

Grammar rules

- ★ **compose** and **comprise**—the whole comprises the parts; the parts compose the whole. “Is comprised of” is incorrect
- ★ **more than**, not over or above
- ★ give it to **him and me**, not he and I—never give it to myself
- ★ an **em dash** (—) is the length of two hyphens. It is used to show a break in thought. Em dashes used in pairs are like parentheses
- ★ a person is a **who**, and a thing is a **that**
- ★ **i.e.** and **e.g.** must be followed by a comma. It’s better to spell out i.e. → in other words and e.g. → for example
- ★ **make bullets consistent**: start with verb, verb, verb or noun, noun, noun
- ★ “punctuation goes inside the quotation marks.”
- ★ use **less** for **mass** nouns (things you can’t count individually) and **fewer** for **count** nouns (things you can count)
- ★ use **hyphens with adjectives** and no hyphens with nouns; end use vs. end-use sector
- ★ use an **en dash** (–) to mean through or to; use the word *minus* in an arithmetic phrase
- ★ **which** or **that**: *which* has a comma before it; if you can use *that*, use *that*. These two words are not interchangeable; *which* is not a more formal word for *that*.

Tips for writing

- ★ **copyedit your writing**—read it out loud. Use spell check. Read each word.
- ★ use **although**, not though or while
- ★ **compound words** formed with prefixes (pre-, re-, non-, ex-, anti-, bi-, co-, mid-, semi-) normally are not hyphenated
- ★ **U.S. Energy Information Administration and EIA**; not U.S. EIA and not the EIA
- ★ avoid overuse of **due to**—try to use because of, as a result of, or following
- ★ be **policy neutral**
- ★ don’t begin a sentence with a **numeral** or a **year**
- ★ no **ampersands** in writing
- ★ additionally → **also**, utilize → **use**, in order to → **to**, numerous → **many**
- ★ spell out **acronyms** the first time used and in separate sections or chapters of a long document
- ★ don’t use **impact** or **incentivize** as a verb
- ★ use **since** with time and **because** when you want to show cause
- ★ **American vs. British** English: gray vs. grey, traveled vs. travelled, and forward vs. forwards
- ★ **title case** capitalization: Coal Price Data (for titles and first-level headers)
- ★ **sentence case**: Coal price data (for second-level headers, tables, and graph titles)

EIA style

- ★ **Lower 48 states**—capital L, it must include states
- ★ **5th**, not 5th. Ordinal numbers for position or rank. Don’t use for dates.
- ★ the word **data** is plural
- ★ use the **½ sign** in all EIA writing
- ★ **punctuating bullets**: no ending punctuation (no commas or semicolons). Complete sentences can end with periods, but they don’t have to.
- ★ use the **serial comma**—red, white, and blue
- ★ don’t capitalize **state, government, federal, nation, and congress** unless it’s a proper name
- ★ write **1990s**, not 1990’s
- ★ noun → **United States**; adjective → **U.S.**
- ★ use **b** rather than bbl for bared
- ★ **website, homepage, and email**: one word, no hyphens, no spaces
- ★ don’t use **postal codes** except in addresses
- ★ **Washington, DC** not Washington, D.C.
- ★ don’t capitalize or underline for **emphasis**; use bold or italics
- ★ writing **time**: correct—3:00 p.m.; incorrect—3:00 pm, 3:00pm, 3:00PM, 3 pm
- ★ don’t hyperlink **click here** or **here**; link from the subject
- ★ writing **dates**: correct—January 2016; Jan 5; incorrect—Jan 2016; January, 2016; January 16; January 5th; January of 2016; in the month of January

