Denver Service Center Editorial Style Guide

Prepared by DSC Planning Division

Editorial Style Guide

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Denver Service Center

United States Department of the Interior • National Park Service

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:

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

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

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

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

big *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 <u>incorrect</u> example) would be confusing to the general public. This GMP/EIS describes four alternatives for management of BICY by the NPS. BLM and USGS, as well as USFS, have participated as cooperators. After a 30-day public review, either a FONSI or NOI to prepare a DEIS will be prepared. That will be followed by a FEIS and a ROD. ▪ For states, the postal code abbreviation (e.g., CO for Colorado), may be used in complete addresses and in tables where space is limited *but* the state name should be spelled out in running text.

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

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

CONTENTS

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	*The Chicago Manual of Style*, 16th edition, 2011 (This authoritative, comprehensive work is our primary reference for questions of style and production related to preparing scholarly works for publication.)
MW	*Merriam-Webster's Collegiate Dictionary*, 11th edition, 2006 (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	*Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th edition, 2006 (An authoritative, comprehensive source for internationally recognized standards in the application of science style. Published by the Council of Science Editors, formerly the Council of Biology Editors.)

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

BASIC STYLE CONSIDERATIONS

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

active voice   In general, recast passive sentences in the active voice. However, some passive constructions are fine for variation in style or may even be appropriate for reporting scientific findings. Along the same lines of making sentences more active, recast "false" subjects (i.e., weak introductions such as 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.

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

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

Avoid having inanimate objects possessing things.

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

CONVENTIONS

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

abbreviations of states and US territories
(CMS 10.28)

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

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

(CMS 10.33)

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

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

US abbreviation of measurements
(CMS 10.67)

feet	ft	square foot	sq ft or ft²
inch	in	square inch	sq in
yard	yd	cubic yard	cu yd or cu³
mile	mi	square mi	sq mi

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

metric abbreviation of measurements (CMS 10.52)	cm centimeter m meter km kilometer

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

academic degrees
(CMS 10.4)

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

acronyms

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

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

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

addresses
(CMS 10.35)

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

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

(CMS 9.52)

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

> First Avenue
> Ninety-Fifth Street
> 122nd Street

compound words
(CMS 7.78, 7.85)

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

dates and holidays

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

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

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

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

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

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

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

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

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

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

National Park Service / national park system

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

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

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

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

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

miscellaneous

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

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

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

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

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

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

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

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

GENERAL FORMAT AND STYLE GUIDELINES

FOLD-OUT MAPS AND LANDSCAPE TABLES

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

FONT STYLES AND SIZES

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

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

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

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

The following font sizes are recommended:

Main body of the text – NPS RawlinsonOT, 10.5 point

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

Headers – Frutiger LT Std 45 Light, 10 point

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

Figures and photo captions – Frutiger, one or two points smaller than main text (see "Captions" section)

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

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

FOOTNOTES

(CMS 14.19)

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

"Nonrestrictive relative clauses are parenthetic, as are similar clauses introduced by conjunctions indicating time or place.[1]

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

HEADERS AND FOOTERS

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

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

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

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

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

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

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

<div align="center">

LEVEL 1: CENTERED, FULL CAPS, BOLD

</div>

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

LEVEL 2: FLUSH LEFT, FULL CAPS, BOLD*

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

Level 3: Flush Left, Caps and Lowercase, Bold

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

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

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

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

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

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

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

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

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

Change:

CHEROKEE RELATIONS WITH THE US GOVERNMENT

To:

CHEROKEE RELATIONS WITH THE US GOVERNMENT

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

ILLUSTRATIONS (FIGURES) AND CHARTS

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

placement

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

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

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

numbering

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

captions
(CMS 8.156, 3.22)

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

WARTIME VISIT TO AUSTRALIA, WINTER 1940

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

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

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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.

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

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

- Reprinted with permission of The Macmillan Company and Geoffrey Bles, Ltd., from A Guide to Communist Jargon, by R. N. Carew Hunt. Copyright 1957 by R. N. Carew Hunt.

- *Source:* Map redrawn from Doughty 1987

- Section numbering plan courtesy of Bureau of Land Management, US Department of the Interior

- *Source:* Drawing reprinted from Topographic Maps: Silent Guides for Outdoorsmen. US Department of the Interior, Geological Survey

- Photograph courtesy Archives and Historical Division, State of Wyoming

- Examples of credit information worked into the text are shown below

- This church, photographed in 1939 by James Smith, was built in 1789 by Frederic Fudd, who used marble quarried from a hill just west of Fuddsville. (Photo courtesy of Colorado State Archives)

- Photo 9. Historic church in the park

- This church was built in 1789 by Frederic Forsythe, who used marble quarried from a hill just west of Hombly Village. Photo by James Smith, 1939, provided by Colorado State Archives.

- The Somerwell House on Main Street in Yorktown. This house, shown in a historic photograph from the Library of Congress, was the home of ferryman Mungo Somerwell. The house survived the 1781 siege.

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

LISTS

general guidelines
(CMS 6.121–126)

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

introductory material

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

> Before approval of surface-disturbing actions, the administering agency will
>
> > ensure that any proposed decision is consistent with the policies set forth above
> > advise the management group of the proposed actions
> > allow 10 working days for written comment
>
> The Park Service will preserve and protect natural and cultural resources by
>
> > monitoring and mitigating external threats to resource integrity
> > monitoring the effects of visitor activities and backcountry use

run-in lists
(CMS 6.123)

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

> Her qualifications for the job are as follows: excellent oral and written communication skills, the ability to work alone and with others, and an advanced degree in science (geology).
>
> For the five-day trek in Gates of the Arctic National Park we packed (1) raingear and warm, protective outer clothing; (2) four pairs of socks and underwear; (3) sturdy boots for the trail and sandals for the hut; (4) one pair of pants and shorts; and (5) several short- and long-sleeved shirts.

omit numerals, letters, and bullets

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

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

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

> Your application must include the following documents:
>
> > a full résumé
> > three letters of recommendation
> > all your diplomas, from high school to graduate school

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

An administrative facility can be judged by eight measures:

image	quality
security	functional organization
access	design efficiency
flexibility	environmental systems

Each of these measures is discussed below.

