Denver Service Center
Editorial Style Guide
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:

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

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 in size     integral part
close proximity local resident
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
```

"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; but 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); but Missouri State Historic Preservation Office (SHPO) because that is the title of the Missouri SHPO office.

“ly” words

- Do not hyphenate words ending in ly, 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 not 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: Conservation Planning, Environmental Impact Analysis, and Decision-making 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 incorrect 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 but the state name should be spelled out in running text.
- Don’t use acronyms (or initialisms) as subjects/nouns.

<table>
<thead>
<tr>
<th>As a Subject/Noun</th>
<th>As a Modifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>The National Park Service reports to Congress. Not The NPS reports to Congress.</td>
<td>the NPS report</td>
</tr>
<tr>
<td>The Bureau of Land Management owns land adjacent to the park. Not The BLM owns land adjacent to the park.</td>
<td>the BLM land</td>
</tr>
<tr>
<td>The General Management Plan / Environmental Impact Statement was sent to the public in May. Not The GMP/EIS was sent to the public in May.</td>
<td>the GMP planning team</td>
</tr>
</tbody>
</table>
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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  
  (This authoritative, comprehensive work is our primary reference for questions of style and production related to preparing scholarly works for publication.)

- MW  
  (Our primary source for preferred spellings, word compounding and division, and usage.)

**National Park Service editorial style guidelines**

- HFC  
  *HFC Editorial Style Guide*, 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: Communicating the National Park Service Mission*

**additional references**

- CSE  
  (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.)
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 There are... and It is...) to true subjects when possible. However, retain false subjects when recasting sounds stilted.

The national park system includes 97 coastal units. not 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 not utilize/utilization
link not linkage
local not localized (as an adjective)

format spacing  
Use one space after punctuation, not two.
Basic Style Considerations

**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)

<table>
<thead>
<tr>
<th>feet</th>
<th>ft</th>
<th>square foot</th>
<th>sq ft</th>
<th>or ft²</th>
</tr>
</thead>
<tbody>
<tr>
<td>inch</td>
<td>in</td>
<td>square inch</td>
<td>sq in</td>
<td></td>
</tr>
<tr>
<td>yard</td>
<td>yd</td>
<td>cubic yard</td>
<td>cu yd</td>
<td>or cu²</td>
</tr>
<tr>
<td>mile</td>
<td>mi</td>
<td>square mi</td>
<td>sq mi</td>
<td></td>
</tr>
</tbody>
</table>

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.
**INTRODUCTION**

<table>
<thead>
<tr>
<th>metric abbreviation of measurements</th>
<th>cm</th>
<th>centimeter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m</td>
<td>meter</td>
</tr>
<tr>
<td></td>
<td>km</td>
<td>kilometer</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>academic degrees</th>
<th>Use capitals, no periods: MD, BA, BS, PhD</th>
</tr>
</thead>
</table>

| 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 | 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.

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 | 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 (antigrarianian, 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
Basic Style Considerations

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).

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

area, national recreation

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).
**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 appendices 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

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 parenthetic, as are similar clauses introduced by conjunctions indicating time or place.”

____________________________


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.

<table>
<thead>
<tr>
<th>Header Examples</th>
<th>Verso (left-hand) Page</th>
<th>Recto (right-hand) Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Front Matter</strong></td>
<td><strong>SUMMARY</strong></td>
<td><strong>Summary</strong></td>
</tr>
<tr>
<td></td>
<td>** CONTENTS**</td>
<td><strong>Contents</strong></td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td><strong>DIVIDER TITLE</strong></td>
<td><strong>Chapter Title</strong></td>
</tr>
<tr>
<td></td>
<td><strong>CHAPTER TITLE</strong></td>
<td><strong>Level 2 Heading</strong></td>
</tr>
<tr>
<td></td>
<td><strong>AFFECTED ENVIRONMENT</strong></td>
<td><strong>Natural Resources</strong></td>
</tr>
<tr>
<td><strong>Back Matter</strong></td>
<td><strong>APPENDIXES</strong></td>
<td><strong>Appendix A: Legislation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>REFERENCES OF</strong></td>
<td><strong>References or</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SELECTED REFERENCES</strong></td>
<td><strong>Selected References</strong></td>
</tr>
<tr>
<td></td>
<td><strong>INDEX</strong></td>
<td><strong>Index</strong></td>
</tr>
</tbody>
</table>
