# Guidelines for Preparing and Submitting Manuscripts for Publication

## Appendix

# Contents

# General Conditions

The conditions contained herein apply to all National Institute of Corrections (NIC) cooperative agreements, contract awards, and technical assistance projects that involve the preparation of reports or other materials for publication and public dissemination. It is NIC's intention to make these documents available as printed publications and on the Internet in PDF and/or HTML form. All final publications submitted for posting on the NIC website must meet the federal government's requirements for accessibility (508 PDF or HTML file).

NIC funds may *not* be used to print any publication or announcement unless—

- Such printing is specifically included in the approved application and budget.

- The document is reviewed and approved for publication by the Director of NIC.

- The document adheres to the conditions described in these Guidelines.

Any material to be published with NIC award funds must relate to administrative aspects of the project. This means the publication is necessary to conduct the greater project (e.g., printing of survey forms or handout materials). The material must be submitted to the NIC project manager and approved by NIC before the preparation of final copy.

Documents, brochures, announcements, certificates, pamphlets, and other materials developed for public dissemination are covered by the following general conditions:

- All documents prepared with NIC funds are to bear U.S. Department of Justice and NIC identification on the cover (unless they are only for internal use by the author's agency). The NIC Publications Office will advise the author(s) of any other applicable administrative requirements.

- The date (month and year) the publication is made available to the public must be included on the cover page of brochures or the inside title page of other publications.

- Names of authors are *not* to appear on the covers of publications, but may be included on the inside title page.

- Federal policy restricts the use of U.S. government funds for printing (or engraving) stationery, business cards, memo pads, etc., with the names of individuals. NIC policy prohibits the use of federal funds for the printing of these items with the names of projects or programs unless specific, written permission has been granted by NIC.

- No advertising of any type is to be included in material produced with federal funds, nor is it to be implied that the government endorses or favors any

specific commercial product, commodity, or service. Generic terms should be used instead of names of commercial products.

- NIC funds are not to be used for the preparation, printing, or reproduction of newsletters unless the newsletters are specifically described in the approved plan and budget. Signed releases from any identifiable individuals appearing in a photograph must be furnished to NIC before the document will be printed. News releases announcing or reporting on NIC-funded activity must be approved by NIC prior to release.

- Authors may copyright work produced under NIC auspices *unless specifically restricted from doing so* by NIC. If authors copyright materials, the following statement will appear immediately under the copyright notice on page ii (reverse side of the inside title page):

    The National Institute of Corrections reserves the right to reproduce, publish, translate, or otherwise use and to authorize others to publish and use all or any part of the copyrighted material contained in this publication.

    The author(s) must furnish a letter granting permission to NIC to publish the material, to authorize others to do so, and to post the material on the NIC website.

- Authors using material(s) copyrighted by others in a product developed under NIC auspices must identify the source of the material, whether it is being used verbatim or paraphrased. This rule applies to both published and unpublished source material of any kind—text, tables, graphs, photographs, or illustrations. The correct format for identifying source material is presented under "Citations and References" in the "Editorial Guidelines for Authors and Editors" section of this appendix. Include a list of all copyrighted material used either in the acknowledgments, on the inside front cover, or in other front matter. When a document contains materials that did not originate in the performance of the NIC-funded activity and that are copyrighted by a person other than the author(s), a copyright notice is not included.

---

*NOTE:* Publications produced by the federal government are not copyrighted, so written permission is not required to use material from these publications. Similarly, results of research funded by NIC can be used without obtaining permission, even if they have been copyrighted [45 C.F.R. 74.36A]. In both cases, complete reference citations must be provided.

- If the material being quoted or paraphrased is longer than a brief quotation, the author(s) must provide NIC with written permission of (1) any copyright holders (usually the publisher) *and* (2) of the author(s) of the material to publish and use it, to authorize others to do so, and to post the material on the NIC website. A sample letter for requesting permission to use copyrighted material is included below. If the copyright holders do not want their material

---

## Sample Copyright Permission Letter

[Date]

Dear _____:

I am writing to request permission to reprint the following material in a manuscript that I am submitting for publication to the National Institute of Corrections, U.S. Department of Justice:

[Author, title, publisher, date of publication]

[Pages on which material appears or other identifying information]

Appropriate credit will be given in the form of a complete citation. Thank you in advance for considering this request. For your convenience, a short signature block is provided below.

Sincerely,

[Applicant's signature]

\* \* \*

Permission is granted:     ___ Yes     ___ No

Signature:

Date:

---

posted on the NIC website, the author(s) must indicate this to NIC when submitting the final material for printing. Payment of any fees associated with using copyrighted material is the responsibility of the author(s). For detailed information on copyright matters, such as how to request permission and what is considered fair use, refer to *The Chicago Manual of Style* (15th ed.).

# Guidelines for Preparing Manuscripts

Draft copy prepared with NIC funds must be free of grammatical and typographical errors. When writing manuscripts, authors are encouraged to consider the audience for each publication. In general, manuscripts that use plain English, state ideas clearly, and are organized logically attract more readers and hold their attention longer. Following are some general guidelines:

- Avoid lengthy, overly complex sentences. Sentences that are more than three lines long usually can benefit from being broken into two or more sentences.

- Use the active voice whenever possible.

- Avoid jargon. When using statistical or other technical terms, provide straightforward, easy-to-understand explanations of such terms.

- Maintain an objective, professional tone. Do not use words or phrases that sound demeaning or show personal opinion. For example, avoid "of course," "naturally," "needless to say," "obviously," etc.

- Avoid using personal pronouns.

See the "Editorial Guidelines for Authors and Editors" section of this appendix for more detailed guidance.

## *Formatting*

Manuscripts should be double spaced (not $1^1/_2$-spaced) and left justified with 1-inch margins. The text font should be 12-point Times New Roman. A sans serif font such as Ariel may be used for headings and exhibits. Number all pages.

Authors who know their manuscript will be published are encouraged to keep manuscript formatting to a minimum. Time spent producing a polished, desktop-published look is essentially wasted, because all word-processed formatting is stripped from a file before it is sent to be laid out (i.e., typeset).

## Electronic Files

Manuscripts should be accompanied by electronic files submitted on disk or CD-ROM. Authors should submit only the final version of the manuscript and should verify that the electronic file(s) match the hard copy submitted. The disk or CD-ROM must be labeled with the manuscript title, contents, software program/version, and contact information.

The preferred software is Microsoft Word for Windows (text) and Microsoft Excel (data tables and graphs). Other file formats are acceptable if they are capable of easily sharing information with Word and Excel.