Compose three sentences:

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

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

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

vertical lists punctuated as a sentence
(CMS 6.125)

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

Reporting for the Development Committee, Jobson reported that

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

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

declarative sentences

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

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

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

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

imperative sentences	Same (these include management objectives):

Priorities for phasing construction activities will be as follows:

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

phrases following a complete sentence

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

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

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

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

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

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

run-on clauses or phrases

Lowercase, no periods, open introductory clause or phrase:

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

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

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

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

bulleted items

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

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

numbered lists

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

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

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

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

MARGINS

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

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

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

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

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

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

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

TABLES

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

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

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

Change:

Table 1. Average Annual Incomes

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

To:

Table 1. Average annual incomes

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

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

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

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

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

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

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

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

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

[STATUS CODES: FC1 = federal category 1 candidate species[a]; FC2 = federal category 2 candidate species[b]; FC3 = former federal candidate species; FLE = federally listed endangered; FLT = federally listed threatened; VC = Virginia, candidate species; VLE = state-listed as endangered; VRE = state-recommended as endangered; VRSC = state-recommended for special concern; VRSU = state-recommended for status undetermined; VSU = Virginia status uncertain. The following plant species are known to exist in Colonial National Historical Park.]

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

_____
Source: Data from Division of Natural Heritage, Commonwealth of Virginia.
Note: These classifications are updated periodically.

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

TABLE 15. PILT PAYMENTS BY BOROUGH, FISCAL YEAR 2010

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

Source: US Department of the Interior

TEXT PAGES

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

TEMPORARY TITLE PAGES

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

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

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

BIBLIOGRAPHY / REFERENCE LIST (DOCUMENTATION)

BIBLIOGRAPHIC ENTRIES

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

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

(CMS 15.11) A reference list is always arranged alphabetically and generally should not be divided into sections.

author-date citations
(CMS 15.20)
For each author-date citation in the text, there must be a corresponding entry in the reference list/bibliography under the same name and date. It is the author's responsibility to ensure that document references are complete and accurate. Editors can help authors by cross-checking text citations and reference lists and rectifying or querying any discrepancies or omissions.

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

alphabetizing main headings
(CMS 16.56)
To ease the way for readers, the first word in a main heading should always determine the location of the entry. This principle occasionally entails inversion of the main heading. For example, *A Tale of Two Cities* is inverted as: *Tale of Two Cities, A* and alphabetized under "T."

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

<div align="center">

Hamilton's Guide
Yellowstone
National Park

</div>

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

A title displayed on the title page as

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

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

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

published or unpublished

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

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

repeated citations

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

state laws and municipal ordinances

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

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

authors of public documents

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

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

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

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

book published electronically

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

article in a newspaper or popular magazine

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

website

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

blog entry or comment

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

e-mail or text message

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

personal communications
(CMS 15.48; 14.218–14.223)

Cite other personal communications in parentheses in the following order:

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

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

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

OR

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

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

**organization, agency,
or company as author**

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

Council on Environmental Quality, Executive Office of the President

1968   Fort Hall, 1834–1856. Boise, ID: Idaho Historical Society. Idaho Department of Commerce.

1978   "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act." *Federal Register* 43: 55978–56007. Idaho Historical Society.

1992a   *County Profiles of Idaho*. Boise, ID: Idaho State Press. William McDonough Architects.

1992b   "The Hannover Principles." Charlottesville, VA: William McDonough Architects.

BIBLIOGRAPHIC / REFERENCE LIST EXAMPLES

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

book with single author
(CMS 15.9)

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

Text Citation: (Pollan 2006, 99–100)

with second book by same author

Text Citations:

(Connors 1988a)
(Connors 1988b)

If you are citing two different authors with the same last name, use the initial of the author's first name, or if two have the same initial, use the complete first name.
    (Jones, J. 1984)
    (Jones, M. 1992)
    (Jones, Barnaby 1969)
    (Jones, Barbara 1976)

Reference List:

Conners, John A.
    1988a   *Shenandoah National Park: An Interpretive Guide*. Blacksburg, VA: The McDonald & Woodward Publishing Company.
    1988b   *Wildlife of Shenandoah National Park*. Blacksburg, VA: The McDonald & Woodward Publishing Company.
Jones, Barbara J.
    1976   "The Use of the Canada Goose to Control Difficult Moose." Report prepared for the National Park Service under contract.
Jones, Barnaby
    1969   "Wolves I Have Known" *National Wildlife* 14 (May–June 1969): 25–31.
Jones, Jerri.
    1984   "The Paint Pots and Other Thermal Features in Yellowstone." *Geothermal Journal* 22 (6):99–105.
Jones, Murgatroyd
    1992   *Mysterious Events in Yellowstone National Park: Historic Tales of Ghosts and Hauntings Near the Geysers.* Cheyenne, WY: History and Mystery Press.

