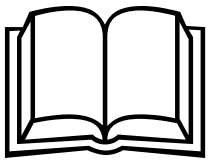
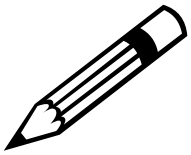
U.S. Department of Justice
Office of Justice Programs

Bureau of Justice Statistics

Style Guide





Introduction 1
The editorial process 2
Publication standards 5
Abbreviations 11
Capitalization 12
Bullets 15
Punctuation 16
Numerals 23
Tables 27
Graphs 31
Spreadsheets 33
Spelling 34
Rundowns 35

Jointly published by
Publications Development and Verification Unit
and
Publications and Electronic Dissemination Unit

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Bureau of Justice Statistics Style Guide

Jointly published by
Publications Development and Verification Unit
and Publications and Electronic Dissemination Unit

July 1997

Foreword

U.S. Department of Justice
Bureau of Justice Statistics

Jan M. Chaiken, Ph.D.
Director

This report was prepared and edited by Yvonne Boston, Tina Dorsey, Ida Hines, Rhonda Keith, Priscilla Middleton, and Jayne Robinson, of the Bureau of Justice Statistics, under the supervision of Thomas Hester and Marilyn Marbrook.

This is the second edition of the Bureau of Justice Statistics (BJS) *Publications Style Guide*. Its purpose is to guide those writing and producing reports for BJS (including grantees). The guide aids authors to create and editors to format uniform publications.

All manuscripts submitted to either the Document Development and Verification Unit or the Publications and Dissemination Unit should follow these conventions. If some special circumstance appears to make the use of BJS style impossible, the author should discuss the exception with the editor before submitting the manuscript.

The original BJS *Style Manual* was created in 1986 under the direction of Joseph Bessette. Changes were made to that document to reflect the increased use of automation in preparing most BJS publications and to provide more details for answering style questions.

The basic style has changed very little since the first edition and continues to be based on the U.S. Government Printing Office *Style Manual*, with some deviations tailored specifically for BJS.

Jan M. Chaiken
Director

Contents

Introduction, 1

The editorial process 2
- Proto-writing 2
- Filling versus eliciting 2
- Author's choices 3
- Editing, layout, and review 3

Publication standards 5
- BJS Bulletins 5
- Special Reports 5
- Crime Data Briefs 5
- Selected Findings 5
- Abstracts 5
- General rules 6
- Summary 8
- Verification sheet 8
- The Director's publications signoff sheet 8
- Electronic programs 8
- Reports' digital prefix 10

Abbreviations, 11
- State abbreviations 11

Capitalization 12
- Names of countries, domains, and administrative divisions 12
- Names of regions, localities, and geographic features 12
- Names of calendar divisions 13
- Names of historic events, official celebrations or periods of time 13
- Titles of publications, papers, documents, acts, laws 13
- First words 14

Bullets 15

Punctuation 16
- Apostrophes and possessives 16
- Brackets 17
- Colon 17
- Comma 18
- Dash 20
- Ellipses 20
- Hyphen 20
- Period 20
- Question mark 21
- Quotation marks 21
- Semicolon 21

Numerals 23
- Numbers expressed in figures 23
- Numbers and numbers in series 23
- Measurement, time, and money 23
- Ordinal numbers 25
- Numbers spelled out 25

Tables 27
- Table notes 28
- Footnotes and citations 28
- Additional rules 28

Graphs 31

Spreadsheets 33

Spelling 34
- Hyphenation, spelling, and plurals 34

Rundowns 35

Introduction

A stylebook aims to make easier the work of writing and presenting information. A stylebook for both the writer and the editor is like a chart or sextant for a sailor, dividing the vast and characterless into a definite destination.

A stylebook fosters a common look to publications and a common feel to their contents, so that readers can immediately identify the source of a publication and the approaches used. The success of great book, magazine, and newspaper publishers can usually be traced to their stylebooks, which in turn embody the ideas and tastes of talented people. For example, the *Wall Street Journal* had a tiny circulation until after World War II when it embraced a clear style understandable to any layman. It now has the largest circulation of any newspaper in the United States.

A stylebook invites us to order and design but not to mindless rigidity. No strong-armed arbiter of style is going to wield this manual to pummel and poke authors into sacrificing their last scrap of individual thought. The author who insists on writing 100-page reports or using "thru" for "through" will find the going tough. The editor who likes 65-point Gothic script heads won't find much support here. Yet, within this manual's guidelines, there are both a latitude and an invitation to clear exposition and creative exploration.

The editorial process

Producing reports
or
How the most important editing of a BJS report occurs before any word of analysis is ever put on a screen

The production of BJS reports relies on editorial work by more than persons with the title of editor, and the editorial process begins long before the manuscript reaches the desk of a BJS editor. Indeed, the most important editorial decisions are the first ones, made by the author, data collection designer, and the program chief months before a finished manuscript appears.

Proto-writing

When the data collection is designed, either by BJS staff or by a BJS contractor, the primary question should be "Will the answers to these questions be worth reporting?" Will the questionnaire or collection instrument provide valid, clear information that many readers want to know? Will the number of questionnaire responses permit thorough discussion of important issues? Besides the ability to answer questions that deserve responses, the analyst and others consider time and cost. An old answer is often the same as no answer, and an expensive answer for many questions is an embarrassment.

Filling versus eliciting

The next most important editorial decision comes after the building of the data set and the exploratory soundings of the data. The analyst has a subject, a general topic. If the analyst conceives of that topic as a jar into which he or she pours the numbers or facts until the jar is full, the editorial process is going to be difficult. One jar of beans is like another jar of beans, and everyone in the process will be tempted to swap beans. However, if the analyst conceives of that topic as an unknown to which the numbers give meaning, then the argument or story line has a unity, and the analyst elicits findings to make a whole. To finish the metaphor — in the successful analysis, the numbers themselves become the jar that contains the topic.

In successful research, therefore, the editorial process happens inside the writing process, as the analyst responds to two demands: those internal to the findings and those questions or observations from colleagues and supervisors. After the basic outlines are formed and the initial tables are drawn, everyone should be asking, "Are other meanings possible? Why do gaps exist?" Then, in the next drafts of tables and discussions, everyone should be asking, "Are the meanings of these conclusions clear? Are they important to the readers and to the story line? Can they be expressed more concisely?"

This is the place where unique categories formed for convenience or arcane reasons should be transformed into categories that society uses every day or that scholars have agreed upon. This is the moment to pay attention to missing data and to exactly which population is being described. This is the time to draw a schema of ideas, a kind of intellectual connect-the-dots, to assure that the order is logical, the background comprehensive, and the conclusions warranted.

Howard S. Becker in his excellent little book, *Writing for Social Scientists*, describes what must be one of the world's most thankless jobs, editing a journal of sociology, and in a wry paragraph knots together scholarship and writing:

> Knowing you are essentially right takes a lot of pressure off your writing, since you don't then try to solve sociological problems by finding the just-right way to formulate them. Some people solve theoretical problems by logical analysis. I learned to decide theoretical problems empirically. Either way is better than trying to do it by finding the right way to say it. (p. 95)

The end of a long process full of dead ends and doublebacks leads to the writing of the final manuscript.

Author's choices

Every category of writing has characteristics limiting the approaches to a topic. If an ad copywriter wants to keep her job, she had better not attempt a second *War and Peace*. Business letter prose generally resists iambic pentameter. BJS Special Reports are not *American Sociological Review* articles in disguise. To write ads or business correspondence or BJS Special Reports successfully, the writer must know the medium and make the work fit.

These are the characteristics of writing for a BJS Special Report:

- Aims for a college-educated readership without any statistical expertise.
- Describes and explores more often than concludes.
- Analyzes, but resists making cause-and-effect inferences.
- Avoids value judgments.
- Uses a modified style borrowed from daily journalism — short paragraphs, few transitions from one paragraph to the next, movement from the broadest to the narrowest.
- Uses the simple sentence. Avoids the "string" sentence that treats prepositional phrases as beads on a string.
- Uses relatively few subordinating clauses, such as those that start with the subordinating conjunctions *although, whereas, while, if*, and so on.
- Requires about 20 doubled-spaced manuscript pages.
- Avoids jargon — criminological, socio-speak, stat-chat.
- Avoids metaphors, similes, verbs that call attention to their muscles, and precious language.

See the other discussions of the Special Report and Bulletins in this style sheet for further clues.

For good examples of Special Reports, read:
— *Lifetime Likelihood of Going to State or Federal Prison* and
— *Noncitizens in the Federal Criminal Justice System*.

Editing, layout, and review

The editor and supervisor review the manuscript for corrections, continuity, additional information, and format. The process takes several weeks before the actual report is turned in for page layout.

The title of the Bulletin or Special Report should always be entered into Minerva (our tracking program) with the primary information: prefix, author, editor's initial, date of creation, and whether the *Highlights* have been approved by our director.

The production editor's responsibility is the actual layout of the report.

1. Receive tables for report to be typed (either a hard copy or transfer from another program).

2. Type tables in draft in a Lotus spreadsheet. One table per filename; for example, tab1.wk4

3. Have tables proofread for errors. There is also a cross-reference from text to table. The numbers appearing in the tables should be the exact numbers in the text, unless certain words such as *approximately, almost, about. . .* are before the number.

4. Make necessary changes and then give to the author for review.

5. Import text into a template that contains tables. (If tables are to be published as a Lotus 1-2-3 worksheet in Lotus, keep text where it is.)

6. Make first draft of report with text and tables combined.

7. Return report to the technical editor and author, who then review it for more corrections and changes. Give draft, dated and initialed, to the author and supervisor for review. This process will occur several times before the final draft.