Acceptable file formats for **graphic elements** are:

- Adobe Illustrator/Adobe Photoshop

- Macromedia Freehand

- Corel Draw

- Delta Graph

Acceptable **photograph** submissions:

- Original glossy black-and-white photos

- Adobe PhotoShop (Mac or PC)

- Corel Photopaint (PC)

- Photo CD (For quality offset printing, photo resolution should be at least 266 ppi at 9 by 12 inches.)

When importing graphics from other formats, make sure to link the object and provide the source file for the object. (Most software applications have information on the subject; key words to use when accessing the help function include embedding, linking, source files, graphics, and OLE [Object Linking and Embedding] objects.) If you cannot manipulate an image in your word processing file, chances are others will not be able to either. If the image cannot be edited, it will have to be re-created.

When in doubt about compatibility or use of the files you will be providing, run a test. Copy files to a computer that is not connected to your network and open each file, including exhibit files. If you cannot open every file and access data points, and you get error messages like "The OLE object could not be created" or "source file unavailable," then others will have problems with your files.

The following file formats are problematic:

**Postscript**—Nothing should be submitted in Postscript because this is an uneditable file format. It is only used when the job is finished and ready to be submitted for printing.

**Acrobat**—Like Postscript, this is a final distribution type format and not suitable if changes need to be made to the document.

**PowerPoint**—This is not a preferred format for printing. PowerPoint can give only screen resolution RGB (red, green, and blue) bitmaps, which are incompatible with offset printing (printing on press) as opposed to office printing on color laser printers. GPO and commercial printers use offset printing, so PowerPoint slides would have to be re-created.

**.tif**—This format is fine if it is the native image format. The highest resolution for a TIF file should be used.

**.jpg**—Although "JPEG" may be the preferred format for some users because it compresses images, it is an export format. When using a JPG file, the photo resolution should be the highest possible. "Picture" (PICT) should be avoided because the images are low resolution and cannot be edited or resized. Images in the native formats are preferred.

**.gif**—GIF is not an acceptable format for printing. GIFs are strictly low-resolution files for onscreen presentation, primarily on the Web.

## Specific Elements of NIC Documents

The elements of a document will vary according to the nature of the work and the information being reported. Documents should be arranged in the following order and conform to the descriptions that follow.

### Front Matter

The front matter of an NIC document typically includes the following elements: inside title page and verso (the reverse side of the inside title page when the document is printed), contents, list of exhibits, foreword, preface, and acknowledgments. In printed publications and word-processed final reports, all pages carrying these elements should be numbered in lowercase Roman numerals, except the inside title page and verso, which are considered pages i and ii, respectively. However, in draft manuscripts destined for publication, all pages may be numbered with Arabic numerals; when the draft goes to layout, the front matter pages will be composed with lowercase Roman numerals.

> *NOTE:* The front matter elements discussed below are used in book-length publications such as reports, guides, and handbooks. Short publications such as bulletins, in which the text begins on the cover page, do not have front matter, although they may include a foreword (usually presented in a box on page 1 or 2) and acknowledgments (usually presented in a box on the last or second to last page). Where possible, authors should find out what type of NIC publication they are writing for and provide the elements typically included in that type of publication.

### Inside Title Page and Verso

Provide a suggested title, the names and affiliations of all authors, and the date (month and year with no commas) on the inside title page. On the verso, provide any relevant copyright notices. When the product of an NIC-funded project is copyrighted, the following statement must be included below the copyright notice on the verso page:

> The National Institute of Corrections reserves the right to reproduce, publish, translate, or otherwise use and to authorize others to publish and use all or any part of the copyrighted material contained in this publication.

### Abstract

Write an abstract of 200–300 words (to be used on the NIC website) that states the publication's purpose, scope, methodology, findings, and conclusions.

### Contents

Include the title and beginning page number of each element included in the document: foreword, preface, acknowledgments, introduction, text divisions (sections), endnotes, glossary, references, bibliography, and appendix(es). Designate figures, tables, and other graphic elements as exhibits and include a list of exhibits at the end of the contents.

### Foreword

Draft an introductory statement from the director of the National Institute of Corrections or use one from the NIC project manager. It will be sent for review and revision or approval by the Director.

### Preface

A preface is used to set forth the purpose and scope of the project and the method of research and may also acknowledge the contributions or assistance of others. A preface may be included but is not required.

> *NOTE:* Material essential to the text (e.g., background material) does not belong in a preface and should be presented in an introduction at the beginning of the text.

*Acknowledgments*

Put lengthy acknowledgments in a separate section following the preface.

*Executive Summary*

For documents that present research findings, provide a brief (no more than 20 double-spaced draft pages) condensation of the text that is able to stand alone. State the purpose, scope, methodology, findings, and conclusions of the project. An executive summary is not necessary if the publication is a guide, manual, or handbook. Bulletins do not need executive summaries.

## Text

The organization of the text is essential to the readability and comprehension of the document. Well-organized text will move smoothly from one fact and one subject to the next as information is presented in the various text divisions or in notes, exhibits, and references.

*Sections*

Long documents are organized by chapter. Groups of chapters that address a single topic or process may be further organized into parts. Chapters and short documents that are not divided into chapters (e.g., bulletins) use headings to differentiate sections according to important points or aspects of the discussion. Headings guide the reader to important passages.

The first text section is usually the **Introduction.** Include in the Introduction any preliminary material that prepares readers for the body of the document.

In long, multichapter documents, begin each chapter on a new page. In shorter documents (e.g., bulletins), do not add page breaks between sections.

Choose chapter titles and section headings with care to inform readers of the main topic being discussed. When listed in the contents, titles and headings give potential readers an idea of the nature and extent of the document. They should be concise and meaningful.

Distinguish heading levels typographically (as in these guidelines) or, in draft manuscripts destined for publication, by designating the level in brackets following the heading (as shown in the following example). Create at least two sections at any specific heading level.

*Example:*

**Guidelines for Preparing Manuscripts [chapter title]**

      Formatting [L1]

      Electronic Files [L1]

      Specific Elements of NIC Documents [L1]

         Front Matter [L2]

            Inside Title Page [L3]

            Contents [L3]

         Text [L2]

            Sections [L3]

            Exhibits [L3]

**Editorial Guidelines for Authors and Editors [chapter title]**

Avoid headings beyond the third level, because such an intricate level of detail can confuse readers. Try "upgrading" the heading levels or combining detail sections under a single heading.

## Exhibits

Use exhibits (illustrations, maps, charts, graphs, photographs, and data tables) to present tabular or graphic material as simply as possible. Include the *original* artwork and electronic files whenever possible. Provide data points for statistical charts and graphs so that these can be re-created accurately in layout.

