary of impacts table (only gives a summary and not the full impact analysis). There are instances, however, where describing the impacts by topic works well.

The analysis includes specific cumulative impacts, a conclusion, and for some topics a discussion of impairment and/or a summary of the section 106 effects (described below). Label each section except impairment.

analysis

The analysis focuses on the specific impacts that the action would have. The analysis is not simply a restatement of the actions comprising the alternatives, nor a restatement of information in the "Affected Environment." The purpose is to objectively identify, characterize, and evaluate impacts resulting from specific actions, disclosing the intensity (magnitude), type, and duration of that impact. In the environmental consequences section, state that impacts have been assessed assuming implementation of mitigating measures, and identify examples of which mitigating measure(s) would reduce impact levels for specific actions. The mitigation measures

**cumulative impacts,
conclusions, and section
106 summaries**

that would be taken should be fully described in a section on mitigation after the description of the alternatives in the “Alternatives, Including the Preferred Alternative” chapter.

As part of the analysis, the National Environmental Policy Act regulations of the Council on Environmental Quality require an analysis of cumulative impacts. Cumulative impacts are “the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency or person undertakes such other actions.” The projects that make up the other past, present, and reasonably foreseeable future actions by others are described at the beginning of the “Environmental Consequences” chapter under the “Cumulative Impact Scenario.” The cumulative impact analysis must include impacts of other NPS and outside (non-NPS) actions and plans combined with the impacts of actions proposed in the alternative—that’s what makes them cumulative. Cumulative in this case does not mean an addition of all the actions in the plan related to one topic. It also doesn’t mean just the things that are going on in the park or outside the park and this alternative that are not part of the particular alternative’s proposed actions.

So, let’s call the impacts of what happens if you do all the proposed actions in alternative C our “X.” Let’s call the impacts of other past, present, and reasonably foreseeable future actions regardless of what agency or person undertakes such other actions our “Y.” Let’s call the combination of $X + Y$ our “Z.” So,

- the impacts of alternative C on wetlands, for example, would be X;
- the impacts of other past, present, and reasonably foreseeable future impacts on wetlands would be Y
- and the combination of the two, $X + Y = Z$, which is our cumulative impact (Z) on wetlands.

THE ONLY WAY TO HAVE A CUMULATIVE IMPACT IS TO COMBINE $X + Y$.

Cumulative impacts should be identified and characterized for each alternative, not just the preferred alternative. You must also disclose what part of that cumulative impact would be because of the impacts of the actions proposed in the alternative. For example, you might say

“The long-term, moderate, adverse impacts on wetlands of implementing alternative B, combined with the long-term, minor, beneficial impacts on wetlands by other past, present, and reasonably foreseeable future actions, would result in a long-term, minor, adverse cumulative impact on wetlands. Alternative B proposals would contribute substantially to these adverse cumulative effects.”

Or,

“The long-term, negligible to minor, beneficial impacts on wetlands of implementing alternative B, combined with the long-term, moderate, beneficial impacts on wetlands by other past, present, and reasonably foreseeable future actions, would result in a long-term, moderate, beneficial cumulative impact on wetlands. Alternative B proposals would contribute slightly to these beneficial cumulative effects.”

Do not use your intensity definitions (e.g., negligible, minor, moderate, major) to describe the alternative’s contribution.

And, don’t forget, if $X = 0$ or $Y = 0$, you have no Z, no cumulative impacts.

Do not do an overall cumulative impact write-up for “cultural resources” or “natural resources”; do a write-up for specific impact topics such as impacts on soils, impacts on water quantity, impacts on archeological resources, impacts on ethnographic resources, etc. The cumulative impacts discussion follows the analysis and is before the conclusion paragraph(s).

The **conclusion paragraph(s)** states what the impact is; it is based on the analysis, but it should be concise and limited to a paragraph or two. No new information should be introduced in the conclusion. A conclusion paragraph(s) should be written for each impact topic for each alternative, e.g., a conclusion paragraph(s) is needed for the impacts on ethnographic resources and the impacts on floodplains for each alternative (assuming that those are impact topics that apply to your document.) A conclusion for the "Impacts on Natural Resources" topic as a whole is not acceptable. A sample conclusion sentence would be: Overall, there would be a moderate long-term adverse impact. *Next, you repeat the bottom line cumulative impact (remember, that is $X + Y = Z$). Next you need to repeat the contribution of the alternative.* The conclusion discussion follows the discussion of the cumulative impacts and should be copied into the summary of impacts table at the end of the "Alternatives, Including the Preferred Alternative" chapter. The cumulative impact and contribution part of the conclusion do not need to be copied into the summary of impacts table.

The **section 106 summary discussion** paragraph(s) describes the impact under the National Historic Preservation Act, section 106, where the determination of effect is determined slightly differently than under the National Environmental Policy Act. Section 106 discussions are required only for discussions of impacts on archeological resources, historic structures and buildings, cultural landscapes, and ethnographic resources.

other impacts

The impact discussion must also include any unavoidable adverse major environmental effects, a description of the relationship between short-term uses of man's environment and the maintenance and enhancement of long-term productivity, any irreversible or irretrievable commitments of resources, and energy requirements and conservation potential. These topics must be addressed for **all** alternatives (although energy requirements and conservation potential can be dismissed as a topic). These impacts can be described at the end of each alternative, and the topics (e.g., natural and cultural resources) can be combined. The following example assumes an analysis that is going to be presented by alternatives. (NOTE: for an analysis by topic, these three headings should be done at the end, after the discussion of all the impacts.)