[*Note:* The ampersand symbol (&) is used in the 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
(CMS 15.9)

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

book with two authors
(CMS 15.9)

Text Citation: (Ward and Burns 2007)

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

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

book with three authors
(CMS 15.9)

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

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

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

more than three authors
(CMS 14.77)

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

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

organization, agency, or company as author

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

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

editor, translator, or compiler instead of author

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

chapter in an edited book
(CMS 15.9)

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

Text Citation: (Gould 1984, 310)

multiple text references
(CMS 15.29)

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

additional works by same author
(CMS 15.29)

(Whittaker 1967, 1975; Wiens 1989a, 1989b)

(Wong 1999, 328; 2000, 475; García 1998, 67)

books consulted online (CMS 14.167)	When citing the online version of a book, include the URL—or if available, DOI*—as part of the citation (see 14.5, 14.6). The URL or DOI should be the last part of a full citation. Antokoletz, Elliot 2008 *Musical Symbolism in the Operas of Debussy and Bartok*. New York: Oxford University Press. doi: 10.1093/acprof:oso/9780195365825.001.00001.
DOIs	***Digital Object Identifiers (DOIs)*** – A DOI is a unique and permanent name assigned to a piece of intellectual property such as a journal article or book in any medium in which it is published. At a minimum, typing or pasting the DOI into the DOI resolver available at the website of the International DOI Foundation or from CrossRef.org (or into a search engine that supports DOIs) will redirect you to a URL where the article may be found. If possible, authors should include DOIs rather than URLs for sources that make them readily available.

books published electronically	Austen, Jane
	    2007 *Pride and Prejudice* (New York: Penguin Classics), Kindle edition.
	
	Kurland, Philip B., ed.
	    1987 *The Founders' Constitution*. Chicago: University of Chicago Press. Accessed February 28, 2000. http://press-pubs.uchicago.edu/founders/.

chapter or part of a book	Kelly, John D. 2010 "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.
article in print journal	Kelly, John D. 2009 "The Market in Plato's Republic." *Classical Philology* 104 (2009): 440.
article in online journal	Kossinet, Gregory 2009 "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 1, 2010. doi: 10.1086/599247.
article in newspaper or magazine	Mendelson, David 2010 "But Enough about Me," *New Yorker*, January 25, 2010, 68.
thesis or dissertation	Choi, Miki 2008 "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.
meeting or conference paper	Reisling, Dolf 2013 "Climate Change: How to Survive." Paper presented at the annual meeting of the Audubon Society, New Orleans, Louisiana, June 2–4, 2013.
website	McDonald's Corporation 2006 "McDonald's Happy Meal Toy Safety Facts." Accessed May 5, 2006. http://www.mcdonalds.com/corp/about/factsheets.html.
blog entry or comment	Jack, comment on Posing, "Illegal Exports." Becker-Posing Blog, The. http://uchicagolaw.typepad.com/beckerposing/.
e-mail or text message	John Doe, e-mail message to author, February 6, 2011.

CAPITALIZATION

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

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

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

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

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

agencies and bureaus

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

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

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

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

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

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

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

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

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

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

animal and plant names
(CMS 8.118–)

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

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

Latin or scientific names

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

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

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

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

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

compass directions
(CMS 8.45, 8.46)

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

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

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Earth, other planets
(CMS 8.139)

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

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

geographic and topographic names
(CMS 8.52, 8.53)

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

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

geographic descriptive terms

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

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

names of political divisions
(CMS 8.50)

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

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

regions of the world

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

titles of published works

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

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

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

General reference, published work: lowercase:

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

titles of unpublished works

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

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

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

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

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

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

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

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

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

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

hyphenated words in titles
(CMS 8.159)

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

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

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

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

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

Trademark	**Generic Equivalent**
Clivus Multram toilet	composting toilet
Jeep	four-wheel drive vehicle, off-road vehicle, off-highway vehicle, sport utility vehicle
Xerox	copier

33

CIVIL AND MILITARY TITLES AND OFFICES

civil titles
(CMS 8.21)

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

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

titles used in apposition

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

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

military titles
(CMS 8.23)

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

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

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

titles of sovereigns and other rulers
(CMS 8.22)

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

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

State Albright; Madeline Albright, secretary of state

the senator; the senator from Ohio; Senator Howard M. Metzenbaum; Senator Metzenbaum; Howard M. Metzenbaum, senator from Ohio

the state senator; the senator; Olga Parker, Ohio state senator; state senator Parker

the congressman from Oregon; the congresswoman from Ohio; the representative from New Mexico; Congressman Olin Paprowski; Congresswoman Deborah Baron; Congresswoman Baron; Representative DeGette of Colorado; Diana DeGette, representative from Colorado; Olin Paprowski, congressman from Idaho

administration, the Carter administration [CMS 8.64]

executive, legislative, or judicial branch

federal, federal government, federal agencies

the parliament, *but* Parliament

Following this style, then it is:

the secretary of the interior; the secretary; Secretary Norton; Gale Norton, secretary of the interior

the state historic preservation officer; State Historic Preservation Officer Jones

the state historic preservation office (if that is the title of this office in a particular state, then capitalize; often this is not the case)

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

CULTURAL TERMS

cultural periods
(CMS 8.73)

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

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

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

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

historical events and programs

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

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

GEOLOGICAL TERMS

formal versus generic geological terms
(CMS 8.134)

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

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

The modifiers early, middle, or late are capitalized when used formally, but 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
> Neobrara Member
> Morrison Formation