Exhibits may be provided in separate electronic files rather than embedded in the text file. Keeping large or complex exhibits in separate files is recommended. Insert a placeholder in the text file where the exhibit is first mentioned. *Example:* [Insert exhibit 1 here.]

Number exhibits consecutively in Arabic numerals in the order in which they are first mentioned (e.g., exhibit 1, exhibit 2). When the manuscript contains numerous exhibits interspersed throughout several or all of the sections of a lengthy document, number the exhibits within sections as follows: exhibit 1–1, exhibit 1–2, exhibit 2–1, exhibit 2–2, etc.

Identify the nature and content of the exhibit material using a brief title. When an exhibit presents data for specific periods of time (e.g., "fiscal year 1998" or "by quarters, 1996–1998") or specific categories or locations (e.g., "by states and counties"), include that information in the title.

Place notes to an exhibit at the bottom of the exhibit. Notes can usually be grouped under three headings:

■ **Key:** Used to define abbreviations and symbols used in the exhibit.

- **Notes:** Used to explain information pertinent to the whole exhibit.

- **Sources:** Exhibits reprinted or adapted from other sources must include a source line giving the full reference (not an author-date citation).

### *Sidebars*

Sidebars are used to present textual material that supplements the main text. Each sidebar should have a brief descriptive title. Sidebars related to specific information in the text should be called out (referenced) by title in the text. More tangential sidebars need not be called out. Use superscript numbers for notes to sidebars. Place sidebar notes within or immediately below the sidebar. Do not mix sidebar notes with regular text footnotes.

Sidebars, like appendixes and exhibits, should be self-contained and should not depend on the main text for clarity. Likewise, the main text should not depend on a sidebar for clarity.

### *Notes*

Use notes to present information and commentaries that *are not essential* to an understanding of the text. If a document contains only a few notes, they may be presented as footnotes. If the document uses many notes, list them in an endnotes section following the text or at the end of each chapter of a long, multi-chapter document. Using the Word function, insert footnotes or endnotes. Reference notes by superscript number attached to passages or words in the text. In general, notes should clarify or expand on the text. If there are many endnotes, consider whether some or all of that material could be included in the text. Numerous endnotes can be cumbersome and inconvenient for readers.

### *References*

A reference section should list only the sources used in preparing the document. Other material of interest to readers may be presented in a separate bibliography. For the style and format of references, refer to "Citations and References" in the "Editorial Guidelines for Authors and Editors" section of this appendix and *The Chicago Manual of Style* (15th ed.), chapters 16 and 17.

If the document makes reference to only a few sources, the references may be given in footnotes or endnotes, as long as the treatment is consistent.

### Appendixes

Create appendixes for long lists, charts, and/or tables; examples of forms, laws, regulations, policies, or standards; and additional information that would be of interest to most readers. Do not use appendixes as a catchall for material that is essential to a complete discussion of the subject matter; include that material in the text.

Appendixes are supplements and must be self-contained (i.e., not depend on the document for clarity). Likewise, the main document must not depend on an appendix for clarity.

When more than one appendix is necessary, designate them as appendix A, appendix B, etc. Give each appendix a title. When only one appendix is used, omit the letter designation. Like exhibits, appendixes must be referenced in sequence in the text.

# Editorial Guidelines for Authors and Editors

These guidelines are based on, but contain exceptions to, the *Government Printing Office Style Manual* (2000 ed.). They highlight key style features that will be useful in preparing and editing materials for NIC publication. They contain points that are hard to remember and hard to find and also NIC exceptions to GPO (Government Printing Office) style. Follow the *Government Printing Office Style Manual* for capitalization, compound words, numbers, punctuation, and spelling, except as indicated in these guidelines. Citation guidelines are based on *The Chicago Manual of Style* (15th ed.) and the *APA Style Manual* (5th ed.). Refer to *The Blue Book: A Uniform System of Citation* (17th ed.) for questions regarding legal citations.

## General Guidelines

Do not overly rely on computer "spell check." It will not find missing words or incorrect words, only misspelled words and words that are not in the computer's dictionary. For example, spell check will not identify that the wrong word was used, such as "he" instead of "the."

Be careful with the "search and replace" computer function, as "replace" is frequently inappropriate in instances located by "search."

Check cross-references (e.g., between text and tables, parts of the document, and appendixes) for accuracy. Avoid using page numbers to refer readers to passages or sections within the document. Where possible, use section titles instead.

> *Example:* See "Background" in chapter 1, *not* See the discussion on page 12.

Use active voice.

> *Example:* The staff rewrote the policy, *not* The policy was rewritten by the staff.

Do not use compound verbs where simple verbs will suffice.

> *Example:* The staff rewrote the policy, *not* The staff have rewritten the policy.

Avoid starting sentences with "It is," "There is," "There are." Usually these can be changed to eliminate the extra words.

> *Example:* This manual has four sections, *not* There are four sections in this manual.

Be direct and to the point.

> *Example:* The sergeant shall review all inmate grievances, *not* It shall be the responsibility of the sergeant to review all inmate grievances.

Use simple words and eliminate redundant words. *Examples:*

| Use | rather than |
| --- | --- |
| some, several | a number of |
| now, currently | at the present time |
| improve | effect an improvement |
| consider | give consideration to |
| to | in order to |
| if | in the event that |
| use | make use of, utilize |
| before | prior to |
| until | until such time as |
| use | utilize |
| use of | utilization of |
| 3 a.m. | 3 a.m. in the morning |
| inmates | incarcerated inmates |
| whether | whether or not |

## *Style*

### Abbreviations

Abbreviations and initials of personal names that are followed by periods are set without spaces, (e.g., U.S., A.B. Carter).

Abbreviations of contractions and initials or numbers retain a space (S. 116, *op. cit.).* In legal citations, close up all adjacent single capitals, but do not close up single capitals with longer abbreviations. Individual numbers, including both numerals and ordinals, are treated as single capitals. *Examples:* F.3d, F. Supp. 2d.

Use postal abbreviations in addresses, reference lists or bibliographies, and when referring to a city and state in text. Spell out state names when they stand alone in narrative text. But use Washington, D.C., in text and Washington, DC, in addresses and reference lists or bibliographies.

*Examples:* He drove from Austin, TX, to Washington, D.C.
He drove from Texas to California.
This program has been effective in Dade County, FL, and Calvert County, MD.

Alphabetize city/state strings by city unless there is a specific reason not to (e.g., the cities are listed in rank order).

Do not abbreviate Street, Avenue, Road, etc., in address lists.

Do not abbreviate north, south, east, or west. Do not use periods with directional indicators in addresses.

*Examples:* NW, NE, SW, SE, *not* N.W. or NW., etc.