8. Get an NCJ number from NCJRS for the report. Enter the number in Minerva.

9. Submit a final draft to our Technical Editor and Editor in Chief for editorial review.

10. Return the report to the author from the Technical Editor with any revisions. The author gives the report back to the editor for corrections.

11. After all revisions have been made, give the report to the author and supervisor for their review.

12. When author's and program manager's last corrections have been made, get Publication and Electronic Dissemination Chief to prepare signoff memo to go with report to Director's assistant and then to BJS Director for final approval to print.

13. *For reports with a press release:* Turn the report in to the BJS representative from the OJP Office of Congressional and Public Affairs (OCPA), who is responsible for writing the press release and clearing it through the author, program manager, BJS director, OCPA chief, Assistant Attorney General at OJP, and Department of Justice Public Affairs Office. The press release follows a separate route until it is cleared by DOJ Public Affairs and the BJS Director. Then the Publications staff must put it on the fax-on-demand system at NCJRS, schedule it for a mass fax at OJP, make copies of the report and release, and stuff envelopes to be mailed, sent by messenger, and put in the interoffice mail.

For reports with no press release: When the BJS Director signs off to print the report, make sure the notification memo from the Director to the Attorney General through the Assistant Attorney General at OJP gets done, signed by the Director before the report goes to print, and sent to the Executive Secretariat with 24 copies of the report.

14. Call Census and/or the grantee and Government Printing Office (GPO) Depository Library staff to ask how many copies they want for their distribution. Get Publication and Electronic Dissemination Chief to ask BJS Clearinghouse for dissemination plan and recommended number of copies to print. Enter these figures into distribution list.

15. Folio the report beginning with the title page (if it has a cover) or the front page (if no cover). Add ads or BJS reports list to make the total number of text pages divisible by 4.

16. Do a cost estimate in Lotus after getting the number of copies and total number of pages and blanks. If a report with a self-cover, get the cost off the prepared chart over the typewriter.

17. Prepare a label order notifying the NCJRS Warehouse how many copies will be delivered and when. Attach dissemination plan.

18. Prepare a print requisition (DOJ-2) and send it through the BJS Finance Officer for signature and BJS number, to OJP Budget Office for a DC number, and back to Publication and Electronic Dissemination Chief.

19. Send a Linotronic output file of the cover (if there is one) to the graphics contractor for high-resolution (2,540 dots per inch) print and mounting on a board with crop marks. If report has a cover and has more than 96 text pages, it must have a perfect-bound spine. Estimate the width of the spine by measuring the thickness of the number of pages it is to have in a similar printed report. If report has 96 pages or less, it gets a "fake" spine that goes on the right side of cover 4, reading top to bottom, centered in 11 inches, 1/8 inch from the saddle-stitch line.

20. Go through the Publications Checklist carefully. If the report has a cover, consult with the author about a color. When all questions are resolved get the author and supervisor to initial the checklist from the Publications unit to say that the report is ready to print.

21. Make the appropriate number of copies (see checklist) of label order, distribution list, and print requisition. Send the report to the Publication and Electronic Dissemination Chief for a final check of the print package.

22. Publication and Electronic Dissemination Chief sends print package to print and distributes copies to appropriate parties and files.

Publication standards

BJS Bulletins

A BJS Bulletin presents data from our permanent data collection programs. Having five to eight tables, a Bulletin summarizes the main points of the information collected, usually presenting the broader or more usual points first and the more narrow or specialized elements toward the end. Bulletins often have an ample methodology section so that a professional reader will have the necessary information to analyze the data further. In one sense, Bulletins could be regarded as a way of introducing a dataset to potential users, and the authors could ask themselves, "What outstanding features and boundaries would I want to know before I began exploring these data?" If authors want to give such a tour, however, they will still need to have a clear itinerary and a guidebook free of jargon and clichés. Authors ought also to remember that Bulletins will be repeated.

For a good example of a BJS Bulletin see *Prison and Jail Inmates at Midyear 1996*, NCJ-162843.

Special Reports

A BJS Special Report explores more restricted topics than do Bulletins, describing in 10 to 15 tables statistical relationships among findings from one or more datasets. The strategy of most Special Reports, which should have more individual character than Bulletins, is to present one or two larger summary tables at the beginning and then to analyze the issues implicit in those tables by presenting smaller tables. Tables that synthesize or draw together disparate presentations do not usually occur in BJS Special Reports.

For a good example of a Special Report see *Civil Jury Cases and Verdicts in Large Counties*, NCJ-154346.

Crime Data Briefs

Devoted to a single set of findings and completed within the pages allotted (two pages minus the banner, title, and mailing block), a BJS Crime Data Brief addresses a narrow issue of high interest. The report form usually includes one or two small tables and a graph. Little space can be accorded methodology, although the reader should be referred to longer reports for detailed discussion of data collection and analysis.

For a good example of a Crime Data Brief see *Young Black Male Victims*, NCJ-147004.

Selected Findings

Gathering the most important facts, statistics, and conclusions from a number of data sources, usually separate statistical reporting programs within BJS, BJS Selected Findings represent the most efficient means to create a statistical profile of an issue or area well delineated within other reports. The Selected Findings usually do not have an author's by-line.

For a good example of a Selected Findings see *Firearm Injury from Crime*, NCJ-160093.

Abstracts

A BJS abstract is a brief summary highlighting important facts, giving the reader a general idea of what is in a report. Two abstracts are written during the stages of report creation:
(1) *NCJRS Catalog* — most of the information to write this summary is taken from the table of contents. It states what type of report it is (Bulletin, Special Report, or Selected Findings) and what areas of interest it covers. The first sentence starts with a verb (*reports, summarizes, describes*) and then tells what data are covered (law enforcement, victimization, or prisoner statistics) and what years the data are from.
(2) *Internet* — a more detailed piece that not only lists subjects covered but also states statistical information from new findings. In this version, actual numbers and percentages are used to draw the reader into the report. The first two sentences should include the most important findings and updated information; here should be the text that is of the greatest interest to the reader. When an individual is searching for a particular report on the Internet, the abstract is the introductory paragraph that leads into the ASCII or Acrobat file.

General rules

The first page and Highlights

A distinctive BJS feature in Bulletins and Special Reports is a first page that actually serves as an executive summary. Imagine if someone said, "Tell me the most important findings in your report in the next 30 seconds." The author could report the *Highlights*. Bullets in the *Highlights* should not be mere statements of fact but should declare or explain relationships and should make plain to a nonprofessional reader why the numbers are important. These explanations use descriptive phrases rather than terms of cause and effect. The reader should be able to grasp from the *Highlights* new findings, trends, or comparisons of data with dramatic increases or decreases. A table or graph can be used to summarize major points. In the beginning of the report, the author may restate the pivotal conclusions and then make clear the sources and characteristics of the data to be described or analyzed.

The basic BJS approach

Words for BJS are to clarify the relationship between the numbers in the tables and the social situation — a budget, victims, prisons, courts, and so on — that produced the numbers. Both Bulletins and Special Reports are written for persons who may use a statistic in a report or a speech but who resist knowing more numbers than their fax number. This resistance means that our prose should describe the social situations or actors involved, not the statistical measures. When this rule is used, "the median time served of prisoners released was. . ." becomes "half the inmates leaving prison had served. . ." Although this emphasis on the meaning of statistics to the lives of victims, inmates, or citizens is sometimes hard to accomplish and may even be uninteresting to the technically oriented reader, it is always one of the three criteria used to judge our writing:

- Is it understandable to a nontechnical audience?
- Is it accurate in a broad context, even though that context may not be presented?
- Is it focused on what is being measured rather than on the measure itself?

The basic BJS prose

Our reports limit BJS prose. Because our reports are short, the writing in them must be to the point. Because our reports have narrow columns, our writing cannot use the classic style learned in rhetoric with thesis sentences, three supporting sentences, and a summary sentence. Instead, our paragraphs resemble the journalism style of spaces between every two sentences.

By its nature, BJS writing sticks to the facts. It avoids adjectives and adverbs, even those like *even* and *only* that imply more than their space on the page. An author may be tempted to say that a person sustains only a broken tooth when more grievous injuries afflict other victims, but from the perspective of the victim, *only* adds agony to the tooth. In the sense of meaning *sole*, with no implied comparison, *only* is an acceptable word.

Because of the level of statistics and the nature of most of our data, BJS reports rarely make causal statements. For the same reason, most of our prose avoids subordinate clauses, which often imply causality. "Although. . ." and "While. . ." and "Because. . ." and "Whereas. . ." and "Even though. . ." usually become separate, simple sentences minus the subordinating conjunctions. In this terse and telegraphic style the transitional words between paragraphs are omitted and transitional devices beyond repetition of key words are avoided. Phrases used in speeches to establish comparison — "on the one hand" or "by comparing x to y, one can see" — do not appear in BJS prose. (The one transitional and subordinating, comparative phrase that does remain is "by contrast" or "in contrast.") BJS reports avoid academic locutions such as "in the present study" and "we conclude."

What can happen in writing that has no developed paragraphs, no adjectives and adverbs, no subordinating conjunctions, no transitional devices between what look to be paragraphs, and that gives away in the first 100 words any surprise that may lurk in the report? This prose has the great potential to project the verve and charm of a telephone directory with none of the interest of unusual names.

To avoid the One Book look, a BJS author must have a clear story to tell. The subtext of every report is telling how the report's findings add to what the reader knows about criminal justice. Whether the findings confirm an existing body of information or turn the world upside down, the order in which information is developed and the clarity of language and concepts are everything.

The following elements help to keep the order simple and clear:

A standard order

Nearly every BJS report, unless it deals with such bloodless and arcane subjects as budgets, presents data on sex, race, and age. Unless there is compelling reason to do otherwise, the order in which this standard fare is arranged is sex, race, ethnicity, age, education, and income. Whenever an analyst is talking on the phone to Fox Butterfield, a reporter from the *New York Times*, and needs to read a relevant sentence from a report that she or he did not write, the BJS standard order pays handsome returns.