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

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.
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).

- Source: Map redrawn from Doughty 1987
- Section numbering plan courtesy of Bureau of Land Management, US Department of the Interior
- 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 6.121–6.126)

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990</td>
<td>$8,645</td>
</tr>
<tr>
<td>1991</td>
<td>7,456</td>
</tr>
<tr>
<td>1992</td>
<td>5,993</td>
</tr>
</tbody>
</table>

To:

Table 1. Average annual incomes

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990</td>
<td>$8,645</td>
</tr>
<tr>
<td>1991</td>
<td>7,456</td>
</tr>
<tr>
<td>1992</td>
<td>5,993</td>
</tr>
</tbody>
</table>

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, 1 or 2 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.
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

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Federal Status</th>
<th>State Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensitive joint vetch</td>
<td>Aeschynomene virginica</td>
<td>FC2</td>
<td>VC</td>
</tr>
<tr>
<td>Lake-bank sedge</td>
<td>Carex lacustris</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>a spurge</td>
<td>Euphorbia ammanoides</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Reed mannagrass</td>
<td>Glyceria grandis</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Loesel’s twayblade</td>
<td>Liparis loeselii</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Southern twayblade</td>
<td>Listera australis</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Florida adder’s-mouth</td>
<td>Malaxis spicata</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Ophioglossum</td>
<td>Ophioglossum vulgatum, var. psuedopodium</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Gaping panicum</td>
<td>Panicum hians</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Shadow-witch</td>
<td>Ponthieva racemosa</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Dwarf chinquapin oak</td>
<td>Quercus prinoides</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Drooping bulrush</td>
<td>Scirpus lineatus</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Sweetscent ladies’ tresses</td>
<td>Spiranthes odorata</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Mountain camellia</td>
<td>Stewartia ovata</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Three-ribbed arrowgrass</td>
<td>Triglochin striatum</td>
<td>none</td>
<td>VRSC</td>
</tr>
<tr>
<td>Virginia least trillium</td>
<td>Trillium pusillum, var. virginianum</td>
<td>FC2</td>
<td>VRSC</td>
</tr>
</tbody>
</table>

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

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

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.
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.

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

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.

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).

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.”

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).

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.

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).

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)
(LexisNexis 1985) (passed Jan. 3, 1974)
Colo. Rev. Stat. § 4-1-101 (West)

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  

Jones, Jeremy  
1995  

**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 rarely listed in the 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.
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
**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**
(Pollan 2006, 99–100)

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:**

Conners, John A.


Jones, Barbara J.

Jones, Barnaby

Jones, Jerri.

Jones, Murgatroyd

[Note: The ampersand symbol (&) is used in the Conners 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**
(Greenberg 2008)

Greenberg, Joel, ed.

**book with two authors**
(Ward and Burns 2007)

Ward, Geoffrey C., and Ken Burns
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)

Sorenson, Gregory, Linda Russo, Christy Fischer, Sandy Schuster, Lou Layman, Kathy Dimont, and Jon Nickolos


**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


**editor, translator, or compiler instead of author**

Lattimore, Richmond


**chapter in an edited book**  
(CMS 15.9)

Gould, Glenn


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

*DOIs*

A *Digital Object Identifier (DOI)*—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

Kurland, Philip B., ed.

**chapter or part of a book**

Kelly, John D.

Kelly, John D.

Kossinet, Gregory

**article in print journal**

Mendelson, David

Choi, Miki
2008 “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago.

**article in online journal**

McDonald’s Corporation

**thesis or dissertation**

Reisling, Dolf

**meeting or conference paper**

Jack, comment on Posing, “Illegal Exports.”

**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.”)

**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**

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
(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
(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

29
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
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

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)
Capitalization

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”

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.