## Acronyms

If an acronym, abbreviation, or other short form will be used to replace often repeated terminology, spell out the name or term in full the first time it is used and then give the acronym or abbreviation in parentheses. Thereafter, use the abbreviation or acronym unless the full name is needed for clarity or is used in a formal context.

- Define all abbreviations and acronyms the first time they are used in the main body text.

- In long, multichapter documents, define acronyms and abbreviations the first time they appear in each chapter.

- Define an acronym or abbreviation the first time it is used in any stand-alone section of the text, including each element of the front matter, sidebars, exhibits, and appendixes.

- A term must be used more than once in a section to be defined as an acronym.

- Do not define acronyms in heads and subheads.

Do not use "a," "an," and "the" with an acronym used as a noun, unless the usage is generally accepted. *Examples:* BOP, DOD, DOJ, NIC, but the FBI, the CIA, the FDA, the IRS.

Plurals of acronyms take *s,* **not** *'s. Examples:* SAGs, MOUs, MJTFs.

## Capitalization

In general, follow GPO style for capitalization. (See chapters 3 and 4 of the *Government Printing Office Style Manual* [2000 ed.].)

Use initial caps for both parts of hyphenated words (e.g., "Long-Term Commitments," not "Long-term Commitments").

Capitalize "to" when used as an infinitive in titles (e.g., "Strategies To Reduce Violence Against Women") but not when used as a preposition (e.g., "Incarceration Rates Rise to Record Highs").

Capitalize proper nouns such as the names of agencies, and programs, *but* do not capitalize short or generic versions of proper nouns.

> *Examples:* Director John Doe, the director
> Department of Corrections, the department
> Office of the Comptroller, the office
> Mississippi River, the river
> Prison Rape Elimination Act of 2003, the act
> Transition From Prison to the Community Initiative, the initiative

Do not capitalize "appendix," "chapter," "exhibit," or "section" when used with a number in text.

Note the following exceptions to GPO:

- Do not capitalize "federal," "state," or "nation."

- Capitalize titles of people before and after their names. *Example:* Morris L. Thigpen, Director, *but* The director called a staff meeting.

## Compound Words

In general, follow GPO style regarding compound words. (See chapters 6 and 7 of the *Government Printing Office Style Manual* [2000 ed.].) Some general rules:

- Use a hyphen between words or abbreviations of words combined to form a unit modifier that immediately precedes the word modified (e.g., high-level decision; NIC-sponsored study), unless the meaning is clear and readability is not aided by using the hyphen (e.g., high school student). Do not hyphenate predicate adjective or adverb phrases. *Example:* full-time employee, *but* employed full time.

- Unit modifiers ending in "based," "related," "level," "free," and "connected" are usually hyphenated. If a modifier in this group has more than two terms, only the last two terms are hyphenated. *Examples:* community-based, crime-related, drug-free, criminal justice-related. See note on prefixes below.

- Do not hyphenate two-word modifiers that have as their first element adverbs ending in ly, comparatives, or superlatives. *Examples:* lower income neighborhoods, federally associated communities, highest crime areas, *but* low-income group, high-level decision.

- Hyphenate numerical compounds that are unit modifiers, whether or not the first element is a figure. *Examples:* 5-year program, three-story building, *but* for 5 years.

- Hyphenate noun phrases and unit modifiers relating to age, but not predicate adjectives. *Examples:* 18-year-old offender, an 18-year-old, *but* 18 years old.

- Print solid prefixes, suffixes, and combining forms (e.g., "anti," "multi," "non," "post") except (1) when preceding capitalized words or compound forms or (2) when doing so would double a vowel, triple a consonant, or distort a word's meaning. *Examples:* nonnegotiable terms, pretreatment services, multijurisdictional activities, antiterrorism efforts, *but* post-Cold War period, anti-drug-abuse program, semi-independent candidate, shell-like object, pre-position (i.e., before).

- Hyphenate all elements of a compound if preceded by a prefix or combining form. *Examples:* anti-drug-abuse programs, anti-gang-crime activities. "Co," "de," "pre," "pro," and "re" are generally printed solid except when duplicating prefixes. *Examples:* preexisting, rereferred, *but* re-create, re-redirect, co-occur.

- Hyphenate adjectives ending in "American" that refer to ethnic or demographic groups within the United States. *Examples:* African-American organization (u.m.), Mexican-American group (u.m.), Native-American reservation (u.m.), *but* Latin American culture (u.m.). Do not hyphenate nouns ending in "American." *Examples:* African American (n.), Native American (n.).

- If the title of a statute differs from the GPO compounding style, follow the hyphenation used in the title when referring to the statute. Otherwise, hyphenate the word according to GPO compounding style unless it is one of the listed exceptions. *Example:* Anti-Drug Abuse Act, but anti-drug-abuse programs or antidrug programs.

- If following GPO style may result in confusion, rewrite to avoid compounding. *Example:* For "higher education costs," write "higher costs of education" or "costs of higher education," depending on which is meant.

- Close up the following words:

  database

  dataset

  followup (noun or unit modifier; two words as verb)

  hotline

  indepth (u.m.)

  online

  onsite

  policymaker/policymaking; decisionmaker/decisionmaking

  systemwide, nationwide, statewide

  workplace

- Hyphenate the following words:

  ex-convicts

  ex-offenders

  meta-analysis

  re-create (to create again)

## Lists

When using numbers or letters to identify the items in a list that is run into a paragraph, enclose each number or letter in parentheses.

*Example:* The major reentry indicator areas would include (1) employ-ment, (2) housing, (3) mental and physical health, (4) substance abuse and substance abuse treatment. [Note that no punctuation is used between the verb and the first numbered item.]

## Numbers

Follow GPO style as shown in chapter 12 of the *Government Printing Office Style Manual* (2000 ed.). Some general rules:

- Spell out numbers less than 10; use numerals for numbers 10 and greater. *Examples:* a five-story building, 285 inmates, Fifth Avenue, 14th Street. (Note that the *GPO Style Manual* has dozens of exceptions to this rule, the most common of which are discussed below.)

- Use numerals for numbers less than 10 that are used in direct contrast to numbers 10 and greater (e.g., "3 of 15 people"). If any number in a sentence is 10 or more, use numerals for all numbers. *Example:* The 2- and 3-story buildings contain between 8 and 12 apartments.

- Avoid beginning sentences with numerals. Spell out the number or rewrite the sentence. *Example:* Twenty-eight law enforcement officers were murdered in the United States last year.

- Related numbers at the beginning of a sentence, separated by no more than three words, are treated alike. *Example:* Sixty to seventy juveniles are arrested for vandalism each month. *But:* Sixty juveniles were incarcerated in 20 different facilities.