Subheads

BJS reports usually place subheads to denote substantial changes in subject. These are the transition devices given up in the paragraph style. Most subheads are labels, like those used above this paragraph. Authors may prefer sentence subheads like

Subheads substitute for paragraph transition devices

but will find that this type of head is hard to keep terse and on point. BJS will not mix subhead types and does not use rhetorical questions in Bulletins and Special Reports. Occasionally sub-subheads can be used. These are italic. Rarely a third subhead is required, a boldface word inset into the first line of the paragraph. The third subhead must apply only to the paragraph it begins, not any following paragraphs.

Tables

To quote the first BJS style sheet: "Each table is cited in the body of the text when the first finding from that table is presented. After a table is initially cited, it is not cited again unless a finding from that table is presented after another table has been cited. Tables are not cited in the introductory summary of findings. . .The sequence of the tables must follow the structure of the text, so that the reader is not switching back and forth among tables. If such switching occurs several times in one piece, it is time to consider redesigning your tables or reorganizing your text."

Our production staff tries hard to put the text right next to the tables. The production staff believe that the tables report our numbers in their best and most natural context. Statistical findings are descriptions of relationships, and given the nature of most of our data, tables can convey the meaning of the relationships better than text. However, the tables must be small enough to permit text on the same page and must be so concise and well designed that number-phobic readers won't get lost or frightened.

The text uses words borrowed directly from the table, but to quote again from the earlier edition of this style manual, "Do not engage in 'table reading' in the text. The purpose of the text is to highlight important relationships illustrated in the table or to give readers information from the tables that may not be apparent at first glance. Merely to quote numbers from a table is to ask the text to do a job tables do better." The production staff does not present every possible finding or difference, but we present those summaries of information that will capture the most meaning and extend the thesis of the report.

Verification sheet

When a BJS Bulletin or Special Report is near completion, the editor submits an Affirmation of Verification sheet to the manager or author for signatures. The manager's or author's responsibility is to ensure that the appropriate person initials all items according to what part he or she played in verifying.

This form confirms verification of the following aspects of a report:
- the logic and recoding of the original analysis
- tests of significance
- output from the original analyses as entered in spreadsheets
- tables in the final document
- text to table
- all graphs, in data and execution
- all information provided by non-BJS series or programs
- all spellings, heads, grammar and syntax.

Before the report can be sent to the Department for an approved press release or the printer for final publication, all individuals involved must initial and date the verification sheet and a copy should be given to Publications Development with the original report.

The Director's publications signoff sheet

Before a report goes to print or is released, a memo is submitted to the director for signature. It identifies the name and authors of the report and provides check offs for the Director to say whether it should be released as is or has additional changes to be made.

Electronic programs

Minerva

Minerva is the BJS document tracker currently in dBase on G:\. Minerva displays where the reports are in the birthing process and records whether the reports have cleared all the developmental hurdles.

The BJS staff who create and edit documents are responsible for recording their activities in Minerva.

The following information can be found in Minerva: title, author, NCJ number, prefix, submission date to the director and deputy director, date to contractor, print and release date, date of record creation, date of last entry, and initials of person making the last entry. It also contains information about the highlights, Internet, abstract, and verification status. Other fields may be added, especially to account for documents on the Internet.

The comment fields at the end of each record have brief discussions of each transaction of the report. Comment1 stores prepublication events, and Comment2 stores accounts of what happens to the report after release (post-embargo) or printing (if no press release).

Internet

In February 1996 the BJS Internet homepage (http://www.ojp.usdoj.gov/bjs/) started serving customers. The BJS net site has evolved from the original emphasis on our paper-and-ink publications. Now provided are spreadsheets of data assembled from historical reports but otherwise unavailable in print. We expect the Internet offerings to broaden and deepen.

The major types of Internet products that BJS now provides include the following:
- abstracts of reports published since 1993
- highly formatted versions of reports published since 1993, in universally viewable files (end in .pdf)
- ASCII versions of reports published since 1993 (end in .txt)
- ASCII numeric tables (end in .txt)
- spreadsheets of numeric tables, in .wk1 format
- codebooks and datasets at the National Archive of Criminal Justice Data
- graphs and their underlying data.

Internet materials are divided into the following categories:
- topics for crime statistics like crimes and victims, criminal offenders, police, the Federal criminal justice system, and so on
- general topics, including international statistical information
- press releases (end in .pr)
- nonstatistical information on crime and justice
- what's new at BJS
- data to download
- information about criminal history record systems and programs to improve those systems
- graphs of statistics about criminal justice.

How to find files in **G:\reposit** rather than entering the Web, especially if the Web site is down:

Under **G:\reposit** are the following directories. Each file in these first five directories has a prefix indicating the report it represents (for example, the prefix for Sex Offenses and Offenders is soo):

1. **ascii** has ascii files of the text of reports, ending in .txt with prefixes according to our naming convention: Sex Offenses and Offenders would be soo.txt.
2. **gifs** has graphics ending in .gif, which makes them viewable on the Internet, organized in subdirectories by title of report.
3. **pdf** has Acrobat Portable Document Format (.pdf) files. These show you the report exactly as the printed version looks. To set your Internet connection to automatically open the Acrobat reader when you click on a .pdf file follow these steps:

a. Launch Netscape (double-click on the Netscape icon in Windows).
b. Click on "Options" at the top of the screen (left to right, File, Edit, View, Go, Bookmarks, Options)
c. Click on "Preferences" in the dropdown menu that appears.
d. Click on the Helper Apps tab in the upper right corner of the dialog screen that appears.
e. Click the "Create New Type..." button under the lower right corner of the white screen.
f. Type "Application" in the Configure New Mime Type box.
g. Type "pdf" in the Mime Subtype box, and click OK.
h. Type "pdf" in the white File Extensions window.
i. Click the Browse button on the Preferences window.
j. In the dialog "Select an apprpriate viewer" window that appears, under Drives in the lower right window, change from the C: drive to the M: drive. Then in the Directories window, double click on the yellow folder beside the M at the top, scroll down to winapps, double-click on it, then double-click on acrobat right under it, then double-click on acroread under that.
k. In the File Name window at upper left, click on acroread.exe in the file list, and click OK in this dialog window.
l. Your Acrobat Reader is now configured as a Netscape helper application. In the Preferences window, click OK and you will exit back to Netscape. The next time you click on an Acrobat document in Netscape or in the Windows File Manager, your Acrobat Reader will be launched automatically, and you will be able to view these documents on your screen in the Acrobat Reader with no further intervention.

4. **press** has press releases in ascii with .pr suffix. These will open right from the Windows 3.1 File Manager if you copy it to your H drive, change the suffix from .ps to .txt, and double-click on the filename.
5. **sheets** has spreadsheets that end in .wk1 if they are not zipped or .zip if they are zipped. See Marianne Zawitz or Bruce Taylor for the unzipper.(in G:\aunzip\pkunzip.exe)
6. **testwww** has the following directories:
   a. **abstract** (empty now so ignore it)
   b. **bjs/abstract** has an .htm file for each report title on our page, using the report name prefix such as soo; an .htm file is viewable only on a Web browser such as our Netscape browser. You can view these as follows:
      open Netscape in Windows
      select **File/Open**
      go to **G:\reposit\testwww\bjs\abstract**
      double click on the filename of the report you want to see.

If our Internet connection is up you can do the same thing if you click on **Publications** on the BJS page and select your report title from the alphabetical list. The abstract that comes up gives you a choice of the .pdf file, the ascii file, the press release file, spreadsheets, and so on.

   c. **extra** has no report titles in it so ignore it.
   d. **preview** has a press release (sneakpk.pr), .pdf file (sneakpk.pdf), and a summary page (sneakpk.htm) for any report that has been sent to the press but not officially released yet.

7. **ucr** has pdf files and spreadsheets from the 1995 Uniform Crime Reports and some spreadsheets.

.htm (web pages, abstracts)
.html (BJS homepage)
.txt (ascii files)
.pr (press releases)
.pdf (Acrobat documents)
.zip (tables & wk1's)
.wk1 (spreadsheets)

BJS now offers Internet users the ability to search for key words in all our recent publications. From our page users can easily go the National Archive of Criminal Justice Data, the National Criminal Justice Reference Service, the Sourcebook, SEARCH Group, and the Justice Research and Statistics Association, or can return to the Social Science Briefing Room of the White House page. Also located on the Internet are the datasets and codebooks, additional criminal justice information, justice statistics from other sources, and related non-justice data from other sites.

The files on the Internet are updated weekly. If a file has been revised, the date of revision will be at the top of the beginning page and on the revised pages.

In the future BJS will issue an *Internet policy book* with detailed information. This book will include a process of preparing an **intranet version** to allow people to get our reports internally. If Netscape is down, we will have an ascii or spreadsheet list of files and titles so people can still use documents internally.

Reports' digital prefix

Both Minerva and the BJS Internet files use these rules for naming report files.

These rules are borrowed liberally from Soundexing, a technique used by archivists and researchers to turn family names into unique 4-character units.

1. Use the whole title but not the overline or kicker.

Example: Jails and Jail Inmates, 1994

2. Use the first letter of every word and the last two digits of the year. (If a span of years is reported, use the most recent year.)

Example: **JAJI94**

3. If there are any articles (*a, an, the*), remove their initial letter.

4. Remove any initial letter of demonstrative adjectives (*this, these, that)*.

5. Because we must leave room for table and graph numbers, if the acronym is longer than 5 characters, like JAJI94, we should remove initial letters in the following order, until the correct number is reached:
   a. Conjunctions (*and, but)*
   b. Initials from the last words in the title.