<table>
<thead>
<tr>
<th><strong>Trademark</strong></th>
<th><strong>Generic Equivalent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clivus Multram toilet</td>
<td>composting toilet</td>
</tr>
<tr>
<td>Jeep</td>
<td>four-wheel drive vehicle, off-road vehicle, off-highway vehicle</td>
</tr>
<tr>
<td>Xerox</td>
<td>copier</td>
</tr>
</tbody>
</table>
CIVIL AND MILITARY TITLES AND OFFICES

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-III)
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

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

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. Alhamba

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

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

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 lower cased 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
- Neabraska Member
- Morrison Formation
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
American Indian
Alaska Native
African American, but black
Chinese American
European American
Latinos, a Latino, a Latina
Caucasians, a Caucasian, but white
New Zealanders
Japanese American
Hispanic
Native Hawaiian
white
Hispanics, a Hispanic
Italian American
Chicanos, a Chicano, a Chicana
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

- **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 1⅛ 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
- **percentages:** 12%–25%
- **symbols:** 3, 9’ × 18’, 12%, 10

### 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 x 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.

43
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 UTMs 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

<table>
<thead>
<tr>
<th>River</th>
<th>Classification</th>
<th>Approx. River Miles</th>
<th>Approx. River Acres</th>
<th>Management Agency</th>
<th>Segment within Wilderness</th>
<th>Segment Description and Boundary</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Fork Virgin River above Temple of Sinawava</td>
<td>Wild</td>
<td>9.16</td>
<td>7,075.75</td>
<td>NPS</td>
<td>Yes</td>
<td>Beginning on BLM administered lands at east border of 33S T96S R19W to the Temple of Sinawava and adjacent lands as shown on map of &quot;Virgin and Wild Scenic River Designated Wild and Scenic River Segments&quot; in chapter II.</td>
</tr>
<tr>
<td>Cold Creek</td>
<td>Wild</td>
<td>4.27</td>
<td>379.64</td>
<td>NPS</td>
<td>Yes</td>
<td>Beginning at 113 T96S R19E (though BLM administered lands, private property, and park lands to junction with the North Fork Virgin River and adjacent lands as shown on map.</td>
</tr>
<tr>
<td>Oak Creek</td>
<td>Wild</td>
<td>1.31</td>
<td>62.10</td>
<td>BLM</td>
<td>No</td>
<td>Beginning at 113 T96S R19E to its junction with Kuldra Creek and adjacent lands as shown on map.</td>
</tr>
<tr>
<td>Gossen Creek</td>
<td>Wild</td>
<td>1.40</td>
<td>1,076.08</td>
<td>NPS</td>
<td>Yes</td>
<td>From the head of Gossen Creek through BLM and park lands to junction with North Fork Virgin River and adjacent lands as shown on map.</td>
</tr>
<tr>
<td>Jinly Creek</td>
<td>Wild</td>
<td>3.56</td>
<td>714.03</td>
<td>NPS</td>
<td>Yes</td>
<td>From road of trap to junction with North Fork Virgin River and adjacent lands as shown on map.</td>
</tr>
<tr>
<td>Moqui Villas Canyon</td>
<td>Wild</td>
<td>9.53</td>
<td>627.10</td>
<td>NPS</td>
<td>Yes</td>
<td>From west edge boundary to junction with North Fork Virgin River and adjacent lands as shown on map.</td>
</tr>
<tr>
<td>Dry Creek</td>
<td>Wild</td>
<td>4.83</td>
<td>1,004.11</td>
<td>BLM</td>
<td>Yes</td>
<td>Beginning on BLM administered lands at north boundary of 33S T95S R19W south to junction of North Fork Virgin River and adjacent lands as shown on map.</td>
</tr>
</tbody>
</table>

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.

- 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?
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.

DSC uses “serial” commas. Use of the serial comma prevents ambiguity.

Anna, May and Walter are here. But, 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.

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.

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.

Impacts on Street Vendors — Local street vendors . . .

Use an en dash (no spaces before and after) to indicate continuing or inclusive numbers.


but

from 1968 to 1972 (not from 1968–72); between 1985 and 1990 (not 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

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—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: (Falco peregrinus)

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

<table>
<thead>
<tr>
<th>DSC style spelling choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>aesthetic (not esthetic)</td>
</tr>
<tr>
<td>appendixes (not appendices)</td>
</tr>
<tr>
<td>archaeology, archeological (not archaeology or archaeological)*</td>
</tr>
<tr>
<td>commenter (not commentor or commentator)</td>
</tr>
<tr>
<td>concessioner (not concessionaire)</td>
</tr>
<tr>
<td>e-mail, e-book, eBay (see CMS 7.85 for hyphenation guide)</td>
</tr>
<tr>
<td>exceedance (air quality)</td>
</tr>
<tr>
<td>indexes (not indices) as applied to section of a book</td>
</tr>
<tr>
<td>interpretive (not interpretative)</td>
</tr>
<tr>
<td>memorandums (not memoranda)</td>
</tr>
</tbody>
</table>

“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 Archaelogical Resources Protection Act (ARPA).

(Source: Barbara J. Little, Society for American Archaeology, “Anthropology Newsletter,” June 1975)
WORD USE TIPS