GOVERNMENTAL ENTITIES AND POLITICAL DIVISIONS

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

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

the Communist Party (*but* Communist parties); the party; Communist(s); Communist countries; communism or Communism

the County Board of Adams County ; the Adams County Board; the county board

the Denver City Council; the city council

the Democratic Party; the party; Democrat(s); democracy; democratic nations

Department of State; the State Department; the department

the Federalist Party; Federalist(s) (US history); federalism or Federalism (see text above)

the General Agreement on Tariffs and Trade; GATT

the House of Representatives; the House; the lower house of Congress

the United Nations; the UN General Assembly; the assembly

the United States Congress; the US Congress; the Ninety-Seventh Congress; congressional

the United States Postal Service; the postal service; the post office

the United States Senate; the Senate; senatorial; the upper house of Congress

the United States (or US) Supreme Court; the Supreme Court; the Court (traditionally capitalized when referring to the US Supreme Court)

the Arizona Supreme Court; the supreme court; the supreme courts of Arizona and New Mexico

the United States Court of Appeals for the Ninth Circuit; the court of appeals

the administration; the Carter administration

city hall (the municipal government)

North Atlantic Treaty Organization; NATO

the Republican Party; the party; the GOP (Grand Old Party); Republican(s) (party members or adherents); republicanism; a republican form of government

World Health Organization

the British colonies, the thirteen colonies

Colorado State; the state of Colorado, unless the legal entity—the State of Colorado

the Commonwealth of Australia, *but* the commonwealth of Massachusetts

the Fifth Ward, the ward; the Sixth Precinct, the precinct

Jefferson County; the county of Jefferson, unless the legal entity—County of Jefferson

the New England states; Middle Atlantic states

New York City; the city of New York, unless the legal entity—the City of New York

Oklahoma Territory; the territory of Oklahoma

Evanston Township; the town of Evanston; , unless the legal entity—the Town of Evanston

Kweneng District; the district

PUBLIC PLACES AND MAJOR STRUCTURES

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

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

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

Applied to NPS uses, this would mean

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

buildings, monuments, etc.
(CMS 8.56)

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

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

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

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

rooms, offices, etc.
(CMS 8.57)

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

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

TOPOGRAPHICAL DIVISIONS

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

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

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

regions of the world and national regions
(CMS 8.46)

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

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

DSC STYLE CAPITALIZATION DECISIONS

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

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

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

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

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

plural form of American Indian groups
(CMS 7.9)

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

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

physical characteristics
(CMS 8.42)

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

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

*DSC preferred term for NPS documents.

roads and trails

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

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

NUMBERS

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

measurements
(CMS 9.38)

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

count (under 10 rule)

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

other rules

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

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

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

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

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

30 eight-cent stamps, twelve 6-inch guns

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

30%–50%, 10°C–15°C

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

The plot was measured in feet and inches.

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

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

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

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

Decades—

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

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

English vs. decimal style—Use decimal style as much as possible
> 0.3 acre, not 3/10ths of an acre

Fiscal years—
> fiscal year 2011 (FY 2011); FY 09/11, *bu*t FY 2000 (spell out "fiscal year" the first time
> you use it)

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

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

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

However, if you use a preposition before such constructions, do not use an en dash:
> from 35 to 37, not from 35–37; from 1978 to 1991, *not* from 1987–91
> between 1854 and 1857, *not* between 1854–57 (CMS 6.78)

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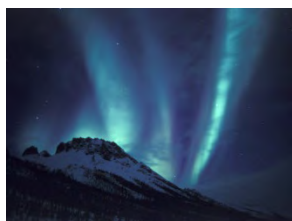> 10°F–50°F (no space between ° and F)

Township/range/section —
> T25N, R15E, S3 or: Section 3 is in T25N, R15E.

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

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

[Note: Most 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

River		Classification	Approx. River Miles[1]	Approx. River Acres[1]	Management Agency	Segment within Wilderness	Segment Description and Boundary[2]
North Fork Virgin River above Temple of Sinawava		Wild	9.16	2,076.75	NPS	Yes	Beginning on BLM-administered lands at east border of S35 T39S R10W to the Temple of Sinawava and adjacent lands as shown on map ["Virgin and Wild Scenic River Designated Wild and Scenic River Segments" in chapter 1]
			0.63	166.18	BLM	Yes	
Tributaries to the North Fork Virgin River above Temple of Sinawava	Kolob Creek	Wild	4.27	379.64	NPS	Yes	Beginning at S30 T39S R10W through BLM-administered lands, private property, and park lands to junction with the North Fork Virgin River and adjacent lands as shown on map
			2.04	310.11	BLM	Partial	
	Oak Creek	Wild	1.01	60.10	BLM	No	Beginning at S19 T39S R10W to its junction with Kolob Creek and adjacent lands as shown on map
	Goose Creek	Wild	3.45	1,076.08	NPS	Yes	From the head of Goose Creek through BLM and park lands to junction with North Fork Virgin River and adjacent lands as shown on map
			0.42	22.02	BLM	Yes	
	Imlay Creek	Wild	2.59	714.02	NPS	Yes	From head of Imlay to junction with North Fork Virgin River and adjacent lands as shown on map
	Order Ville Canyon	Wild	3.55	927.10	NPS	Yes	From east park boundary to junction with North Fork Virgin River and adjacent lands as shown on map
	Deep Creek	Wild	0.86	168.47	NPS	Yes	Beginning on BLM-administered lands at the north boundary of S23 T39S R10W south to junction of North Fork Virgin River and adjacent lands as shown on map
			4.83	1,004.10	BLM	Yes	

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Example of landscape table with page number repositioned.

PUNCTUATION

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

apostrophe
(CMS 7.17)

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

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

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

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

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

> women's rights
> alumni's feelings

Avoid having inanimate objects possessing things.