Example: **JJI94**

Please note that in titles with years, the year is always preserved. The first letter of the title is also always kept unless it's an article or demonstrative adjective.

Chapters may be indicated by an alpha immediately after the title. Tables are 2-digit numbers (with the NCVS book having the exceptional 3 digits).

Example: **JJI94a01** contains table 1 from the first chapter in *Jails and Jail Inmates, 1994*.

Abbreviations

1. Try to avoid the use of abbreviations except for standard Federal Government initials. It is especially important to avoid abbreviations in tables.

2. Except for the FBI, do not use initials without first using the full term followed by the initials in parentheses, thus: National Crime Victimization Survey (NCVS) and Bureau of Justice Statistics (BJS).

3. The following abbreviations should not be used, either in text or in footnotes: e.g., i.e., etc., ibid., op. cit., loc. cit. Footnotes are held to a minimum in Bulletins and Special reports, so these restrictions should rarely create problems. If they do, see your editor.

4. Well-known cities, such as Boston or Memphis, do not require a State identifier. State names appearing alone in text should be spelled out. State names may be abbreviated in tables.

For more examples, see the *GPO Style Manual*, pages 135-153.

State abbreviations

	Addresses	Text
Alabama	AL	Ala.
Alaska	AK	
Arizona	AZ	Ariz.
Arkansas	AR	Ark.
California	CA	Calif.
Colorado	CO	Colo.
Connecticut	CT	Conn.
Delaware	DE	Del.
District of Columbia	DC	D.C.
Florida	FL	Fla.
Georgia	GA	Ga.
Guam	GU	
Hawaii	HI	
Idaho	ID	
Illinois	IL	Ill.
Indiana	IN	Ind.
Iowa	IA	Ia.
Kansas	KS	Kans.
Kentucky	KY	Ky.
Louisiana	LA	La.
Maine	ME	Me.
Maryland	MD	Md.
Massachusetts	MA	Mass.
Michigan	MI	Mich.
Minnesota	MN	Mo.
Mississippi	MS	Miss.
Missouri	MO	Mo.
Montana	MT	Mont.
Nebraska	NE	Nebr.
Nevada	NV	Nev.
New Hampshire	NH	N.H.
New Jersey	NJ	N.J.
New Mexico	NM	N.M.
New York	NY	N.Y.
North Carolina	NC	N.C.
North Dakota	ND	N. Dak.
Ohio	OH	
Oklahoma	OK	Okla.
Oregon	OR	Oreg.
Palau	PW	
Pennsylvania	PA	Pa.
Puerto Rico	PR	P.R.
Rhode Island	RI	R.I.
South Carolina	SC	S.C
South Dakota	SD	S. Dak.
Tennessee	TN	Tenn.
Texas	TX	
Utah	UT	
Vermont	VT	Vt.
Virginia	VA	Va.
Virgin Islands	VI	V.I.
Washington	WA	Wa.
West Virginia	WV	W. Va.
Wisconsin	WI	Wis.
Wyoming	WY	Wyo.

Capitalization

A common noun used with a date, number, or letter, merely to denote time or sequence; or for the purpose of reference, record, or temporary convenience does not form a proper name and should not be capitalized.

abstract B	first district (not congressional)
act of 1928	form 4
amendment 5	schedule K
graph 8	section 3
article 1	spring 1992
book II	table 4
chapter III	page 2
chart B	title IV
paragraph 4	war of 1914
phase 3	volume X
column 2	region 3
exhibit D	figure 7

The word *the* is lower case when used with newspaper and magazine titles, trains, firm names, and vessels.

the *Times*	the *Mermaid*
the *Atlantic Monthly*	the *Los Angeles*
the Washington *Post*	the *U-3*

The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)	an Odd Fellow
a Republican	a Boy Scout
an Elk	a Shriner
	a Knight

Names of countries, domains, and administrative divisions

The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

United States: the Republic; the Nation; the Union; the Government; also Federal, Federal Government; *but* republic (when not referring specifically to one such entity), republican (in general sense); a nation devoted to peace

New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a federal government, the body politic); foreign states; church and state; statehood; state's evidence

Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; but territory of American Samoa, Guam, Virgin Islands

Dominion of Canada: the Dominion; but dominion (in general sense)

Ontario Province, Province of Ontario; the Province, Provincial; but province, provincial (in general sense)

Names of regions, localities, and geographic features

A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States

the West; the Midwest; the Middle West; Far West

the Eastern Shore (Chesapeake Bay); Deep South; Midsouth, Middle East, Middle Eastern, Mideast, Mideastern (Asia); the East Side, Lower East Side (sections of a city); Western Germany; Western Europe (political entities)

but lower 48 (States); the Northeast corridor

A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
eastern region; western region
northerly; northern; northward
north-central region
eastern; oriental; occidental
east coast; eastern seaboard
east Pennsylvania; southern California
central Europe; south Germany; southern France
northern Virginia
but South Korea (political entities)
west Florida; *but* West Florida (1763-1819)

Names of calendar divisions

Months and days of the week are capitalized but seasons are not.

January; February; March;
Monday; Tuesday; Wednesday;
but spring; summer; autumn (fall); winter

Names of historic events, official celebrations or periods of time

Battle of Bunker Hill
Christian Era; Middle Ages;
but 20th century (not capitalized)
War of 1812; World War II,
but war of 1914; Korean war
Fourth of July; the Fourth

Titles of publications, papers, documents, acts, laws

In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes
Atlantic Charter; Balfour Declaration;
but British white paper
Chicago's *American*; *but* Chicago American Publishing Co.
Reader's Digest; *Newsweek* magazine
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print;
but Senate bill 416; House bill 61
Annual Report of the Public Printer, 1966;
but seventh annual report, 19th annual report
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional;
but New York State constitution: first amendment, 12th amendment (see *Numerals*)
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty;
but treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. **Four Hundred Twenty-two Casks of Wine** (law)

All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, papers, subheadings, and subjects. The foregoing are also quoted.

In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act;
but the act; Harrison narcotic bill; interstate commerce law; sunset law

First words

The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or a line of poetry, is capitalized.

The question is, Shall the bill pass?
He asked, "And where are you going?"
The vote was as follows: In the affirmative, 23;
in the negative, 11; not voting, 3.

Lives of great men all remind us
We can make our lives sublime.

The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

The first word following a colon, an exclamation point, or a question mark is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the
televox must be guided by its master's voice.
But two months dead! nay, not so much; not two.
What is this?
Your knees to me? to your corrected son?

For more examples, see the *GPO Style Manual*, pages 35-61.

Bullets

1. If the sentence before the **bullet does not make a complete sentence without the bullet**, it must end in a dash (NOT A COLON) and the bulleted items must begin with lower-case letters and have a period only after the last bulleted item (whether each bulleted item makes a complete sentence by itself or not).

1987 report, page 48:

Of 28 jurisdictions studied in 1985 —
- the average (mean) prison term imposed in determinate sentencing jurisdictions was 40% to 50% lower than those found for indeterminate sentencing jurisdictions
- there was a narrower range in sentences imposed for each of the selected crime categories studied in the determinate sentencing jurisdictions than in the indeterminate sentencing jurisdictions.

2. If the sentence before the first bullet **makes a complete sentence, it may end with a colon**; **if it does not make a complete sentence, it must end with a dash**. If it makes a complete sentence and ends with a colon, there are three ways to do it.

a. If the items after the bullets all make complete sentences, start each with a capital letter and end each with a period.

1987 report, p. 41:

Most felony arrests do not result in a trial:
- From a third to more than half of all arrests are rejected at screening or dismissed.
- Most of the rest result in a guilty plea.

b. If the items after each bullet do not make complete sentences, start each with a lower case letter and put a period after the LAST bullet only.

1987 report, p. 31:

Of the households surveyed, 20% had at least one of these features:
- a fence or barricade at the entrance
- a doorkeeper, guard, or receptionist
- surveillance cameras.

c. Exception: If all or some of the items start with numerals, leave them numerals. If they make complete sentences, put periods at the end of each. If they don't, put a period at the end of the last one.

1987 report, p. 19:

Most bank robbers appear to be unsophisticated, unprofessional criminals:
- 76% of them used no disguise despite the widespread use of surveillance equipment.
- 86% never inspected the bank prior to the offense.
- 95% had no long-range scheme to avoid capture and to spend the money without being noticed.

Note: All the items do not have to start with numbers, but they should be consistent and parallel in structure otherwise.

Here is an example of where it is all right to say "the remainder" instead of "12%" because it is consistent and parallel in all other ways and saves the reader from adding the percentages:

There were 2,561 Federal offenders convicted between July 1, 1985, and June 30, 1986:
- 51% were sentenced to prison terms.
- 37% were sentenced to probation only.
- The remainder received fines or other sentences.

Here is an example of the same items with lead-in that is not a complete sentence:

Of Federal offenders convicted between July 1, 1985, and June 30, 1986 —
- 51% were sentenced to prison terms
- 37% were sentenced to probation only
- the remainder received fines or other sentences.

3. If the items with bullets are not consistent (all sentences or all nonsentences), make them consistent.

As the above list indicates, bullets used in lists should be flush left with subsequent lines wrapped under. Leave one space between the bullet and the first word.

Punctuation

In punctuation, no set of rules will cover every situation, but a broad pattern can be set down. The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading. (For more examples, see *GPO Style Manual*, pages 117-126.)