**affect / effect**  
*Affect*, almost always a verb, means “to influence, have an effect on. The noun affect is a specialized psychology term meaning manifestation of emotion or mood.

For example: Construction would affect 20.6 acres of pine/juniper forest.

*Effect*, usually a noun, means “outcome, result.” It may also be a verb meaning “to make happen, produce.”

The candidate’s attempted explanations had no effect.
The goal had been to effect a major change in campus politics.
The superintendent will effect 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 and/or 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 *as per your request*, use: *as you requested or per your request.*

**assure / ensure / insure**  
See “ensure.”

**at the present time**  
Use *now, today, currently.*

**behalf**  
*In behalf of* means in the interest or for the benefit of. (The decision is in behalf of the agency.)

*On behalf* means acting as agent or representative of (On behalf of Mr. Scott, I would like to express heartfelt thanks.)

**between, among**  
*Between* indicates one-to-one relationships; *among* indicates undefined or collective relationships.

**by means of**  
Use *by or with.*

**center around**  
Use either *center on or revolve around.*

**chair, chairman, chairwoman**  
*Chair* is widely regarded as the best gender-neutral choice.

**close proximity**  
Redundant. Use either *close or in proximity.*

**complement / compliment**  
A *complement* is something that completes or brings to perfection.
A *compliment* is a flattering or praising remark.

**comprise / compose**  
Comprise means to contain: The park comprises 346,000 acres. (“Never use comprised of.”)

Compose means to make up: The national park system is composed of many units.

**criterion / criteria**  
Criterion is singular, criteria is the plural form.

**data**  
In formal writing (and always in the sciences), use *data* as a plural.
**determine whether; determine if**
The first phrasing is irreproachable style, the second is acceptable. The same is true of  
decide whether versus decide if.

**disburse / disperse**
Use disburse as a verb meaning “to make payment; to pay out.” Use disperse 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 because instead.

**e.g.**
The abbreviation for exempli gratia (“for example”). Best used in parentheses or in notes. Within a sentence, comma goes before and after. In parentheses, comma after.

**elicit / illicit**
Use elicit as a verb meaning “to call forth or draw out” (as information or a response). Do not confuse with illicit, which is an adjective meaning unlawful

**ensure / assure / insure**
Use ensure as a verb when the meaning is to make certain something will happen: The plan will ensure the preservation of resources.

Use the synonym insure for providing or obtaining insurance: The national flood insurance program insures against loss.

Use assure to inform positively: I assure you it will be done. (Usually you assure some one.)

**etc.**
The abbreviated form of et cetera (“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 farther regarding physical distance (we drove farther than expected); further for a figurative distance (let’s examine this further).

**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**
_Historic_ means important or memorable in history, as a historic structure, scene, area, site.

_Historical_ means relating to history, as a historical park, architect, significance, character, novel, sign.

NOTE: In American English, the indefinite article should be a 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 id est (“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, not impacts to.

**indicate**
Vague—when possible use state, comment, show, suggest, or say.
in excess of Try replacing with more than.

in regard to Try a single word substitute such as about, regarding, concerning. (Do not use in regards to.)

irregardless Do not use—the word is regardless or possibly irrespective.

its / it's Its is the possessive form of it. It's is the contraction for it is.

lay / lie Lay is a transitive verb—it demands a direct object (lay your pencils down). It is inflected lay—laid—laid.

Lie is an intransitive verb—it never requires a direct object (lie down and rest). It is inflected lie—lay—lain.

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 lose your footing if you’re not careful.

The latch on the screen door is loose.

may / might May expresses what is possible, is factual, or could be factual.

Might 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, not mitigative.

national register In the national register, not 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. Tornados, earthquakes, and volcanos occur.

off Never put of 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 period or time 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 recreation when referring to facilities, as a recreation facility, resource, area, potential, trail.

Use recreational 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  Not resources management.

sight impaired  Not 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.
APPENDIX A: GUIDE TO CAPITALIZATION

A
act, Organic Act of 1916, the
appropriations act, but 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 (but Appendix A:
Legislation)
archeological district, but the Anasazi
Archeological District
armed forces
army, Union army, but US Army, Fifth
Army, US Army Corps of Engineers

B
battlefield, national battlefield, but Fort
Necessity National Battlefield
bay, Bay Area (San Francisco), the Bay
(Chesapeake Bay)
black (or Black)
board, advisory board, but the National