Us Government Writing Style Guide

The Associated Press



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Style Manual United States. Government Printing Office,1933 **U.S. Government Printing Office Style Manual: An Official Guide to the Form and Style of Federal Government Printing, 2008 (Paper)** , Also cited as GPO Style Manual Issued by the Public Printer under authority of Section 1105 of Title 44 United States Code Designed to achieve uniform word and type treatment and economy of word use in the form and style of Government printing U.S. *Government Printing Office Style Manual* Gpo Style Board,Robert C. Tapella,2010-09-01 This the 30th edition of the United States Government Printing Office Style Manual is the first revision to this authoritative style manual since 2002 The GPO Style Manual as it is popularly known is issued under the authority of section 1105 of Title 44 U S C which requires the Public Printer as head of the GPO to determine the form and style in which the printing ordered by a department is executed having proper regard to economy workmanship and the purposes for which the work is needed The Manual is prepared by the GPO Style Board composed of proofreading printing and Government documents specialists from within GPO where all congressional publications and many other key Federal Government documents are prepared The first GPO Style Manual appeared in 1894 It was developed originally as a printer's stylebook to standardize word and type treatment and remains so today Through successive editions however the GPO Style Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal This new revised version of the GPO Style Manual has been thoroughly redesigned to make it more modern and easier to read and the content has been updated generally throughout in keeping with current usage **Style Manual** U. S. Government,2018-03-15 By act of Congress the Public Printer of the U S Government Printing Office is authorized to determine the form and style of Government printing The Style Manual is the product of many years of public printing experience and its rules are based on principles of good usage and custom in the printing trade Essentially the Style Manual is a standardization device designed to achieve uniform word and type treatment and aiming for economy of word use The Style Manual has served Federal printers since 1894 and with each new edition the traditions of printing and graphic arts are carried forward into new technologies **Style Manual** U S Government Printing Office,U.S. Government Publishing Office,2017-01-16 By act of Congress the Public Printer of the U S Government Printing Office is authorized to determine the form and style of Government printing The Style Manual is the product of many years of public printing experience and its rules are based on principles of good usage and custom in the printing trade Essentially the Style Manual is a standardization device designed to achieve uniform word and type treatment and aiming for economy of word use The Style Manual has served Federal printers since 1894 and with each new edition the traditions of printing and graphic arts are carried forward into new technologies The Associated Press Stylebook 2013 The Associated Press,2013-07-30 A fully revised and updated edition

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Access with GPO's Online Initiatives removing the atomic weights column from the Chemical Symbols table expanding and updating time zone abbreviations listing additional entries to the Post Office abbreviations extensively reviewing the capitalization chapter to remove outdated entries and include new ones realigning the abbreviations lists to create a new list of technical abbreviations and initialisms updating old and adding new tables to the Useful Tables chapter expanding military titles creating new sample pages for the Reports and Hearings chapter providing many URLs as references and including many suggestions by users [United States Government Printing Office Style Manual \(abridged\)](#) Public printe, United States. Government Printing Office, 1945 [A Manual Of Style](#) Random House Value Publishing, United States. Government Printing Office, 1997-09 **Document Drafting Handbook** Gladys Q. Ramey, Barbara Suhre, Ernie Sowada, 1991 *U. S. Government Printing Office Style Manual: an Official Guide to the Form and Style of Federal Government Printing* Robert Tapella, 2012-02-08 By act of Congress the Public Printer is authorized to determine the form and style of Government printing The GPO Style Manual is a standardized device designed to achieve uniform word and type treatment and it aims for the economy of word use It is primarily a GPO printer's stylebook Through successive editions however the GPO Style Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal This new revised version of the GPO Style Manual has been thoroughly redesigned to make it more modern and easier to read and the content has been updated generally throughout in keeping with current usage **U.S. Government Correspondence Manual, 1992**, 1992 [Government Printing and Binding Regulations](#) United States. Congress. Joint Committee on Printing, 1990 [The Diversity Style Guide](#) Rachele Kanigel, 2018-10-15 New diversity style guide helps journalists write with authority and accuracy about a complex multicultural world A companion to the online resource of the same name The Diversity Style Guide raises the consciousness of journalists who strive to be accurate Based on studies news reports and style guides as well as interviews with more than 50 journalists and experts it offers the best most up to date advice on writing about underrepresented and often misrepresented groups Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female the book helps readers navigate the minefield of names terms labels and colloquialisms that come with living in a diverse society The Diversity Style Guide comes in two parts Part One offers enlightening chapters on Why is Diversity So Important Implicit Bias Black Americans Native People Hispanics and Latinos Asian Americans and Pacific Islanders Arab Americans and Muslim Americans Immigrants and Immigration Gender Identity and Sexual Orientation People with Disabilities Gender Equality in the News Media Mental Illness Substance Abuse and Suicide and Diversity and Inclusion in a Changing Industry Part Two includes Diversity and Inclusion Activities and an A Z Guide with more than 500 terms This guide Helps journalists journalism students and other media writers better understand the context behind hot button words so they can report with confidence

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Style Manual for Authors, Editors and Printers, 1994 The fifth edition of the Commonwealth of Australia s style manual for authors editors and printers **Style Manual of the United States Government Printing Office ...** United States. Government Printing Office, 1945 *United States Government Printing Office Style Manual*, 2008-01-01 **Suggestions to Medical Authors and A.M.A. Style Book** American Medical Association, 1919

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