Apostrophes and possessives

The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*. The possessive case of a singular or plural noun ending in s or with an *s* sound is formed by adding an apostrophe only.

man's, men's	hostess', hostesses'	Mars'
Essex's, Essexes	princess', princesses'	Dumas'
Co.'s, Cos.'	Jones', Joneses	Schmitz'

In compound nouns, the *s* is added to the element nearest the object possessed.

comptroller general's decision
attorney at law's fee
attorneys general's appointments
Mr. Brown of New York's motion

Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home
Carter's or Reagan's administration
Brown & Nelson's store
the Army's and the Navy's work
St. Michael's Men's Club
master's and doctor's degrees

Generally the apostrophe should not be used after names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in *s*.

Bureau of Justice Statistics program
United States control
United Nations meeting
Southern States industries
Massachusetts laws
Bureau of Ships report
technicians guide
teachers college
Young Men's Christian Association
but Veterans' Administration (in conformity with enabling statute)
Congress' attitude

Possessive pronouns do not take an apostrophe.

its ours theirs

Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books someone's pen
one's home *but* somebody else's proposal

The singular possessive case is used in such general terms as the following:

arm's length attorney's fees
traveler's checks writer's cramp

In addition to illustrating possession, an apostrophe is used to indicate contractions, the omission of figures or letters, and the coined plurals of letters, figures, and symbols.

don't	RIF's, RIF'ing, RIF'd
I've	the 1920's or the twenties; not the '20's *nor* 20's
ne'er	
ABC's,	
it's (it is) (it has)	*but* age: in her seventies
a's, 7's	YMCA's
class of '92	three R's
Btu's, 4-H'ers	OK's

The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos, threes, sevens ups and downs
yeses and noes ands, ifs, and buts
but do's and don'ts

Apostrophes and possessives (cont.)

whereases and wherefores	ins and outs
which's and that's	ups and downs

The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)
2 hours' traveltime
5 or 10 billion dollars' worth
for charity's sake
2 weeks' pay
for pity's sake

The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

For euphony, nouns ending in s or ce and followed by a word beginning with s form the possessive by adding an apostrophe only.

for goodness' sake	for old times' sake
Mr. Hughes' service	for acquaintance' sake

A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's	Stern's is running a sale

A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving
the ship's hovering nearby

(For more examples, see *GPO Style Manual*, p. 117)

Brackets

Use brackets in pairs —

To enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally.

We found this to be true at the Government Printing Office [GPO].
He came on the 3d [2d] of July.
Our conference [lasted] 2 hours.
The general [Washington] ordered him to leave.
The paper was as follows [reads]:
I do not know. [Continues reading:]
They fooled only themselves. [Laughter.]
The Witness. He did it that way [indicating].
Q. Do you know these men [handing witness a list]?
The statue [sic] was on the statute books.
[The matter referred to is as follows:]
Mr. Jones [interposing]. Absolutely.
Mr. Smith [presiding]. Do you mean that literally?
Mr. Jones [for Mr. Smith].

(For more examples, see *GPO Style Manual*, p. 119.)

Colon

Use the colon —

Before a final clause that extends or amplifies preceding matter.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.
Railroading is not a variety of outdoor sport: it is service.

To introduce formally any matter that forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?
He said: [If direct quotation of more than a few words follows].
There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

In expressing clock time.
2:40 p.m.

Colon (cont.)

After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:
Council district:
Northern Light Mining Co.
Wild Goose Trading Co.
Fairhaven district: Alaska Dredging Association (single subitem runs in).

In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington:
U.S. Government Printing Office.

To separate book titles and subtitles.

Financial Aid for College Students: Graduate
Germany Revisited: Education in the Federal Republic

(For more examples, see *GPO Style Manual*, p. 120.)

Comma

The comma is used —

To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.
Instead of 20, 50 came.
February 10, 1993
In 1930, 400 men were dismissed.
To John, Smith was very kind.
What the difficulty is, is not known.
but He suggested that that committee be appointed.

Before a direct quotation of only a few words following an introductory phrase.

He said, "Now or never."

To indicate the omission of a word or words.

Then we had much; now, nothing.

After each of a series of coordinate qualifying words.

short, swift streams;
but short tributary streams

Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

Before and after *Jr., Sr., Esq., Ph.D., F.R.S., Inc.*, within a sentence except where possession is indicated.

Henry Smith, Jr., chairman
Peter Johns, F.R.S., London
Washington, DC, schools
Motorola, Inc., factory
Alexandria, VA's waterfront
Brown, A.H., Jr. (not Brown, Jr., A.H.)
but John Smith 2d (or II; Smith, John, II)
Mr. Smith, Junior, also spoke (where only last name is used)

To set off parenthetic words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.
It must be remembered, however, that the Government had no guarantee.
It is obvious, therefore, that this office cannot function.
The atom bomb, which was developed at the Manhattan project, was first used in World War II.
The restriction is laid down in title IX, chapter 8, section 15, of the code.
but The man who fell [restrictive clause] broke his back.
The dam that gave way [restrictive clause] was poorly constructed.
He therefore gave up the search.

To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.
Mr. Jones, attorney for the plaintiff, signed the petition.
Mr. Smith, not Mr. Black, was elected.
James Roosevelt, Democrat, of California.

After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.

red, white, and blue
horses, mules, and cattle; *but* horses and mules and cattle
by the bolt, by the yard, or in remnants
a, b, and c
2 days, 3 hours, and 4 minutes (series);
but 2 days 3 hours 4 minutes (age)

Before the conjunction in a compound sentence.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.
The boy went home alone, and his sister remained with the crowd.

Between title of person and name or organization in the absence of the words *of* or *of the*.

chief, Division of Finance
chairman, Committee on Appropriations
colonel, 7th Cavalry
president, Yale University

Inside closing quotation mark.

He said "four," not "five."
"Freedom is an inherent right," he insisted.
Items marked "A," "B," and "C," inclusive, were listed.

To separate thousands and millions, in numbers of four or more digits.

4,230 50,491 1,250,000

After the year in complete dates within a sentence.

The reported dates of September 11, 1992, to June 12, 1993, were erroneous.
This was reflected in the June 13, 1990, report.
but Production for June 1990 was normal.
The 10 February 1980 deadline passed.

Between superscript numbers or letters in footnote references.

Numerous instances may be cited.[1,2]
Data are based on October production.[a,b]

The comma is omitted —

Before ZIP (zone improvement plan) Code postal-delivery number

Government Printing Office, Washington, DC 20401
Thornburg, VA 22565-0120

Between month, holiday, or season and year in dates.

June 1938; 22d of May 1938; February and March 1938; January, February, and March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor Day 1966; Easter Sunday 1966; 5 January 1944 (military usage); spring 1929

In fractions, in decimals, and in serial numbers, except patent numbers. Numbers used as labels rather than for counting have no commas.

1/2500 1.0947 page 2632
202-275-2303 (telephone number)
1721-1727 St. Clair Avenue
Executive Order 11242
motor No. 189463
1450 kilocycles; 1100 meters (no comma unless more than four figures, radio frequencies)

Between two nouns, one of which identifies the other.

My friend the statistician rises before sunrise each day.

Wherever possible without danger of ambiguity.

$2 gold
$2.50 U.S. currency
$3.50 Mexican
Executive Order No. 21
General Order No. 12;
but General Orders, No. 12
Public Law 85-1
John Lewis 2d (or II)
He graduates in the year 2000 (*not* 2,000)
Murphy of Illinois; Murphy of New York
Carroll of Carrollton; Henry of Navarre (places closely identified with the persons);
but Clyde Downs, of Maryland; President Hadley, of Yale University

(For more examples, see *GPO Style Manual*, p. 123)

Dash

A dash points forward or sets apart.

The em dash is used —

To mark a sudden break of abrupt change in thought.

If the bill should pass — which God forbid! — the service will be wrecked.
The auditor — shall we call him a knave or a fool? — approved an inaccurate statement.

To indicate an interruption or an unfinished word or sentence.

"He said: "Give me lib — "
Observe this closely —
"The bill reads "repeal," not "am — "

Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits — gravel, sand, and clay — but marine sediments underlie them.

Before a final clause that summarizes a series of ideas.

Freedom of speech, freedom of worship, freedom from want, freedom from fear — these are the fundamentals of moral world order.

After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend —
That we accept the rules;
That we also publish them; and
That we submit them for review.

With a preceding question mark, in lieu of a colon.

How can you explain this? — "Fee paid, $5."

The em dash is not used —

Immediately after a comma, colon, or semicolon.
(For more examples, see *GPO Style Manual*, p. 124.)

Ellipses

Three periods, separated by a space, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences.

To achieve faithful reproduction of excerpted material, editors using **period ellipses should indicate placement of the terminal period with parentheses at the end of a sentence**.

He called. . . and left(.) . . . When he returned the . . .(.)

(For more examples, see *GPO Style Manual*, p. 125.)

Hyphen

The hyphen (punctuation mark, not an element in the spelling of words) is used —

To connect the elements of certain compound words.

To indicate continuation of a word divided at end of a line.

(For more examples, see *GPO Style Manual*, p. 126.)

Period

The period is used —

After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.
He was employed by Sampson & Co.
Do not be late.
On with the dance.

After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

To separate integers from decimals in a single expression.

3.75 percent $3.50 1.25 meters

After abbreviations, unless otherwise specified.
(See **Abbreviations**," p. 135, *GPO Style Manual*.)

Apr. *but* m (meter)
fig. kc (kilocycle)
Ph.D.

After *Article 1, Section 1*, at beginning of paragraphs. An en space is used after such terms.

Question mark

The question mark is used —

To indicate a direct query, even if not in the form of question.

Did he do it?
He did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark)
"Did you hurt yourself, my son?" she asked.

To express more than one query in the same sentence.

Can he do it? or you? or anyone?

Quotation marks

Quotation marks are used —

To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."
He said, "John said, 'No.' "
"John," said Henry, "why do you go?"