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

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

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

brackets
(CMS 6.97)

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

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

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

colon
(CMS 6.61)

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

(CMS 6.59)

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

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

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

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

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

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

comma
(CMS 6.16)

The comma, aside from its technical uses in mathematical, bibliographical, and other contexts, indicates the smallest break in sentence structure. Especially in spoken contexts, it usually denotes a slight pause. In formal prose; however, logical considerations come first. Effective use of the comma involves good judgment, with ease of reading the end in view.

(CMS 6.18)

DSC uses "serial" commas. Use of the serial comma prevents ambiguity.

> Anna, May and Walter are here. *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.

ellipsis points
(CMS 13.48)

Three dots (periods) with spaces between each indicate an omission within a quoted sentence or fragment of a sentence. No more than three points are used, whether the omission occurs in the middle of a sentence or between sentences.

em dash
(CMS 6.82)

Use an em dash (no spaces before or after) for sudden breaks, abrupt changes, explanatory phrases, and other parenthetical sentence elements.

> Scene restoration—restoring historic roads and farms—would enhance visitor experience.

Use em dashes with level 5 headings.

> *Impacts on Street Vendors* — Local street vendors . . .

en dash
(CMS 6.78)

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

> 1968–72   pp. 57–65   May 1980–April 1991

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

hyphen
(CMS 7.77 and 7.85)

Use a hyphen for compound words, prefixes, and sometimes suffixes. When in question, check the dictionary first. Also, see Appendix B: Guide to Compounding for terms most used in DSC documents.

parentheses
(CMS 6.92)

Parentheses—stronger than a comma and similar to the dash—are used to set off material from the surrounding text. Like dashes, but unlike commas, parentheses can set off text that has no grammatical relationship to the rest of the sentence. Do not italicize the parens when giving Latin names for genus and species that are italicized: (*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.

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

quotation marks
(CMS 8.2 and 8.154)

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

SPELLING

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

DSC style spelling choices

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

"multi" words are mostly closed, such as multidisciplinary, multiuse, multiagency; (check the dictionary if unsure0.
"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 <u>a</u> before a pronounced h: a historic(al) site or place, not an historic(al); see CMS 6.60 for other examples.
i.e.	The abbreviation for *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 (l*ay* 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 l*oose*.
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.

APPENDIXES

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

D

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

E

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"

F

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

G

Geological Survey (*but* US Geological Survey

government, Denver city government, federal government, US government

Great Plains, northern Great Plains

guideline, natural resource management guideline, *but Guideline for Sustainable Design*; or *NPS-28: Cultural Resource Management Guideline*

H

headquarters, park headquarters, Fort Hancock headquarters

highway, Alabama Highway 95 (AL 95 or Alabama 95), Elbert County Highway 317

US Highway 6 (US 6), Route 66, Generals Highway, Trail Ridge Road (formal name)

historic district, *but* the Skagway Historic District (formal name)

historic site, national historic site, *but* Longfellow National Historic Site, Eisenhower and Friendship Hill National Historic Sites

home, the Lincoln home, the boyhood home, the Miller house, *but* Octagon House (formal name), the White House

I

Industrial Revolution

initiative, sustainable design initiative

Internet

intranet

interstate, the interstate highway, *but* Interstate 95 (I-95)

ironworks, *but* Cambria Iron Works

L

landfill, Red Tank sanitary landfill

lake, Lake Superior, Lakes Michigan and Huron, Yellowstone Lake, Ouzel and Blue Lakes

lakeshore, national lakeshore, *but* Pictured Rocks National Lakeshore, Apostle Islands and Sleeping Bear Dunes National Lakeshores

landmark, historic landmark, national historic landmark, *but* Wounded Knee National Historic Landmark (formal name)

Life Safety Code

lighthouse, the Cape St. Elias lighthouse

list (capitalize formal names of lists: List of Classified Structures, World Heritage List)

M

mall, National Mall in Washington, DC

mansion, the Shorter mansion

map, the Landownership map

memorandum of agreement

memorial, national memorial, *but* Mount Rushmore National Memorial, Coronado and Chamizal National Memorials

monument, national monument, *but* Hovenweep National Monument, Navajo and Casa Grande National Monuments

movement, civil rights movement

museum, the state museum, *but* the Denver Art Museum, the Colorado Historical Museum

N

nation

national

forest, national historic landmark, historic site, lakeshore, memorial, monument, natural landmark, park, recreation area, park system, seashore, national natural landmarks program (*but* capitalize a proper name such as Arapahoe National Forest, Fort Laramie National Historic Site)

National Electric Code

National Register of Historic Places, *but* the national register

National Registry of Natural Landmarks, *but* the national registry

Native American, Alaska Native, Native Hawaiian, *but* native peoples or indigenous peoples (descriptive)

navy, *but* US Navy

NPS *Management Policies 2006*

number, number 4 (*not* #4), no. 1501

O

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

Organic Act of 1916

P

Paleo-Indian

park, national park, the park, *but* Acadia National Park, Yellowstone and Grand Teton National Parks

period, Archaic period, Paleo-Indian period

physiographic province (capitalize only proper part of name), the Coastal Plain physiographic province