Heritage Area Advisory Board
building, the federal building, but the
Empire State Building (formal name)

C
campground, the Kirk Creek campground
(not named), Pinyon Creek
Campground (formal name)
Cape Cod, the Cape
capitol, state capitol, but South Dakota
State Capitol
category 1, category 2 (species)
cemetery, the Racine (town) cemetery, but
Mount Zion Cemetery (formal name)
church, the Methodist church (org.), but
Central Presbyterian Church (formal name)
city, city of New York, City of New York if
legal entity, but New York City
civil rights, civil rights movement
class I, class II (air quality)
code, but Life Safety Code, National Electric
Code, Uniform Building Code
commercial use authorization
commission (capitalize if formal name,
lower case when used alone)
committee (capitalize if formal part of
name)
commonwealth, commonwealth of
Pennsylvania, but the Commonwealth
of Puerto Rico
conference (capitalize if part of formal
name)
Congress, US Congress
congressional, congressional hearings, but
the Congressional Budget Office
council (capitalize if part of formal name)
Advisory Council on Historic Preservation,
but the advisory council
county, the county of Jefferson, but
Jefferson County
delta but the Delta (region in Mississippi)
the Department of the Interior, Interior
director, assistant director, regional
director, but Director Kennedy
Director’s Order 12: Conservation Planning,
Environmental Impact Analysis, and
Decision-making (or Director’s Order 12
after once spelled out), or a director’s
order
district, central business district, but
Caribou District (formal name). District
as a popular reference for Washington,
DC. See also, archeological district,
historic district
eastern seaboard, Eastern Shore (of
Chesapeake Bay)
environmental assessment, but the
Yellowstone National Park, Bridge Bay,
Development Concept Plan and
Environmental Assessment
environmental impact statement, but the
Voyageurs National Park Draft
Environmental Impact Statement
epoch, Paleocene epoch
era, eras, Mesoproterozoic era
estate, the William Floyd estate
European American
executive order, but Executive Order 11953,
“Protection of Wetlands”
farm, the Overton farm, but Paradise Farm
(formal name)
federal, federal agency, federal
government, federal program, but
Federal Reserve Bank (formal name)
figure 1, but Figure 1: Average Income,
1980–90
flood, but Johnstown Flood
flyway, Pacific flyway
fort, but Fort McHenry, Forts Jefferson and
Frederica
Appendixes

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

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

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

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)
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

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

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

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
Appendix A: Guide to Capitalization

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

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

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

US Army Corps of Engineers, Corps of Engineers, the Corps

valley, the river valley, the Red River valley, Ohio River valley, but Yosemite Valley visitor center, the Grant Grove visitor center, but the Henry R. Loomis Visitor Center (formally designated)

Volunteers-in-Parks (VIP) program

ware, brownware, whiteware
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
white, the White House

wild and scenic river system
(not capitalized, please see PL 90-542 and 16 USC 1273)

wilderness, the Yosemite wilderness area, but Big Jack Wilderness (legislatively designated)

world heritage site, but Redwood National Park World Heritage Site

World Wide Web, the Web

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

zones (when designating management units in a park), the historic resources zone, the administrative zone, the natural zone, the recreation zone
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:

<table>
<thead>
<tr>
<th>adjective + noun</th>
<th>solid or hyphenated</th>
</tr>
</thead>
<tbody>
<tr>
<td>adaptive use</td>
<td>land use</td>
</tr>
<tr>
<td>air quality</td>
<td>law enforcement</td>
</tr>
<tr>
<td>case study</td>
<td>mass transit</td>
</tr>
<tr>
<td>coastal zone</td>
<td>middle range</td>
</tr>
<tr>
<td>cooperative agreement</td>
<td>multiple use</td>
</tr>
<tr>
<td>cooperative management</td>
<td>open space</td>
</tr>
<tr>
<td>day visit(or)</td>
<td>public use</td>
</tr>
<tr>
<td>day use</td>
<td>recreation vehicle</td>
</tr>
<tr>
<td>flood control</td>
<td>resource management</td>
</tr>
<tr>
<td>food service</td>
<td>special use</td>
</tr>
<tr>
<td>land classification</td>
<td>visitor use</td>
</tr>
<tr>
<td>land protection</td>
<td>water quality</td>
</tr>
</tbody>
</table>

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.
Appendixes

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).

<table>
<thead>
<tr>
<th>Gerund/present participle</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>land managing</td>
<td>concession operated</td>
</tr>
<tr>
<td>management zoning</td>
<td>park related, but park-related information</td>
</tr>
<tr>
<td>master planning</td>
<td>water oriented</td>
</tr>
<tr>
<td></td>
<td>state listed species</td>
</tr>
</tbody>
</table>

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 –ed 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).
Appendix B: Guide to Compounding

**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 heartbroken. (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:

```plaintext
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
Appendixes

abbreviations

adverb
noun
unit modifier (adjective)
predicate adjective
verb
dictionary (Merriam Webster’s Collegiate, 11th Edition)

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, but 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
American
antiwar

--around
turnaround

artwork

aside
set-aside (n)
audiocassette
audiovisual

--away
breakaway
cutaway

---

aboveground

--American
European American
African American
American
antiwar

--around
turnaround

artwork

aside
set-aside (n)
audiocassette
audiovisual

--away
breakaway
cutaway

barrier reef

base course
basket making, Basket Maker
battle
battlefield
battleground
batteline

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
geriverbed
streambed

belowground
bird
birdcall
birdseed
birdsong
bird–watcher

blockhouse
boardsurfing
bookkeeping
boat

---

boatbuilder
boathouse
boat hook
boatload
boatman
boatyard

bodysurfing
boomtown

break
breakaway
breakdown
breakoff
breakout
breakroom
breakthrough
breakup

brick
brickfield
bricklayer
brickmaking
brickwork
brickyard

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
Appendix B: Guide to Compounding

coalfield ♦
coal seam ♦

coast
coastal
coastal zone
coastline ♦
coastland ♦

concession
concession operated (pa)
concession-operated (um)
concessioner ♦
concessionnaire ♦
core city
cost
cost-effective ♦
cost sharing (n, pa)
cost-sharing (nm)