To enclose any matter following such terms as *entitled, the word, the term, marked, designated, classified, named, endorsed, cited as, referred to as*, or *signed*; but are not used to enclose expressions following the terms *known as, called*, unless such expressions are misnomers or slang. Such words may also be italicized rather than enclosed in quotes.

After the word "treaty," insert a comma.
Of what does the item "Miscellaneous debts" consist?
The document will be marked "Exhibit No. 21";
but The document may be made exhibit No. 2.
The check was endorsed "John Adamson."
It was signed "John."
Beryllium is known as glucinium in some European countries.
It was called profit and loss.
The so-called investigating body.

Quotation marks are not used —

To enclose titles of works of art: paintings, statuary.

To enclose names of newspapers or magazines (use italics).

To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carried quotation marks.

In indirect quotations.

Tell her yes.
He could not say no.

The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, "I think so."
"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Who asked, "Why?"
Why call it a "gentlemen's agreement"?

When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."[1]
His exact words were: "The facts in the case prove otherwise."[2]

Quotation marks should be limited, if possible, to two sets (double, single).

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a bona fide citizen of the United States?' "

Semicolon

The semicolon is used —

To separate clauses containing commas.

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones, was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.
Yes, sir; he did see it.
No, sir; I do not recall.

To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received a third.
It is true in peace; it is true in war.
War is destructive; peace, constructive.

The semicolon is not used —

Where a comma will suffice.

Regional offices are located in New York, Chicago, Il., and Dallas, TX.

(For more examples, see *GPO Style Manual*, pp. 133-134.)

Numerals

Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

Arabic numerals are generally preferable to the use of Roman numerals.

Numbers expressed in figures

A figure is used for a single number of *10* or more except for the first word of the sentence.

50 ballots	24 horses	about 40 men
10 times as large	nearly 10 miles	10 guns

Numbers and numbers in series

When 2 or more numbers appear in a sentence and 1 of them is *10* or more, figures are used for each number. Avoid placing two numbers adjacent to each other in a sentence.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.

but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.

but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine men.

Only 4 companies in the metals group appear in a list, whereas the 1947 census shows at least 4,400 establishments.

but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things that can be done.

A unit of *measurement, time, or money*, which is *always expressed in figures*, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires 9 to 12 washes and a total time of 2 to 4 hours.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

but There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks.

Figures are used for serial numbers.

Bulletin 725	290 U.S. 325
Document 71	Genesis 39:20
pages 352-357	202-275-2348 (telephone number)
lines 5 and 6	the year 1993
paragraph 1	1721-1727 St. Clair Avenue
chapter 2	*but* Letters Patent No. 2,289,463

A colon preceding figures does not change the rules above.

The result was as follows: 12 voted yea, 4 dissented.

The result was as follows: nine voted yea, four dissented.

Measurement and time

Units of measurement and time, actual or implied, are expressed in figures.

a. Age:
6 years old
52 years 10 months 6 days
a 3-year-old
at the age of 3 (*years* implied)

b. Clock time:
4:30 p.m.
10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m., 2 p.m. in the afternoon; 10:00 p.m.); 12 m., (noon); 12 p.m. (midnight); this p.m.; in the p.m.
half past 4

c. Dates:
June 1985 (*not* June, 1985); June 29, 1985 (*not* June 29th, 1985)
Mar. 6 to Apr. 15, 1935 (*not* March 6, 1935, to April 15, 1935)
May, June, and July 1965 (*but* June and July 1965)
15 April 1951 (military)
4th of July (*but* Fourth of July, meaning the holiday)
the 1st [day] of the month (*but* the last of April or the first [part] of May, not referring to specific days)
in the year 2000 (not 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900-11, 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* upon change of century, 1895-1914, and to avoid three ciphers together, 1900-1901). For two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (A.D. 937); B.C. follows the year (254 B.C.).

d. Decimals: In text a zero should be supplied before a decimal point if there is no unit, and zeros should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
silver 0.900 fine
specific gravity 0.9547
gauge height 10.0 feet

but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers length

e. Mathematical expressions:

multiplied by 3	divided by 6	a factor of 2
3 fold	8 x 2	3 times

f. Measurements:

7 meters	30/30 (rifle)
about 10 yards	12 gauge shotgun
8 X 12 inches	2,500 horsepower
8- by 12-inch page	15 cubic yards
20/20 (vision)	6-pounder
1½ miles	80 foot-pounds
	10s (for yarns and threads)

but tenpenny nail; 4-fold; 3-ply; five votes; six bales; two dozen; one gross; zero miles; seven-story building

g. Money:

$3.65; $0.75; 75 cents; 0.5 cent
$3 (*not* $3.00) per 200 pounds
75 cents apiece
but two pennies, three quarters, one half, six bits

h. Percentage:
12%; 25.5%; 0.5% (*or* one-half of 1 percent)
3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4 ½ s; 3s
50-50 (colloquial expression)
5 percentage points
an 1100% rise

i. Proportion:

1 to 4	1-3-5	1:62,500
a fourth	a half	

Measurement and time (cont.)

j. Time

6 hours 8 minutes 20 seconds		1 calendar year
10 years 3 months 29 days	*but*	four centuries;
7 minutes		three decades;
8 days		three quarters
4 weeks		(9 months)
1 month		statistics of any
3 fiscal years		one year in a
one-half hour, a half-hour		year or two
four afternoons		

k. Unit modifiers:

5-day week		10-million-peso loan
8-year-old wine		a 5% increase
8-hour day		20th-century progress
10-foot pole	*but*	two-story house
½ -inch pipe		five-man board
		$20 million airfield

Ordinal numbers

Except for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with 10th. In tables, footnotes to tables, and sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of sentence, except Corps.

29th of May, *but* May 29
323rd Fighter Wing
First Congress; 82d Congress
12th Regiment
ninth century; 20th century
9th Naval District
Second Congressional District;
20th Congressional District
9th Naval District
7th Fleet
7th Air Force
7th Task Force
seventh region; 17th region
eighth parallel; 38th parallel
fifth ward; 12th ward
ninth birthday; 66th birthday
first grade; 11th grade
1st Army

but XII Corps (Army Usage)
Court of Appeals for the Tenth Circuit
Seventeenth Decennial Census (title)

When ordinals appear in juxtaposition and one of them is 10th or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 92nd Congress.
He served in the 9th and 10th Congresses.
From the 1st to the 92nd Congress.
He represented the 1st, 4th, and 13th wards.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.
The report was the sixth in a series of 14.

Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group.

The fourth group contained three items.
The fourth group contained 12 items.
The 8th and 10th groups contained three and four items, respectively.
The eighth and ninth groups contained 9 and 12 items, respectively.

Beginning with *10th*, figures are used in text matter for numbered streets, avenues, *but* in tables, footnotes to tables, and sidenotes, figures are used at all times, and *street*, *avenue*, are abbreviated.

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 11 Fifth Avenue; 518 10th Avenue; 51-35 61st Avenue

Numbers spelled out

Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago. . .(*not* 5 years ago. . .)
Five hundred and fifty men are employed. . .(*not* 550 men are employed. . .)
"Five-Year Plan Announced," *not* "5-Year Plan Announced" (head)

Numbers spelled out (cont.)

Although 1965 may seem far off, it. . .;
not 1965 may seem far off, it. . .
Employees numbering 207,843. . .;
not 207,843. . . employees. . .
Benefits amounting to $69,603,566. . .;
not $69,603,566 worth of benefits. . .

1958 Report *change to* The 1958 Report

$3,000 budgeted *change to* The sum of $3,000 budgeted;

4 million jobless *change to* Jobless number 4 million

A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms.

five (5) dollars, *not* five dollars (5)
ten dollars ($10), *not* ten ($10) dollars

Numbers appearing as part of proper names or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

Three Rivers, Pa., Fifteenmile Creek
the Thirteen Original States
in the year nineteen hundred and eighty-four
the Ninety-eighth Congress
millions for defense but not one cent for tribute
threescore years and ten
Ten Commandments
Air Force One (Presidential plane)

Numbers larger than *1,000*, if spelled out, should be in the following form:

two thousand and twenty
one thousand eight hundred and fifty
one hundred and fifty-two thousand three hundred and five
eighteen hundred and fifty (serial number)

Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two 3/4-inch boards
twelve 6-inch guns
but 120 8-inch boards
three four-room houses

Indefinite expressions are spelled out.

the seventies; the early seventies;
but the early 1870's or 1970's
in his eighties, *not* his '80's *nor* 80's
midthirties (age, years, money)
a thousand and one reasons
between two and three hundred horses or between 200 and 300 horses
twelvefold; thirteenfold; fortyfold; hundredfold; twentyfold to thirtyfold
but 1 to 3 million
mid-1971; mid-1990's
40-odd people; nine-odd people
40-plus people
100-odd people
3½ -fold; 250-fold; 2.5-fold; 41-fold

The use of such words as *nearly, about, around, approximately*, do not constitute indefinite expressions.

The bass weighed about 6 pounds
She was nearly 80 years old.

Except as indicated in rules for numbers in series and measurement and time, a number less than *10* is spelled out within a sentence.

six horses — *but* 3½ cans
five wells — 2½ times or 2.5 times 8 times as large

For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used. The following are guides to treatment of figures as submitted in copy. If copy reads —

$12,000,000, *change* to $12 million
2.7 million dollars, *change* to $2.7 million
2 3/8 million dollars, *change* to $2 3/8 million (or $2.375 million)
two and one-half million dollars, *change* to $2 ½ or $2.5 million
$2,750 thousand, *change* to $2.75 million.

For more examples, see *GPO Style Manual*, pages 165-171.

Tables

1. Tables are numbered in sequence as a group in the order they are cited in the text. Figures (the designation given to graphic presentations) are numbered separately.

2. Table titles should be short and descriptive and need not list every variable shown in the table. Table titles are in boldface, and there is a period after the table number.