The Impacts of Implementing Alternative 2

- Impacts on Natural Resources
 - Soils
 - Cumulative Effects
 - Conclusion
 - Water Quality
 - Cumulative Effects
 - Conclusion
 - (add other topics)
- Impacts on Cultural Resources
 - Archeological Resources
 - Cumulative Effects
 - Conclusion
 - Section 106 Summary
 - Ethnographic Resources
 - Cumulative Effects
 - Conclusion
 - Section 106 Summary
- Impacts on the Socioeconomic Environment
 - Regional Economy
 - Cumulative Effects
 - Conclusion
 - Local Economy
 - Cumulative Effects
 - Conclusion
 - (add other topics)

Unavoidable Adverse Environmental Effects
 The Relationship between Short-term Uses of Man's Environment
 and the Maintenance and Enhancement of Long-term
 Productivity
 Irreversible or Irretrievable Commitments of Resources
 Energy Requirements and Conservation Potential

The Impacts of Implementing Alternative 3
 Impacts on Natural Resources
 (add other topics)
 Impacts on Cultural Resources
 (add other topics)
 Impacts on Visitor Experience
 (add other topics)
 Impacts on the Socioeconomic Environment
 (add other topics)
 Unavoidable Adverse Environmental Effects
 The Relationship between Short-term Uses of Man's Environment
 and the Maintenance and Enhancement of Long-term
 Productivity
 Irreversible or Irretrievable Commitments of Resources
 Energy Requirements and Conservation Potential

**comment and
response letters**

All substantive comments must be included in the final environmental impact statement. For especially voluminous comments, CEQ regulations (40 CFR 1503.4[b]) allow the comments to be summarized. Comment letters from governmental agencies must be reprinted in the final environmental impact statement.

Sometimes, all letters or all substantive letters are reprinted in the final environmental impact statement, with the substantive comments bracketed and with individual responses shown. Text for responses should be reduced (preferably to 9 point) to better match text size of the scanned comment letters. Use Arabic numbers, not letters, to number comments, and restart at 1 for each letter. This allows a new comment to be easily inserted or one deleted without renumbering all of the comments and responses. Letters will probably be individually coded during the process of preparing responses (e.g., NPCA 133), but these codes can be long and tedious for readers to track. By the time the letters are scanned, comments numbered, and responses inserted, it is quicker to renumber the responses for each letter starting at 1.

When two or more responses are identical on different letters, repeating the response is probably more reader friendly than saying, "See response 16 to the US Fish and Wildlife Service." Presumably commenters are interested in their letters, and it is more helpful to provide a response that they can find immediately rather than searching through all of the letters for an answer.

Sometimes only letters from governmental agencies (required) and letters with substantive comments are printed, responses are given, and a summary is made of the other comments. This is a more time-efficient way to address comments.

**preparers and
consultants**

The document preparers or the members of the planning team are listed at the end of the document (after the appendixes and before the index). Do not use abbreviations / acronyms (e.g., SWRO, WASO, DSC) for the offices of planning team members. Either spell out or list by office. For environmental impact statements, CEQ guidance requires (for the planning team) the education, background, and the section(s) that person was responsible for writing.

index	The index is the last section of the document so readers can easily find it. Appendixes are not indexed, nor are responses to comments. The index word list may be sent out for review, but it may not be cost-effective to generate and format the index until the document is ready for printing for public distribution.			
volumes	If the document is more than 500 pages, two volumes will likely be required. (Because of complications with perfect binding, it is generally not feasible to print a single volume with more than 500 pages.) If there are many comments and responses, one option is to print the comments and responses as a separate volume, with references in the first volume. Volume 1 would then include the main part of the document, the appendixes, the bibliography, the preparers, and the index, while volume 2 would consist only of the comments and responses.			
will / would	Will (grammatically, the indicative mood) represents a definite action and implies that a decision has already been made; would (the subjunctive mood) represents an action as contingent or possible. In environmental impact statements, use the subjunctive mood (would, could, might) when describing any proposed action or impact (including the no-action alternative and impacts) because the action is contingent on a final decision being made (and documented in the record of decision). Use the indicative mood (will, can, may) when describing facts. Do not change would to will in a final EIS because the plan is not final until a record of decision has been signed. This is based on advice from solicitors in the Department of Justice.			
effect / impact	According to CEQ guidelines, effect is synonymous with impact for EIS work. Although the word "impact" has a negative connotation in everyday use, the use of "a beneficial impact" in EIS work is not incorrect.			
US abbreviation of measurements (CMS 10.67)	feet	ft	square foot	sq ft or ft ²
	inch	in	square inch	sq in
	yard	yd	cubic yard	cu yd or cu ³
	mile	mi	square mi	sq mi
metric abbreviation of measurements				
academic degrees (CMS 10.4)	Use capitals, no periods: MD, BA, BS, PhD			

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As the nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering sound use of our land and water resources; protecting our fish, wildlife, and biological diversity; preserving the environmental and cultural values of our national parks and historic places; and providing for the enjoyment of life through outdoor recreation. The department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The department also has a major responsibility for American Indian reservation communities and for people who live in island territories under US administration.

National Park Service
U.S. Department of the Interior



Denver Service Center

Editorial Style Guide

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