---

country
backcountry ♦
cross-country (n, um) ♦
frontcountry
courthouse ♦
criss-cross ♦
cross-country (um) ♦
cross section (n)

cycle
life cycle (n) ♦
life-cycle (um)

database ♦
day
day hiker
day labor
day use
daytime ♦
day visit(or)

day
visitor day (n)
decision
decision maker (n) ♦
decision making (n) ♦
decision-making (um) ♦
dog
dogsledding
doghouse ♦
dog-walking (um)
dog walking (n)
down
downgrade ♦
downlake

downriver ♦
downsize ♦
downstream ♦
downtime ♦

down
breakdown ♦
drawdown ♦
letdown ♦
run-down (um) ♦
rundown (n) ♦
shutdown ♦
takedown ♦
turndown ♦
drainageway ♦
drive
drive-by
drive-through
drive-up
dropoff
dune
dune buggy
dunefield
dune-stabilizing (um)
dropoff
dunefield

drawdown
delay

drain
drainage area ♦
drainage channel ♦

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E

electrical line

European American not Euro-American

F

farm
farmhouse
farmland
farm lane

time

fee-simple (um)

feedback ♦

fence
fenceline
fencepost

fiber optics (n)
fiber-optics (um)

field
field guide
field hand
fieldhouse
fieldwork ♦

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fire
firefighter ♦
firefighting ♦
firehouse ♦
fire pit
fireproof ♦
fire ring

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fish
sportfish
surf-fish ♦

full-time (um)

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G

gas line
gatehouse ♦
glass
glassmaking
glassworks ♦
glassware ♦
glazeware
goldfield ♦
grainfield ♦
grassroots (n, um)
grassland

game
beachgrass ♦
shortgrass ♦
tallgrass (n, um)

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Appendix B: Guide to Compounding

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
  multiseat
  multiyear ♦
multiple-use (um)

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

O
ocean
  ocean-facing (um)
  oceanfront ♦
  ocean-going ♦
  oceanside
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  off-line ♦
  off-ramp (n) ♦
  off-road ♦
  offset ♦
  offshoot ♦
  offshore ♦
  off-site ♦
  off-street ♦
  off-trail
  oilfield
  oilmen
  oilmen ♦
  oilmen ♦
  on
  ongoing ♦
  on-ramp
  onshore ♦
  on-site ♦
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  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 ♦
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 ♦
pollutant ♦
pollution ♦
pool ♦
pool ♦
pool ♦
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  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)
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  public contact
  public use
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  pull-in (n, um)
  pulloff ♦
  pullout ♦
pump
  pump house
  pumpout
put
  put-in (n)
  putout (n)
run
  rundown ♦
  rundown ♦
  run ♦
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  reboard
  re-create
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<td>takeoff, takeout (n, um), takeover, takeover</td>
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Appendix B: Guide to Compounding

- 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
  - underway (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

W

walkway
warehouse
--ware
  - brownware
  - whiteware
washhouse
waste
  - waste disposal
  - wastewater (n, um)
wake
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

W-ware

walkway
warehouse
--ware
  - brownware
  - whiteware
washhouse
waste
  - waste disposal
  - wastewater (n, um)

Y

year-round

V

visitor
  - visitor contact

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

year-round

well
  - well-organized (um)
  - well water
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[Will be added when the Graphics Style Guide is completed.]

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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.

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
  Alternatives vi
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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

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
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 archaeological 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)
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 appendices 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)

<table>
<thead>
<tr>
<th>Feet</th>
<th>In</th>
<th>Square foot</th>
<th>Sq ft or ft²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yard</td>
<td>Yd</td>
<td>Cubic yard</td>
<td>Cu yd or cu³</td>
</tr>
<tr>
<td>Mile</td>
<td>Mi</td>
<td>Square mi</td>
<td>Sq mi</td>
</tr>
</tbody>
</table>

### metric abbreviation of measurements

### academic degrees

(CMS 10.4)

Use capitals, no periods: MD, BA, BS, PhD
**STYLE GUIDE REFERENCES**

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St. Martin’s Press  

Strunk, William, Jr., and E. B. White  

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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.