3. Terminology should be consistent within each report from table to table. For example, if the label "aggravated and simple assault" is used in one table, the label "assault" cannot be used in another table to designate the same thing. Similarly, footnotes explaining the same thing in different tables should be identical.

4. The number of columns in a table should always be kept to a minimum. Generally, tables wider than 8 columns (excluding the stub) or longer than 89 lines will not fit on 1 published page.

5. Notation in tables is standard for all Bulletins and Special Reports. Categorize tables that add to 100% — present only the categories that are discussed. (For example: If table includes race, sex, and ethnicity and the text discusses only race, drop sex and ethnicity from the table.) The symbols that have been adopted for use in tables are:

...not available
--less than 0.5% (or whatever cutoff is being used).
Also used for: "Too few cases to obtain statistically reliable data."
Empty cells are used when an explanation would be unnecessary (for instance, percent change in column when figures were 0 or not applicable).
0 means the numerical value of the cell is a true zero.
The 0 appears where the decimal would normally fall.

6. When a new table has many zeros or blank cells, it should be examined for possible revision.

7. **Boldface** is generally not used for numbers or labels in a table, except for the table title. It may be used, however, when there is a particular reason to emphasize a number or a line, especially if essential to distinguish major categories in the stub.

8. The unit of measurement always appears on the first line of the table (for example, %, $, years).

9. When you have a percent distribution, make sure that the table labels clearly indicate what the numerator and denominator are.

10. Tables are cited in the text in parentheses at the end of a sentence (table 1). Do not capitalize "table" in the reference. Phrases such as "As can be seen from table 4. . .," and "As table 2 indicates," are not to be used.

11. Each table is cited in the body of the text when the first finding from that table is presented. After a table is initially cited, it is not cited again unless a finding from that table is presented after another table has been cited. Tables are not cited in the introductory summary of findings.

12. The sequence of the tables must follow the structure of the text, so that the reader is not switching back and forth among tables. If such switching occurs several times in one piece, it is time to consider redesigning your tables or reorganizing your text.

13. In tables showing all or most of the States, list the States alphabetically if the purpose of the table is merely to report the data for each State. If the table is making a point about regions of the United States, show the regions, but list the States alphabetically within regions. Consider also listing the States in rank order if this is helpful to the presentation of the data. If your table does not contain entries for some States because of missing data, omit those States from the table and list them in a general note at the end of the table.

14. In most cases table heads listing demographic characteristics use this order: sex, race, ethnicity, age. The discussion in the text should follow the same order. In those reports that deal directly with an issue, that issue should probably occur first.

15. Table stubs should follow some nonrandom, logical order, perhaps dictated by the data (as in listing drugs by prevalence of use).

16. If there are more than 10 entries in your stub, leave a blank space after every fifth entry to facilitate reading the table.

Table notes

1. Tables have general notes, explanatory notes, footnotes, and source notes. They are listed at the bottom of the table in that order. There is only one general note per table, but it may contain several points. It is written: "Note: Xxxx."

Explanatory notes define special notations that appear in table cells, such as ". . ." or " — "

2. Table titles do not contain footnotes. Logically any explanation that might be appended to the title applies to the entire table and is therefore handled in a general note at the bottom of the table.

3. Avoid footnote references in the body of the table as much as possible. It is preferable to reference any necessary footnotes in the column heading or stub.

4. When a column heading requires a footnote, the footnote reference is superscribed immediately after the last letter of the last line of the column heading.

5. In the body of a table footnotes are assigned from left to right, line by line. They are always superscribed immediately after the stub entry or the number, never before.

6. Letters are used for footnotes in tables. If there is only one footnote in the table, use an asterisk (footnote a implies footnote b).

7. Notes are required for each table or graphic that uses non-BJS data or that uses BJS data from a program other than the one that is the subject of the report.

Footnotes and citations in general

1. Footnotes are kept to a *minimum* in text, in tables, and in graphics. (If there is something worth saying then put the information in the text.)

2. The first sentence in a bulletin or special report is not footnoted. Every effort should be made to avoid any footnotes in the first paragraph. If this is not possible, place the footnote reference at the end of the last sentence of the first paragraph. (In some cases this may require rewriting the paragraph.)

3. All footnote numbers in the text are typed in superscript immediately after the period of the sentence to be footnoted. Footnote numbers are not inserted into the middle of a sentence.

4. In the footnote itself the footnote number is printed in superscript at the left margin. It is immediately followed (no space) by the capitalized first letter of the first word in the footnote.

5. *Numerals* are used for footnotes in text. Neither the footnote reference nor the numeral in the note itself should be in boldface. If there is only one footnote in the text, use an asterisk (footnote 1 implies footnote 2).

6. References to other BJS Bulletins or Special Reports, whether in footnotes or in bibliographies, are always presented as follows: Title of Bulletin or Special Report (italic), BJS Bulletin (or BJS Special Report or other report), NCJ-xxxxx (appropriate NCJRS number), Month 199x, (p. x or pp. x-x, if appropriate). For example:

Scrivner, Ellen M. *The Role of the Police Psychologist in Controlling Excessive Force.* NIJ Research Report, NCJ-146206, 1994.

7. For references to other BJS works give italicized title, NCJRS number, month and year.

Additional rules

1. Always use the symbol "%" after a numeral, not the word *percent*.

2. When making qualitative comparative statements, use the word "percentage." For example, "a smaller percentage of young victims than old victims. . ."

3. The word "data" is a plural noun and takes a plural verb.

4. Phrases such as "proportion of. . .," "percentage of. . .," "fraction of. . ." and "total of. . ." generally take plural verbs if the noun in the prepositional phrase is plural. For example, "a higher proportion of young inmates *were* under sentence for violent than for nonviolent crimes." Note that even the expression "1 in 10 inmates" would take a plural verb if it refers to many inmates and not literally to one inmate.

The exception to this rule is when any of these expressions is preceded by the definite article "the." In these cases the expression indicates a single thing and thus takes a singular verb. For example, "the proportion of young inmates with prior records *is* higher now than 5 years ago."

Percentage is used in the text except after a number at the beginning of a sentence and in tables to conserve space, for instance, *percent change* as a column head.

5. Avoid expressions that tell the reader what to think or feel. Here are examples:

"It is interesting to note that. . ."
"It is important to note that. . ."
"It should be understood that. . ."
"Surprisingly. . ."

6. Never use more words than necessary. Here are examples:

- Replace "with the exception of" with "except for" or "except."
- Replace "has as its purpose the reduction of" with "reduces."
- Replace "is a reflection of" with "reflects."
- Replace "in comparison to" with "compared to."
- Replace "in order to" with "to."

Try to transform . . .*tion* nouns into active verbs.

7. Don't invent verbs by adding *ize* to nouns.

8. Commas: Do *not* put a comma after a prepositional phrase introducing a sentence unless the phrase is at least five words or the comma is necessary to avoid confusion.

9. Do not mix fractions and percents in a single comparison. For example, do not say that "a" increased by a third, but "b" increased by 25%.

10. Do not give the reader explicit information that is implicit in what has already been reported. For example, if you state that 45% of the group graduated from high school, do not add that 55% percent did not graduate from high school.

11. Be particularly careful in describing intervals. If, for example, you are dealing with age groups such as 0 to 18, 19 to 24, 25 to 34, and 35 or older, the first group can be characterized as "18 or younger," or "below 19 years of age." Similarly, the second group can be characterized as "from 19 to 24," but not "between 19 and 25." The last group must be characterized as "35 and older," not "over 35."

12. The correct style for court cases is **Marbury** v. **Madison**. Note that the "v." is not in bold. In comparisons *versus* is spelled out.

13. Periods and commas always go inside quotation marks.

We do not use op. cit., e.g., i.e., or other Latin abbreviations. Formal Latin phrases such as nolo contendere may be used only if defined. We do not write, however, "The case was nolo'ed."

Tables

Here is a sample of a standard table for reports with steps to follow when creating tables, especially in a desktop publishing program. This is a 1-column table.

Table X. Victimizations resulting in loss of time from work, by race of victims and type of crime, 1992

	Percent of all victimization	
	White	Black
Total	100.0%	100.0%
All personal crimes	5.9%	6.4%
Crimes of violence[a]	9.5	9.9
Completed	19.1	15.7
Attempted	3.5	4.3
Rape	21.3	13.4*
Robbery	11.5*	12.5
Crimes of theft	4.4	4.1
Completed	3.4	3.3
Attempted	3.7	4.2
Personal larceny		
with contact	6.5*	4.2
without contact	2.2	3.4
All household crimes[b]	5.0%	3.0%
Completed	6.3	7.2
Attempted	4.7*	7.0
Burglary	10.0	12.2
Motor vehicle theft	10.2	12.3

Note: Detail may not add to total shown because of rounding.
*Estimate is based on 10 or fewer sample cases.
[a]Includes data on "Other races," not shown separately.
[b]Includes data on "Burglary," not shown separately.

- The *title* of a table is typed in bold. The font and type size of the *title* is *9-point Helvetica or Arial* character on a *10-point line*.
- Always put a blank line-space after the title and before the column heads.
- The body of the table is typed in *Helvetica or Arial 8/9-point*. (If large tables exceed the page limitation when set at *8- on 9-point*, the type size should be *7- on 8-point* for all tables in the report.) Use the *basic Table Text* style to create various styles for tabset and decimals within the body of the table.
- If there is a total line, it should come before each individual section.
- Each section head in a stub is bold (not the number or percent.) When subsections are presented, in tables with only two levels of division, boldfacing is not used. When summary line (Crimes of theft) contains data, a blank line is used to separate it from those that it summarizes. When the summary line is a label only with no data, there is no separation with a blank line. The percent sign "%" is placed only by the first set of percents of each section.
- When typing percentages, align on the percentage points. If the percent is less than "1.0" drop the leading zero: .7, not 0.7. However, in tables presenting standard errors, keep the leading zero.
- Indents are two spaces per tabset (use increments of .25). Normally a blank line or space is used to separate sections of the stub.
- Footnotes are typed in superscript; font is *8-point Helvetica or Arial on a 9-point line*. Do not bold the footnote marker.
- When typing the text use *Helvetica or Arial 8/9-point* in the Footnote box. The order of information is: general note, special note, or basic notes. Basic notes are assigned left to right, line by line.