- Use numerals with percentages and with units of time, weight, dimension, or money. *Examples:* 25 percent, $5, 3 miles, 8 ounces, 4 fiscal years, *but* five decades, three centuries.

- Write out and hyphenate simple fractions, but use numerals for compound fractions and unit modifiers. *Examples:* one-half, two-thirds, $2^1/_2$, 3-inch pipe, one-quarter, *but* one quarter (calendar).

## Punctuation

### *Apostrophe*

Do not use apostrophes with names of U.S. counties unless the apostrophe appears in the legally constituted name of the county. (See chapter 18 of the *Government Printing Office Style Manual* (2000 ed.) for a list of correct forms for county names.)

*Examples:* Kings County (New York), *but* Prince George's County (Maryland).

Follow the pronunciation when forming a possessive for a word ending in "s."

*Examples:* Harris's house, *not* Harris'; *but* Chalmers' house, *not* Chalmers's.

### *Comma*

Use serial commas with three or more items used with and, or, or nor (e.g., red, white, and blue). Exception: Leave out the comma if an ampersand is used (Barter, Biddles & Brower).

Use a comma before and after explanatory phrases, appositives (The Attorney General, Alberto R. Gonzales, said that . . .), identifiers (In Newark, New Jersey, . . .), and in a complete date within a sentence (On May 1, 1995, . . .).

Use a comma in introductory clauses, even if writing the month and year only.

*Example:* In June 1994, . . .

### Dash

There are two kinds of dashes:

        Em dash:    —

        En dash:    –

Use an em dash to indicate a break in thought or set off a short phrase or clause. Do not put a space before or after the symbol.

  *Example:*  Three agencies—the Department of Corrections, the Office of Temporary and Disability Assistance, and the Office of the State Courts Administrator—and representatives from the community collaborated in the initiative.

Use an en dash to indicate a range, *but* do not use an en dash if the range is introduced with "from" or "between."

  *Examples:*  20–25 years
                1995–2006
                from 20 to 25 years
                between two and nine departments

Per GPO style, use en dashes, not hyphens, to separate numbers that are not in a range.

  *Examples:*  Public Law 103–322
                800–688–4252

### Hyphen

In printed copy, avoid breaking words at the end of a line if the break will result in only two letters on one line (ab-sconded); aim for a minimum of three letters on a line (pre-incident). Stacks of two hyphens at the end of successive lines are acceptable, but try to avoid three or more hyphens in a row.

### Quotation Marks

Place periods and commas inside quotation marks. Colons, semicolons, question marks, and exclamation points are placed outside quotation marks unless they are part of the material being quoted.

Quotation marks are not necessary for nonliteral terms that have a commonly accepted meaning in the criminal justice or corrections field (e.g., hotspot, broken windows). However, when quotation marks are used, they should be used just the first time.

Quoted material exceeding 10 lines should be set off in a left-indented paragraph introduced by a colon. The author-date citation goes before the colon, not at the end of the offset quotation.

## Semicolon

When the items in a series contain internal commas, use semicolons to separate the items.

*Examples:* The committee is responsible for prisoner custody, education, and training; the parole decision process; and parolee supervision.

The Departments of Corrections; Children, Youth, and Families; Education; and Health and Human Services are represented on the committee.

Exception: If only the last item in a series contains internal commas, use a comma to separate the preceding items in the series.

*Example:* The primary partners in this initiative are the Office of the Governor, the Criminal Justice Coordinating Council, and the Departments of Corrections, Community Affairs, Education, and Labor.

Do not use a semicolon when a comma will suffice, as in a list of cities and states.

*Example:* Washington, D.C., Denver, CO, and San Jose, CA.

## Spacing

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle: 3 m, 25 _C, *but* 33_15'21' (GPO rule 9.56).

## Websites

World Wide Web addresses (URLs) that begin with "www" do not require "http://" in front of the URL; however, URLs that do not begin with "www" do. Avoid breaking URLs or e-mail addresses between lines. Use italics for URLs in text, but use roman for e-mail addresses.

*Examples:* *www.nicic.gov*
listproc@ncjrs.org

## *Usage*

"Data" is a plural noun.

> *Example:* The data are definitive.

Collective nouns such as "staff" may be either singular or plural, depending on the context in which they are used.

> *Examples:* Staff who are motivated, available, knowledgeable, and capable writers make the best team members. ("Staff" is plural because the emphasis is on the individuals who make up the group.)
>
> The staff is composed of 60 men and 20 women. ("Staff" is singular because the emphasis is on the group as one entity.)

Use neutral gender; do not use "he" to mean "he or she." Use "he/she," "his/her," etc. Use "they" with plural subjects or use the noun to which the pronoun refers (e.g., "correctional officer" instead of "he") to ensure neutrality.

Do not use contractions. For example, avoid "it's," "isn't," "don't," "doesn't." Write the words out.

Ensure agreement of subjects/verbs and nouns/pronouns (singular or plural). When showing the possessive of an inanimate object, use "its" (e.g., "the association surveyed its membership"). Also, the pronoun "who" refers to people, and "that" refers to things. Tenses must also be consistent.

**That vs. which:** Use "that" to begin restrictive clauses (essential to the meaning of the sentence); use "which" to begin nonrestrictive clauses (not essential to the meaning of the sentence).

> *Examples:* One hundred professionals attended the conference that was held in Chicago last September. (Restrictive clause designates which conference is being discussed and is essential to the meaning of the sentence.)
>
> At the conference in Chicago, which was attended by 100 professionals, there were six workshops. (Nonrestrictive clause is a parenthetical statement that can be deleted without changing the meaning of the sentence.)

**Fewer than/less than:** These are not interchangeable. "Fewer than" refers to objects that can be counted, whereas "less than" is used for qualitative objects.

> *Example:* Fewer than five students completed less than 25 percent of the assignment.

**Percent vs. percentage:** When a number appears in the sentence, use "percent"; when a specific number is not mentioned, use "percentage."

## Citations and References

The guidelines described below are based on *The Chicago Manual of Style* (15th ed.), with some modifications. Authors may use other systems of citation as long as the references are presented in a consistent, logical manner and complete information about the source is provided.

### Definitions

- As used here, a **reference** is the full bibliographic information for a source used in the text. References are listed in alphabetical order by author in the publication's references section.

- A **citation** is the callout from text to this reference.

- All sources cited in the text must be included in the references, and every publication included in the references must be cited in the text.

- Publications that are relevant to the topic but not used as references may be listed under the heading "Bibliography" and follow the references.

### Citations

Citations to works in the reference list can be made in text, footnotes, or endnotes, but not in exhibits or sidebars.

- When an exhibit uses material taken from another source, provide the complete reference for that source at the bottom of the exhibit in a note that begins "Source(s): . . . ."

