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Please add to this list as you work.

Abbreviations ▲

- Ms.
- Chicago recommends writing “a.m.” and “p.m.,” though the more traditional small capitals are still accepted (but now without periods: AM and PM).

Capitalization ▲

- State: cap when referred to following the state name (Washington State). Don’t cap in other situations (state of Washington, the state).
- eastern Washington, western Washington
- Titles: we deviate from Chicago as we capitalize titles before and after a name. We also capitalize “Center” and “School” when referring to the Northwest Center or the School of Public Health.
- Don't capitalize the following words in titles. (Exception: first and last words are always capped, no matter what they are, and prepositions that are an inseperable part of a verb are also capped, for example, *turn on, find out.*)

<i>Articles</i>	a	an	the				
<i>Coordinate conjunctions</i>	and	but	for	nor	or	so	yet
<i>Prepositions (4 or fewer letters)</i>	as	at	by	in	of	on	to, with.

- bovine spongiform encephalopathy (BSE, or mad cow disease)
- Creutzfeldt-Jakob disease (vCJD)
- palm civet cat
- coronavirus
- Web as a modifier: Web site; the Web. Lower case it as a prefix: *webmaster*.
- Internet, the Net
- Note: When Deaf or Deaf-Blind are capped they indicate a cultural identity versus a purely pathological model. Many Deaf and Deaf-Blind people identify as part of cultural-linguistic minority and capitalize "Deaf" or "Deaf-Blind" to denote this.

It's more common for people outside the Deaf community to spell "deaf-blind" without capitalization.

Grammar ▲

- That/which: Use *that* with restrictive clauses (clauses that are necessary to the meaning of the sentence) and *which* with nonrestrictive clauses (clauses that are not necessary to the meaning of the sentence): I have a garden that has a wooden fence. My garden, which has a wooden fence, is full of weeds.
- Limit use of the passive voice.

Hyphenation ▲

- Most words starting with *non* or *pre* are not hyphenated: nonprofit, prequalified.
- mid-1980s
- well-being
- statewide
- co-worker
- Decision making: two words as a noun; hyphenate as an adjective.

Lists ▲

- List items generally don't end with punctuation, unless one of the items is a complete sentence. In that case, all the items end with periods. If no list item is a complete sentence, even the final item ends without a period. (And generally all the list items start with a capital letter.)

Miscellaneous ▲

- Don't use http:// unless the URL is ambiguous without it, for example, when it's in text and there's no www.
- There is/are: Avoid starting sentences with *There is* or *There are*.
- Decision making: two words as a noun; hyphenate as an adjective.
- Sept. 11, or Sept. 11, 2001. Not: 9/11.

Numbers ▲

- Spell out 0-9; use figures for 10 and higher
- Spell out percent
- Use commas to separate 1000s in all cases: 1,234 or 12,345 and so on.

Punctuation ▲

- Use serial commas (red, white, and blue)
- Use anchored dashes (no space between dash and word)
- No periods after academic degrees

Spelling ▲

- e-mail
- health care (two words)
- nonprofit
- online

- policy maker (two words)
- toward (no final s)
- Web site; World Wide Web; the Web; webmaster
- Web page, Web site: (two words).
- workforce

Word Usage ▲

- Aged: women aged 40 and older. (means "of the age") (males between ages 18 and 24)
- Health care (two words)
- Policy maker (two words)
- Ethnic designations: Prefer African American rather than Black, except when used in a context that also refers to White Americans, then use Black. (Note that there is no hyphen.)
- While: *While* refers to time. Don't use it to mean *but*, *and*, or *although*.
- Login: adjective and noun; log in verb