Plains Indians, Great Plains, *but* the northern plains, the northern Great Plains, the plains

plan

corn subsidy plan, wetland species protection plan, *but* Marshall Plan, 12-Point Plan, development concept plan, general management plan, *but* the *Denali National Park General Management Plan*

plantation, the Shorter plantation

policy

fire management policy, land protection policy, open door policy

preferred alternative

president, *but* President Lincoln, presidential, a presidential proclamation, *but* Presidential Proclamation 624

program

coastal zone management program, community block development grant (CBDG) program, general revenue-sharing program, historic property leasing program, land protection program, national flood insurance program, national historic landmarks program, Retired Senior Volunteer Program (RSVP), Volunteers-in-Parks (VIP) program (proper name)

project, Little Calumet River project, trans-Alaska pipeline project, *but* Auburn Neighborhoods Revitalization Project (organization)

province *See* physiographic province

public law, *but* Public Law 99-545 or PL 99-545

pueblo, *but* Sand Canyon Pueblo

R

ranch, the Anderson ranch, *but* Empire Ranch (proper name)

ranger station, the Avery ranger station

recreation area, national recreation area, *but* Bighorn Canyon National Recreation Area, Golden Gate and Gateway National Recreation Areas

register, national register, *but* the National Register of Historic Places

registry, national registry, *but* the National Registry of Natural Landmarks

report, *but* Senate Report 95-171

reservation, *but* the Navajo Reservation, the Pine Ridge and Rosebud Reservations

Retired Senior Volunteer Program (RSVP)

river, Hudson River, Green and Yampa Rivers, the North Fork of the Flathead River

road, north corridor road (a proposed road), Oak Creek Road, Morrison and Sagebrush Roads, County Road 42, Road C-22 (all proper names), *but* the Dry Gulch road (descriptive of the road's location)

room, living room, room 17, *but* the Persian Room, the East Room of the White House

ruin, Easter ruin, Ansel Hall ruin

S

sandhill crane

Sand Hills (specific geographic area), sand hills (noun)

scale, international scale of river difficulty

seashore, national seashore, *but* Cape Lookout National Seashore, Canaveral and Gulf Islands National Seashores

secretary, secretary of agriculture, Secretary of the Interior Salazar

section, section 106, section 110

service, National Park Service (*but* the service); the service center (*but* the Denver Service Center), US Forest Service, Forest Service; US Fish and Wildlife Service, Fish and Wildlife Service (proper name United States Fish and Wildlife Service)

site, *but* Dittert site

standard, national ambient air quality standards (NAAQS)

state, the state of Washington, *but* Washington State

state historic preservation officer, *but* State Historic Preservation Office (if that is the proper name of the office in a particular state)

storehouse, the Eagle Point storehouse, storehouse 4

street, Logan Street, Logan and Sherman Streets

superintendent, park superintendent, *but* Superintendent Robert Evans

Superintendent's Compendium

survey, *but* Geological Survey (proper name United States Geological Survey), Historic American Buildings Survey

symposium, the Vail symposium

synagogue, *but* Touro Snyagogue

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

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

V

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

W

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

Z

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:

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

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

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

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

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

rule 3   Noun + verbal:

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

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

Gerund/present participle	Past participle
land managing	concession operated
management zoning	park related, *but* park-related information
master planning	water oriented
	state listed species

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

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

Examples:
- cost-effective
- flood-prone

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

Examples:
- blue-eyed   open-ended   )
- dim-witted   life-sized   ) all permanent
- old-fashioned   )

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

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

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

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

Common adverbs used in this form.

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

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

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

OTHER RULES AND GUIDELINES FOR HYPHENATION

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

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

abbreviations	adverb	adv
	noun	n
	unit modifier (adjective)	um
	predicate adjective	pa
	verb	v
	dictionary (*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, Chinese American

antiwar ♦

–around
    turnaround ♦

artwork ♦

aside
    set-aside (n)♦

audiocassette ♦

audiovisual ♦

–away
    breakaway ♦
    cutaway ♦

B

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

–back
    feedback ♦
    leaseback ♦
    setback

ballfield

–bank
    riverbank ♦
    streambank

barrier
    barrier beach (um)
    barrier island (um)
    barrier reef ♦

base course

basket making, Basket Maker ♦

battle
    battlefield ♦
    battleground ♦
    battleline ♦

bathhouse ♦

bay
    bayfront
    bayshore
    bayside

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

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

–bed
    coalbed
    railbed
    riverbed ♦
    streambed ♦

belowground

bird
    birdcall ♦
    birdseed ♦
    birdsong ♦
    bird–watcher ♦

blockhouse

boardsurfing

bookkeeping ♦

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

bodysurfing ♦

boomtown

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

brick
    brickfield ♦
    bricklayer ♦
    brickmaking ♦
    brickwork ♦
    brickyard ♦

byway ♦

C

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

coalfield ♦
coal seam ♦

coast
coastal
coastal zone
coastline ♦
coastland ♦

concession
concession operated (pa)
concession-operated (um)
concessioner *not* concessionnaire

core city

cost
cost-effective ♦
cost sharing (n, pa)
cost-sharing (nm)

–country
backcountry ♦
cross-country (n, um) ♦
frontcountry

courthouse ♦

criss-cross ♦

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)

electrical line

European American *not* **Euro-American**

farm
farmhouse
farmland
farm lane

fee-simple (um)

feedback ♦

fence
fenceline
fencepost

fiber optics (n)
fiber-optics (um)

field
field guide ♦
field hand ♦
fieldhouse
fieldwork ♦

–field
ballfield
coalfield ♦
goldfield ♦
grainfield ♦
leachfield
oilfield
sportsfield
sprayfield

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

–fish
sportfish
surf-fish ♦

first-come, first-served

firsthand ♦

–flood
flash flood (n, v) ♦

flood
flood control
floodgate
flood-prone (um)
floodprone (pa)
floodplain ♦
floodproof
flood stage

floodwater
floodway

–flow
lava flow
mudflow
riverflow
springflow
streamflow
waterflow

folk
folklife ♦
folklike ♦
folklore ♦
folksinger ♦
folkway ♦

food service (n, um)

foot
footbridge ♦
footpath ♦
footprint ♦
foot trail

forefront ♦

forestland (as a descriptive term, *but* forest land for land designated as a national forest)