- When a sidebar cites material from another source, give the source in a footnote to the sidebar. Do not mix sidebar footnotes with text footnotes. If the entire sidebar is drawn from another source, provide the complete reference in a note that begins "Source(s): . . . ."

The author-date method of citation accompanied by an alphabetized reference list is preferred. In general, footnotes or endnotes should be used to convey supplemental information, not for citations. However, if a lengthy manuscript uses footnotes or endnotes for citations (particularly legal citations), these may be retained (see "Format for Citations in Footnotes/Endnotes" below).

> *Examples:* Denton (2002) says . . .
> (Denton 2002)
> (Denton 2000, 2002.)
> (Denton 2002a, b) [note space between a and b]

When citing a publication that has three or fewer authors, list the names of all the authors.

*Examples:* (Smith 1995)
(Smith and Jones 1996)
(Smith, Jones, and George 2000)

When citing a publication that has more than three authors, give the first author's name followed by "et al." (no italics) in the text citation, *but* list all authors (regardless of number) in the reference.

*Citation:* (Roessner et al. 2002)
*Reference:* Roessner, J.D., A.L. Porter, N. Newman, and H. Xu. 2002.

When citing more than one publication, list the citations in alphabetical, not chronological, order. Use semicolons to separate citations. Do not insert "and" before the last citation.

*Examples:* (Denton 2002; Harris 2000; Smith 1998)
(Denton 2002; Twin, Brothers, and Fenster 2000; Roessner et al. 2002)

Citations for direct quotations must include the number of the page(s) of the source document on which the quote can be found. Note that there is no space between the colon and the page number.

*Example:* (Altschuler and Armstrong 1994:18)

Place author-date citations for offset quotations (as opposed to those run into the text) and material presented as a bulleted list before the colon that introduces the quotation or list.

*Examples:* His model consists of the following steps (Ansoff 1984):

Bryson's model, which he calls the "Strategy Change Cycle," consists of the following 10 steps (Bryson 1995; Bryson and Alston 1996:8–9):

To be effective in a change process, leaders may need to meet the criteria for the first four levels of Jim Collins' leadership hierarchy, explained in his book *Good to Great* (2001:20):

When citing a website (e.g., a home page), the sponsoring organization is considered the author, and the year the material was last updated (which is generally indicated on the site) is the date of publication.

When citing a formal publication lodged on a website, use the author and date found on the publication.

## Reference Formats

### General Guidelines

Use the full names of authors of both books and periodicals whenever possible. However, if only the initials are available for one or more authors within a single citation, refer to all authors in that citation by their initials only.

If the source has multiple authors, the first author should be written last name first but the other(s) should be written first name first.

> *Examples:*  Rosazza, T.A., and W.F. Cook
>
>               Stojkovic, S., D. Kalinich, and J. Klofas

If a publication has editors but no authors, the editors go in the author slot.

> *Example:*  Carter, Madeline M., Susan Gibel, Rachelle Giguere, and Richard Stroker, eds.

Give the year of publication only. Cite the month or season only if necessary to identify the publication (e.g., a periodical that does not use volume or issue numbers).

If a book is still in the publication process, use "forthcoming" or "in press."

> *Example:*  Carter, Madeline M., Susan Gibel, Rachelle Giguere, and Richard Stroker, eds. Forthcoming. *Increasing Public Safety Through Successful Offender Reentry: Evidence-Based and Emerging Practices in Corrections.* Silver Spring, MD: Center for Effective Public Policy.

The following bibliographic information is required for all references, except as noted in the instructions for specific types of publications below:

- Author
- Year of publication
- Title
- Place of publication
- Publisher

### Book

Author [last name, first name]. Year of publication. *Title in Italics.* Place of publication: Publisher.

> *Example:* Jones, John. 1992. *History of Criminology.* New York: Houghton Mifflin.

### Chapter Within a Book

Author [last name, first name]. Year of publication. "Chapter Title in Quotation Marks: Initial Cap All Words Except Articles and Most Prepositions." In Editor's Name [first name last name] (eds.), *Book Title in Italics.* Place of publication: Publisher, page numbers.

> *Example:* Ginsburg, J.I.D., R.E. Mann, F. Rotgers, and J.R. Weekes. 2002. "Motivational Interviewing With Criminal Justice Populations." In W.R. Miller and S. Rollnick (eds.), *Motivational Interviewing: Preparing People To Change,* 2d ed. New York: Guilford Press, pp. 333–46.

### Journal Article

Author (last name, first name). Year of publication. "Title of Article in Quotation Marks." *Title of Periodical in Italics* volume number (issue number or month): page numbers of article. Note that there is no space between the volume number and issue number (or month) and between the colon and page numbers.

> *Example:* Jones, John. 1992. "Crime in the Community." *Journal of Crime* 10(June):3–12.

### Series

Author (last name, first name). Year of publication. *Title of Publication in Italics.* Title of Series in Initial Caps, vol. number. Place of publication: Publisher.

> *Example:* Chapman, Jefferson. 1995. *Parental Care.* Illinois Biological Monographs, vol. 22. Champaign: University of Illinois.

### Government Series

Follow the same format as for other series. The Government Printing Office is not named as a publisher; both the executive branch department or agency and the bureau or office are named.

> *Example:* Visher, Christy A. September 1992. *Pretrial Drug Testing.* Research in Brief. Washington, DC: U.S. Department of Justice, National Institute of Justice.

If the bureau or office is both the author and the publisher, list it as the author only and the federal department or agency as the publisher.

> *Examples:* Bureau of Justice Assistance. 1998. *Drug Testing.* Fact Sheet. Washington, DC: U.S. Department of Justice.
>
> National Institute of Corrections. 2002. *Administrative Guide: Offender Workforce Development Specialist Training Program.* Washington, DC: U.S. Department of Justice.

## Unpublished Papers and Other Materials

**Theses and dissertations.** Author (last name, first name). Year degree granted. "Title of Thesis or Dissertation in Quotation Marks." Master's thesis/Ph.D. diss., College/University.

> *Example:* Cooper, Nelson Lee. 2003. "Resiliency Development of Incarcerated Youth Through Outcome-Based Recreation Experiences." Ph.D. diss., Clemson University.

**Lectures and papers presented at meetings.** Author (last name, first name). Year of lecture/presentation. "Title of Lecture/Presentation in Quotation Marks." Paper presented to Organization Name, Place of Meeting, Date of Meeting (month, day).

> *Example:* Rose, Dina R., and Todd R. Clear. 1997. "A Thug in Jail Can't Shoot Your Sister: Incarceration and Social Capital." Paper presented to the American Sociological Association, New York, August 13.