Note: Detail may not . . .(general note)
*Estimate is based. . . (special note)
[a]Includes data on. . .(basic note)
[b]Includes data. . . (basic note)

Numerals are used for footnotes in text. Neither the footnote reference nor the numeral in the note itself should be in boldface. If there is only one footnote in the text, use an asterisk (footnote 1 implies footnote 2).

Graphics

Types of graphs

Continuous variables —

- line graphs
- scatter plots
- maps

Categorical variables —

- bar graphs
- maps
- diagrams

Not recommended for black and white reproduction —

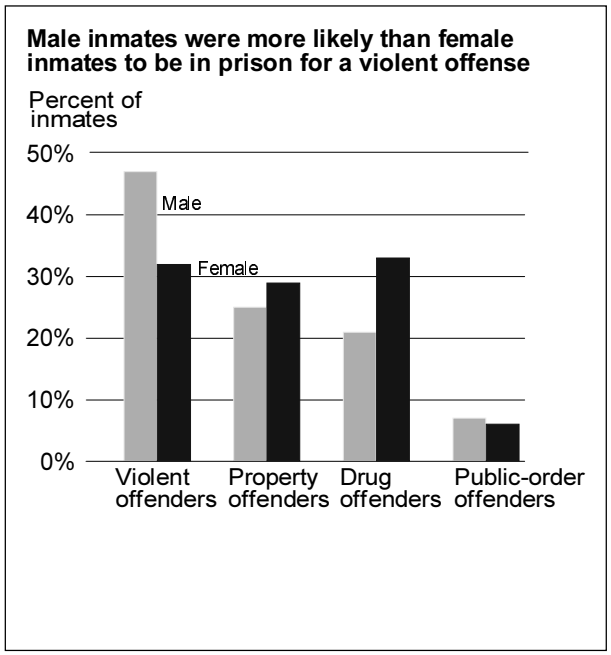
- pie charts
- stacked bar graphs
- stacked line graphs

(Comparisons cannot easily be made without the use of color and are often deceiving if they are made.)

Tips for statistical graphics

- Use solids for line styles and fills, not patterns, which "vibrate."
- Use 2-dimensional designs for 2-dimensional data — 3-dimensional design distorts the data.
- Place labels so that they can be read from left to right, as English speakers read.
- Specify the units of measure in separate labels rather than the title.
- Start the scale at zero to avoid distorting the data.
- Use only one unit of measurement per graphic to avoid overly complex graphics.
- Avoid legends by placing the labels on the graphic to reduce the amount of time the reader spends decoding.
- Keep the width of bars to a minimum but keep the space between them smaller than their width, so they don't "vibrate."
- Use contrasting color or shades for categorical variables.
- Use colors or shades going from light to dark for continuous variables to represent the values.
- When displaying data for more than 5 years, do not grid every year. Try every other year or every third year, to avoid a fine-tooth-comb look.

Here is a sample of a standard graph in a report with steps to follow when creating a graph.



- The *title* is typed in Bold. The font type size of the title is *Helvetica or Arial 9/10 point*.

Line or bar graphs

- Select or type the data (right click using the mouse), usually with yearly stubs typed vertically, and variables typed horizontally.
- Select the type of graph from the menu bar under "chart" (Line or Bar).
- Select the example that has no grid.
- Select the "first column labels" box (If not selected the software will automatically put the labels in).
- Select "first row labels" box (only if worksheet data contains variables, typed horizontally.
- To change any grid line attributes, use the color box on the upper left corner of the screen. Lines are usually 2/100 width, and white on a gray background (15% gray fill). When there is no background, lines are black.

Under "Options"—

- Select "grids" (show horizontal grids, major, inside, no tick marks).
- Select "labels" (show category labels, value labels, series labels (unless manually typing).

Under "Draw"—

- Select "line" (draw vertical lines, change color to white, width-2/100, move each line to back (Shift F9), change horizontal lines to white.
- Select "options" Grid (X) in plot area. Select color, fill, pallette, gray, 10%.
- Change all ticks to white, width 2/100.

Area graphs

Follow same steps as above for making a line graph.

- No labels or values.
- Make gridlines invisible.
- Make axis lines invisible.
- Fill in area with gray (15%).
- Place area chart over the line graph and then move the area graph to the back (shift F9).
- Adjust the graph evenly with the grid lines of the line chart.

Spreadsheets

Spreadsheets submitted to the editor for importing into the desktop software should follow the same procedures in the Style Guide in creating "Tables." Keep the tables simple, no fancy formatting. This helps the editor when copying into a table box.

Analysts will submit verified spreadsheets for each BJS publication. A spreadsheet is required for all boxed tables, all tables that make up a full page, text tables that contain more than 12 cells of data, and statistical graphics in which the values are not displayed.

All spreadsheets disseminated by BJS will include published numbers and the numbers used to calculate percentages or rates, for all categories (including missing data categories).

When the report is submitted, spreadsheets should be included.

All spreadsheets will be in WK1 format at submission, using no hidden columns or spreader heads. The numbers will be formatted to the number of places presented in the printed report.

Where formulas were used, an additional copy of the spreadsheet should be included containing only values (formulas are not submitted).

When notes on a table are longer than 4 lines, the note should refer the user to the table in the published report. To indicate superscripts use a slash. For example, /a, /b.
[a]Includes data on. . .
[b]Includes data. . .

A macro has been established to create the header for each spreadsheet. It is located in g:/transfer/spread/bjsform.wk4. For example:

filename: FSUS9401.wk1
table #: 1
report title: Felony Sentences in the United States, 1994
data sources: National Judicial Reporting Program; Federal Justice Statistics Program
author: Pat Langan & Jodi Brown (202) 616-3490
date of version: 05/09/97

File names in spreadsheets always reflect the original prefix plus the number of the table (CVUS9301.WK1 — Criminal Victimization in the U.S., 1993, table 1).
If table numbers are 100 or more, drop the letter before the year of the report (CVU93100.WKI).

Spelling

Hyphenation, spelling, and plurals

The following words are commonly hyphenated, abbreviated, or spelled improperly. This list gives the correct GPO style (see GPO *Style Manual*, pp 63-116). Note that some compound expressions will be hyphenated when used as adjectives, called unit modifiers (u.m.), but not when used as nouns. For example, "residents of the inner city are more likely to be victimized by crime," or "the *cost of living* will increase," but "*inner-city* residents are. . ." or "a *cost-of-living* adjustment will be made."

Hyphenation and compounding

byproduct
bystander
callbacks
cost-of-living (u.m.)
cutoff
decisionmaker
decisionmaking
deemphasized
dropout
ex-offender
followup
full-time (u.m.)
gunpoint
gunshot
good-time
halfway
homeowner
in-house
inner-city(u.m.)
inservice
lifestyle
low-income (u.m.)
midyear
multifunctional
multistate
nationwide
non-civil-service
noncriminal
nonforcible
non-Hispanic
nonnegligent
nonviolent
offstreet
ongoing
on-line
part-time (u.m.)
payoffs
percent (but 1%, 25%)
pickpocket
pre-adjudicatory
pre-arrest
pre-Brady
presale
pocket picking
policymaker
postprison
purse snatching
recordkeeping
reentry
self-reported
subcategory
subgroup
teenager
yearend

Spelling

acknowledgment
analog
benefited
catchall
clear-cut (u.m.)
clearinghouse
combated, -ing
commitment
homicide
judgment
labeling
kidnap, -er, -ing
pleaded (not pled)
programmer, -ed, -ing
programmatic
trafficking
traveling

Plurals

appendixes
indexes
maximums
minimums

Rundowns

Research in human perception indicates that we understand reading material that is in columns about 45 characters wide better than we understand material stretched across the entire page. Advertising art directors insist that text surrounded by white space is much more likely to be read than text in dense, long paragraphs. BJS reports are designed to promote this ease of reading.

By cutting line lengths in the table notes to the "natural length" of the idea being expressed, we are trying to attract readers to the notes. When the note section includes several table symbols with short definitions or notes that lists items or States, the notes should be multi-column. When the note section is a paragraph discussing primarily one issue, the lines should run about the width of the data columns. (This is a compromise between those analysts and managers who insist that BJS alone puts table notes into columns and those analysts and managers who insist that single-column notes turn into a grey, indigestible mass.)

Text is left justified with a ragged right. To prevent a too ragged right, BJS divides words:

We divide names of persons only when necessary. We divide using GPO word division in the official GPO book; otherwise, we use a dictionary.

When possible keep prepositions and objects together on the same line.

Example:

— or serving a sentence, at midyear, in 1991,
— of rated capacity, for less than one year,
— in the United States, up to 1 year in jail

When possible, lines should not end with the coordinating conjunctions *and*, *or*, *nor*, *but*:

Example:

— *and* those returned, *and* counseling programs
— *or* both sexes, *or* serving sentence
— *but* may not be available, *but* held in adult jails

Don't divide hyphenated words except at existing hyphens.

At the bottom of paragraphs, where a line has a single word, run down more elements.

We cannot have three successive lines of hyphens. If changes are made in a document that has been hyphenated or run-down, the author and editor must search for hyphens that are pushed to the interior line, such as hyphen-ated.