–form
free-form ♦
landform ♦
lifeform

frame work ♦

freeze-up (n)

freshwater (n, um)

frontcountry

–front
bayfront
forefront ♦
lakefront ♦
oceanfront ♦
riverfront ♦
seafront ♦
shorefront ♦

fund
fund raiser
fund-raising (um)

full-time (um)

gas line

gatehouse ♦

glass
glassmaking
glassworks
glassware ♦

glazeware

goldfield ♦

grainfield ♦

grassroots (n. um)

grassland

–grass
beachgrass ♦
shortgrass ♦
tallgrass (n, um)

turfgrass

ground
groundcover ♦
groundwater ♦
groundwork ♦

–ground
aboveground ♦
battleground ♦
belowground ♦
underground ♦

guard
guardhouse ♦
guardrail
guardwall

–guard
cattleguard
lifeguard ♦

guesthouse

guide
guiderail
guidewall

H

hang glider ♦
hang gliding

hard hat (n), *but* hard-hat (um)

hardrock (mining)

headlamp ♦

hearing-impaired

henhouse ♦

high-quality (um)

hog
hog heaven
hogpen
hogwash

homesite

hookup (n) *but* hook up (v)

–house
bathhouse
blockhouse ♦
boathouse ♦
chickenhouse
courthouse ♦
doghouse ♦
farmhouse ♦
fieldhouse ♦
firehouse
gatehouse ♦
guardhouse ♦
guesthouse
henhouse ♦
icehouse ♦
pithouse
powerhouse
pumphouse
ranch house ♦
rest house ♦
rooming house ♦
slaughterhouse ♦
springhouse
storehouse ♦
sweathouse
warehouse ♦
washhouse ♦

human
human-made
human services (um)

hunter-gatherer ♦

I

ice
ice age (n) ♦
icebound ♦
ice cap ♦
icehouse ♦
ice pack ♦
ice pick ♦
ice skate ♦

–impaired
hearing-impaired
sight-impaired
visually impaired

–in
check-in (n, um)
pull-in (n, um)
put-in (n, um)
turn-in (n,um)

industrywide

in-line skating

inner
inner city ♦
innermost ♦
innkeeper ♦
inner tubing

in-stream flow

ironmaking ♦

ironworks, *but* Saugus Iron Works
National Historic Site

J

jet ski (avoid, as it is a trademark;
consider *personal watercraft*)

K

knee-high

L

lake
lakefront ♦
lakeshore ♦
lakeside ♦

land
land classification (um)
landfill
landform ♦
landholder
land-managing (um)
landmass
landowner ♦
landownership ♦
land protection (um)
landscape
land use (um)

–land
cropland
farmland ♦
forestland (see note for parkland)
grassland ♦
parkland ♦ (as a descriptive term,
but park land for land belonging

to a park)
pastureland ♦
ranch land ♦
shrubland
swampland ♦
wildland ♦

law enforcement

lava flow

lay
layoff (n)
lay off (v)
layout
layover
layup (n), *but* lay up (v)

leachfield

lean-to ♦

leaseback (n) ♦

letup (n), *but* let up (v)

life
lifeboat ♦
life cycle ♦
life-form ♦
lifeguard ♦
life-sized ♦
life span ♦
lifestyle ♦
lifeway ♦

–life
folklife ♦
plant life
wildlife ♦

light
light-rail ♦
light use

–line
centerline ♦
crestline
electrical line
fenceline
gas line
pipeline ♦
powerline
rail line
ridgeline ♦
sewerline
shoreline ♦
sight line ♦
telephone line
timberline ♦
time line ♦
transmission line
tree line ♦
waterline ♦

long
long-distance (um)
long-range (um)
long term (n), *but* long-term (um)

M

macroinvertebrate (n)

makeup (n), *but* make up (v)

–making
brick making (n)
decision making (n), *but* decision-

making (um)
policymaking
steelmaking ♦

management
management zoning (um)
management plan (n)

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

mass transit ♦

meatpacking ♦

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

mini
minibus ♦
minivan ♦

mountainside ♦

mud
mudhole ♦
mudflow ♦
mudflats
mudslide

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

multiple-use (um)

N

near
nearshore ♦
nearside ♦

no-action (um)

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

O

ocean
ocean-facing (um)
oceanfront ♦
oceangoing ♦
oceanside

off

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

–off
breakoff ♦
dropoff ♦
layoff ♦
pulloff ♦
runoff ♦
shutoff ♦
takeoff ♦
turnoff ♦

oilfield

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

open
open-ended
open space

outperform

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

over
overfishing ♦
overpopulate ♦
overuse ♦
overwintering ♦

–over
layover ♦
pullover ♦
takeover ♦

P

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

part-time (um)

passageway ♦

pastureland ♦

photocopy ♦

–pen
hogpen ♦
pigpen ♦

pickup ♦

pipeline ♦

plant life ♦

policy
policymaker
policyholder ♦

post
postconstruction (um)
postcontact
postvisit

pothunter ♦

power
powerboat
powerhouse ♦
powerline
power plant ♦
power station ♦

–power
waterpower ♦
steampower

pre
precontact ♦
preconstruction
predate ♦
predesign ♦
previsit

printout ♦

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

public
public contact
public use

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

pump
pump house
pumpout

put
put-in (n)
putout (n)