**Documents available only through photocopy or interlibrary loan.** Final reports and similar documents that are only available through photocopy or interlibrary loan are treated as unpublished documents. References to such documents should include the grant number, if applicable, the name of the library or information service, and a document or accession number. (See "Electronic Sources" below for documents available online.)

**Personal communication.** References to personal written communications are not included in the references. Give the source in parentheses in the text using the following format: Name of source, institutional affiliation, the words "personal communication," and year, in that order. Note: Verbal communications may not be cited as supporting documentation.

## Electronic Sources

The following guidelines are based on styles for citing electronic sources used by the American Psychological Association (APA), the Modern Language Association (MLA), the Library of Congress, and the International Organisation for Standardization (ISO), whose style is supported by *The Chicago Manual of Style* (15th ed.).

Include the URL and the date the source was accessed. APA and MLA do not require an access date when the source is a CD-ROM or an online article or publication that is an exact duplicate of the print version (e.g., a PDF of a print publication). However, if the format of the online article differs from the print version (e.g., page numbers are not indicated), or if it includes additional data or commentaries, the access date should be included. Also, an access date is useful if the document or website is deleted or otherwise becomes unavailable. Because an author may consult a source multiple times during the course of research, the date of the most recent visit to the site should be used as the access date.

**Formal publication lodged on a website.** Follow the style for the specific type of publication (book, chapter in a book, journal article, etc.), as shown above, adding the URL and the access date as shown in the following examples. Give the most recent date the link was accessed.

> *Published document:*
> Elias, Gail, and John Milosovich. 2005. *Resource Manual for Transition to a New Jail.* Washington, DC: U.S. Department of Justice, National Institute of Corrections, *www.nicic.gov/pubs/2005/020159.pdf,* accessed July 18, 2005.

> *Unpublished document accessed from a database:*
> Esbensen, Finn-Aage. 2001. "National Evaluation of the Gang Resistance Education and Training (G.R.E.A.T) Program." Final report for National Institute of Justice, grant number 94-IJ-CX-0058. Washington, DC: U.S. Department of Justice, National Institute of Justice, *www.ncjrs.org/pdffiles1/nij/grants/196477.pdf,* accessed July 14, 2005.

**Sources available in electronic format only.** Use the following formats. An access date is required.

> *Website or page on a website:*
> University of Kansas. "Community Tool Box," *http://ctb.ku.edu,* accessed October 7, 2005.

> *Database accessed via the Web:*

U.S. Census Bureau. 2006. "American Community Survey, Public Use Microdata Sample (PUMS)," *www.census.gov/acs/www/Products/PUMS/,* accessed February 12, 2008.

## Order of Entries in Reference List

Order entries alphabetically by author.

- Alphabetize by author's last name.

- If more than one author in the reference list has the same last name, alphabetize by author initials.

- If necessary, alphabetize by the last name of the second and then subsequent authors.

*Examples:* Miller, N.S., and J.A. Flaherty. 2000.
Miller, W.R. 1985.
Miller, W.R., R.J. Meyers, and J.S. Tonigan. 1999.
Miller, W.R., and S. Rollnick. 2002.

If there is more than one work by the same author(s), order entries chronologically (from earliest to most recent). Note: Do not use a 3-em dash in place of an author's name after the first reference for that author.

*Examples:* Katsampas, P. 1998. *Book Title*
Katsampas, P. 2004. *Book Title*
Katsampas, P. 2005. *Book Title*

If there is more than one work within a given year by the same author(s), alphabetize by the titles of the works and assign a letter after the date.

*Examples:* Collins, W. 2004a. *Correctional Law Reporter.* Volume XIV
No. 81. Kingston, NJ: Civic Research Institute.

Collins, W. 2004b. *Correctional Law Reporter.* Volume XV,
No. 54. Kingston, NJ: Civic Research Institute.

Collins, W. 2004c. *Jail and Prison Legal Issues: An
Administrator's Guide.* Hagerstown, MD: American Jail
Association.

## Format for Citations in Footnotes/Endnotes

Although the author-date method of citation accompanied by an alphabetized reference list is preferred, footnotes or endnotes may be used for source citations if only a few sources are cited in the document. Source citations given in notes must include the same bibliographic information required in a reference list, but

the format for presenting the information is different:

- The first author's name is not reversed as it is in an alphabetically arranged reference list.

- The punctuation between the author's name, title of the work, place of publication, publisher, and year of publication consists of commas and parentheses rather than periods. (A period is used at the end of the note.)

The following examples demonstrate the basic differences between note and reference formats:

*Reference:* Walters, Scott T., Michael D. Clark, Ray Gingerich, and Melissa L. Meltzer. 2007. *Motivating Offenders to Change: A Guide for Probation and Parole.* Washington, DC: U.S. Department of Justice, National Institute of Corrections.

*Note:* 1. Scott T. Walters, Michael D. Clark, Ray Gingerich, and Melissa L. Meltzer, *Motivating Offenders to Change: A Guide for Probation and Parole* (Washington, DC: U.S. Department of Justice, National Institute of Corrections, 2007).

*Reference:* Ginsburg, J.I.D., R.E. Mann, F. Rotgers, and J.R. Weekes. 2002. "Motivational Interviewing With Criminal Justice Populations." In W.R. Miller and S. Rollnick (eds.), *Motivational Interviewing: Preparing People To Change,* 2d ed. New York: Guilford Press, pp. 333–46.

*Note:* 2. J.I.D. Ginsburg, R.E. Mann, F. Rotgers, and J.R. Weekes, "Motivational Interviewing With Criminal Justice Populations," in W.R. Miller and S. Rollnick (eds.), *Motivational Interviewing: Preparing People To Change,* 2d ed. (New York: Guilford Press, 2002), pp. 333–46.

*Reference:* Jones, John. 1992. "Crime in the Community." *Journal of Crime* 10(June):3–12.

*Note:* 3. John Jones, "Crime in the Community," *Journal of Crime* 10(June):3–12, 1992.

*Reference:* Elias, Gail, and John Milosovich. 2005. *Resource Manual for Transition to a New Jail.* Washington, DC: U.S. Department of Justice, National Institute of Corrections, *www.nicic.gov/pubs/ 2005/020159.pdf,* accessed July 18, 2005.

*Note:* 4. Gail Elias and John Milosovich, *Resource Manual for Transition to a New Jail* (Washington, DC: U.S. Department of Justice, National Institute of Corrections, 2005), *www.nicic.gov/ pubs/2005/020159.pdf,* accessed July 18, 2005.

*Reference:* Esbensen, Finn-Aage. 2001. "National Evaluation of the Gang Resistance Education and Training (G.R.E.A.T) Program." Final report for National Institute of Justice, grant number 94–IJ–CX–0058. Washington, DC: U.S. Department of Justice, National Institute of Justice, *www.ncjrs.gov/pdffiles1/nij/ grants/196477.pdf,* accessed July 14, 2005.

*Note:* 5. Finn-Aage Esbensen, "National Evaluation of the Gang Resistance Education and Training (G.R.E.A.T) Program," final report for National Institute of Justice, grant number 94–IJ–CX–0058 (Washington, DC: U.S. Department of Justice, National Institute of Justice, 2001), *www.ncjrs.gov/pdffiles1/nij/ grants/196477.pdf,* accessed July 14, 2005.

## *Terms and Spelling*

### A

acknowledgment

Act (federal, state, or foreign)

ADAM (Arrestee Drug Abuse Monitoring)

administration

> Clinton administration

> Food and Drug Administration (capitalized as part of title)

adviser

advisor (law)

African-American (u.m.)/African American (n.)

aftercare

Alaska Native

amendment

> First Amendment

> 14th Amendment

America (do not use as synonym for the United States)

anticrime

antidrug, *but* anti-drug-abuse (u.m.), Anti-Drug Abuse Act

antiviolence

(Write words with the prefix "anti-" as a single word except when they are
   hyphenated in the title of a book, periodical, or statute.)

appendix A (text), Appendix A (title)

appendixes (*not* appendices)

ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives) [Note: No comma
   after "Firearms"]

at-risk (u.m.)

Attorney General (U.S.), *but* State attorney general


### B

benefited

bill (*but* Bill of Rights)

bingeing

Border Research and Technology Center (BRTC)

broken windows (no quotation marks)


### C

canceling

catalog (*not* catalogue)

CD-ROM (use a hyphen, not an en dash; this is contrary to GPO rule 8.73)

civil rights (u.m. and noun)

cleanup (u.m. or noun; two words if a verb)

coauthor

community-based (u.m.)

community corrections/community corrections agencies

community-oriented (u.m.)

Community Oriented Policing Services, [Office of] (COPS)

community planning (u.m./n.)

community policing (u.m./n.)

communitywide

correctional (adj.)

  [In general, use as adjective instead of corrections. *Examples:* correctional
  agencies, correctional executives, correctional leaders, correctional staff, *but*
  community corrections agencies.]

cost-effective (u.m.)/cost effective (predicate adjective)

cost effectively (adv.)

cost-effectiveness (n.)

cost-recovery (u.m.)

county, *but* Montgomery County, Prince George's County (with apostrophe),
  Fairfax and Loudoun Counties

Court (U.S. Supreme Court); otherwise court:
  The U.S. Supreme Court adjourned. The Court adjourned.
  The New York Court of Appeals adjourned. The court adjourned.

crimefighter, crimefighting

Crime File

criminal justice-related

crossfire

curricula

# D

D.A.R.E.® (Drug Abuse Resistance Education)

data (pl.)

database (u.m./n.)

dataset

decisionmaker, decisionmaking

desktop

dialogue (*not* dialog)

discreet (using discretion); discrete (separate entities)

district attorney/district attorney's office

do's and don'ts

driveby (u.m.)

drug dealer, drug dealing (n.); drug-dealer, drug-dealing (u.m.)

drug-free

drug seller, drug selling (n.); drug-seller, drug-selling (u.m.)

## E

e-mail (within text; capitalize E-mail in an address/telephone list)

ensure ("insure" only when referring to insurance coverage)

epilogue (*not* epilog)

ex-convicts

exhibit 1 (text), Exhibit 1 (title)

ex-offenders

## F

fact sheet

Fax-on-Demand (cap as proper name)

fax-on-demand (lower case as generic)

FBI (Federal Bureau of Investigation)

federal, federally

female (OK to use as adj., e.g., "female offender," and noun, e.g., "the females in the jail"; also use noun "women")

flier (*not* flyer)

followup (u.m./n.; two words if a verb)

for-profit (u.m.)

fundraiser, fundraising

## G

gender (use instead of "sex" in tables)

government

Governor

graffito (sing.), graffiti (pl.)

grievable

## H

hardcopy (u.m.); hard copy (n.)

health care (n.); health-care (u.m.)

highrise

high school (u.m./n.)

home page

hotline

hotspot (n.) (no quotation marks)

## I

indepth (u.m.)

indexes (*not* indices)

in-house (u.m.)

in-kind

inner-city (u.m.); inner city (n.)

inpatient

inservice

intake

the Internet, *but* an internet or intranet

## J

judgment

just deserts

JUSTINFO (NCJRS Internet listserv)

Juvenile Justice Clearinghouse (JJC)

Juvenile Justice Resource Center (JJRC)

## K

kidnaping, kidnaper

## L

listserv

## M

male (OK to use as adj., e.g., "male offender," and noun, e.g., "the males in the
   jail"; also use noun "men")

marshal (*but* U.S. Marshal)

mayor (l.c. unless used before a surname)

Metropolitan Washington (*but* Washington metropolitan area)

middle school (u.m./n.)

moneys (*not* monies)

multiagency

multicultural

multijurisdictional

multisite

## N

nation (U.S.) (in general use instead of country), national

nonprofit

NW (not NW. or N.W.)

## O

offsite

online (u.m./n.)

onsite

outpatient

## P

paralleling

PAVNET (Partnerships Against Violence Network)

policymaker, policymaking

pre-incident

private-sector (u.m.); private sector (n.)

problem-solving (u.m.); problem solving (n.)

proved (past participle: You have proved your point.)

proven (adjective: A proven remedy.)

public-sector (u.m.); public sector (n.)

## R

RAND (all caps) Corporation

re-create (to create again)

re-election

Representative (preferred to Congressman or Congresswoman)

résumé

## S

sallyport

screenwriter, screenwriting

semiannual, semicolon (close up all others), *but* semi-independent, semi-
   automatic weapon.

sex (use "gender" in tables)

Social Security number

startup (u.m./n.)

state

state's attorney, state attorney general, state's attorney's office

statewide

systemwide

## T

timeframe

toll-free (u.m.); toll free (Call toll free.)

totaled

toward (*not* "towards")

trafficking

## U

under way (adv.)

U.S. Attorney, U.S. Attorney's Office (u.c.)

U.S. Marshal

## V

versus (in text always write out except in court cases)

video cassette (u.m./n.)

videotape

## W

website, *but* World Wide Web, the Web

white-collar crime

-wide (close up all words ending in "wide," e.g., systemwide, communitywide)

workplace

workplan

work release (u.m./n.)

worldwide, *but* World Wide Web

## X

x-ray (*not* x ray)

## Y

youth (sing./pl.)

## Z

ZIP Code (*not* Zip Code)