R

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

ranch
ranch hand
ranch house ♦
ranchland ♦

rangeland ♦

rapid transit

re
reboard
re-create

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

recordkeeping

recreation vehicle

resource management

rest
rest house ♦
restroom

ridge
ridgeline
ridgetop

right-of-way ♦
rights-of-way ♦

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

roadside ♦

road
off-road ♦

rock
rock climbing ♦
rockfall ♦
rock shelter ♦
rock slide ♦

rooming house ♦

–room
breakroom
restroom

rule
rule making (n)
rule-making (um)

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

rush hour

S

saltwater (n) ♦

schoolchildren ♦

sea
seafront ♦
seashore ♦
seaside ♦
seawater ♦

semi
semiannual
semiprimitive

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

sewerline

sewage treatment

shore
shorefront ♦
shoreline ♦

–shore
bayshore
lakeshore ♦
nearshore ♦
offshore ♦
onshore ♦
seashore ♦

shortcut

shrubland

shut
shutdown (n) ♦
shutoff (n)

shuttle bus (n)

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

sight
sight-impaired
sight line
sightsee
sightseeing

signboard

–site
homesite ♦
off-site ♦
on-site ♦

sourcebook

–span
lifespan
timespan

special use

sport
sporthunting
sportfishing

spring
springhouse ♦
springwater ♦

start-up (n)

storehouse ♦

steam
steampower
steam-powered

steelworker

stock-watering (um)

stone
stone wall (n)
stonewall (v)

storm
storm drain ♦
stormwater (n)
storm window ♦

story
storybook ♦
storytelling ♦

stream
streambank
streambed ♦
streamflow ♦
streamside ♦

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

study area

sub
subagreement
subcategory ♦
subtheme ♦
subzone ♦

surf-fish ♦

surface water

swampland ♦

T

take*
takeoff ♦
takeout (n, um) ♦
takeover ♦

task force

take*
takeoff ♦
takeout (n, um) ♦
takeover ♦

telephone line

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

–through
breakthrough ♦
drive-through ♦

thunder
thunderstorm ♦
thundershower ♦
thunderhead ♦

tidal marsh (n)
tidal wave (n) ♦

timberline ♦

time

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

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

–to
lean-to

topside

trail
trailhead ♦
trailside `♦

–trail
foot trail

transatlantic

transit-dependent (n, um, pa)

transmission line

tree
tree frog
treeline
tree ring

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

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) ♦

visitor
visitor contact

visitor services
visitor use

walkway ♦

warehouse ♦

–ware
brownware
whiteware

washhouse ♦

waste
waste disposal
wastewater (n, um) ♦

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

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

wayfinding

–way
byway ♦
drainageway ♦
passageway ♦
riverway
walkway ♦

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

well
well-organized (um)
well water

white-tailed deer

whitewater

wild
wildfire
wildland
wildlife

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

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

wood
woodburning
woodshed ♦

worldwide

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

–work
fieldwork♦
frame work ♦
groundwork ♦
teamwork

year-round ♦

APPENDIX C: BOOKMAKING

COVERS

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

CONTENTS

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

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

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

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

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

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

CONTENTS

CONTENTS

MAPS

FIGURES

TABLES

xiv

TEXT PAGES

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

TEMPORARY TITLE PAGES

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

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

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

ENVIRONMENTAL IMPACT STATEMENTS

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

alternatives, including the preferred alternative

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

affected environment

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

environmental consequences

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

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

methodology and assumptions

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

ENVIRONMENTAL CONSEQUENCES
    Introduction
    Cumulative Impact Scenario
    Methods and Assumptions
           Natural Resources
                Definitions of Intensity, Type, and Duration
                        Soils
                        Water Quality
                        etc.
           Cultural Resources
                Definitions of Intensity, Type, and Duration
                        Archeological Resources
                        Ethnographic Resources
                        etc.
           Visitor Use and Experience
                Definitions of Intensity, Type, and Duration
                        Access
                        Interpretation and Orientation
                        etc.
           Socioeconomic Environment
                Definitions of Intensity, Type, and Duration
                        Regional
                        Local
                        etc.

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

Impacts of Implementing Alternative A

        Natural Resources
                Impacts on Threatened or Endangered Species
                Impacts on Water Quality
        Cultural Resources
                Impacts on Historic Structures
                Impacts on Archeological Resources
        Socioeconomic Resources
                Impacts on the Local Economy
                Impacts on the Regional Economy

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

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

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

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

cumulative impacts, conclusions, and section 106 summaries

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

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

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

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

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

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

Or,

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

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

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

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

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

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

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

The Impacts of Implementing Alternative 2
    Impacts on Natural Resources
        Soils
            Cumulative Effects
            Conclusion
        Water Quality
            Cumulative Effects
            Conclusion
            (add other topics)
    Impacts on Cultural Resources
        Archeological Resources
            Cumulative Effects
            Conclusion
            Section 106 Summary
        Ethnographic Resources
            Cumulative Effects
            Conclusion
            Section 106 Summary
    Impacts on the Socioeconomic Environment
        Regional Economy
            Cumulative Effects
            Conclusion
        Local Economy
            Cumulative Effects
            Conclusion
            (add other topics)

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

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

comment and response letters

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

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

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

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

preparers and consultants

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

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

US abbreviation of measurements
(CMS 10.67)

feet	ft	square foot	sq ft or ft²
inch	in	square inch	sq in
yard	yd	cubic yard	cu yd or cu³
mile	mi	square mi	sq mi

metric abbreviation of measurements

academic degrees
(CMS 10.4)

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

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

National Park Service
U.S. Department of the Interior

Denver Service Center

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