

Guidelines for Preparing a Report for Publication

Prepared for

U.S. Department of Housing and Urban Development
Office of Policy Development and Research

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Introduction

During fiscal year 2014, those interested in the U.S. Department of Housing and Urban Development's (HUD's) research accessed more than 17 million downloadable files from huduser.gov, the Office of Policy Development and Research's (PD&R's) website. The HUD USER Clearinghouse, PD&R's research information service, continued to experience demand for printed copies of products and, during that same year, distributed approximately 91,000 studies and reports to interested constituents through its Web Store, via subscription and by other means.

This guide was prepared initially in 2001 in response to numerous inquiries that PD&R's Research Utilization Division (RUD) received from HUD staff and contractors about how to prepare reports for publication and about publication standards and guidelines. Compiled in a single volume that can be readily shared with others, the guide addresses frequently asked questions on a variety

of topics. It goes through a typical report section by section, providing explanations, tips, and dos and don'ts. It provides suggestions for making publications ready for timely web posting and offers helpful hints for those asked to prepare material based on research findings.

RUD ensures that PD&R's publications reflect HUD's graphic and industry standards, are appropriately formatted for printing, and are accessible on the web as quickly as possible after they are completed. RUD's goal is to make this guide useful to HUD staff and contractors.

As technology and publication policies change, RUD will update the contents and will welcome suggestions from the guide's users.

Research Utilization Division
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I. Where and How To Begin

Creating a publication is a joint endeavor between the author and support staff, which includes writers, editors, graphic artists, layout and design specialists, and printers. In the U.S. Department of Housing and Urban Development (HUD) Office of Policy Development and Research (PD&R), the Research Utilization Division (RUD) serves as the resource for the authors and contractors who have publication questions. Because RUD's primary function is to disseminate the results of PD&R research, its staff members are highly experienced in packaging research to make it appealing to readers and to market it to interested constituents.

Contracting Officers' Technical Representatives (COTRs) are responsible for the accuracy and completeness of research studies that contractors, grantees, and holders of cooperative agreements produce. When the product is the result of inhouse research, the author is the responsible party. The COTR or inhouse

author is responsible for arranging staff-level technical reviews and developing a draft into a technically acceptable final product ready for publication.

RUD staff are available to assist the COTR, author, or any member of the support staff with issues such as formatting, publishing, and disseminating the document (see Section III, Preparing a Report, and Section IV, Publishing a Report).

When the COTR or author has a substantively satisfactory draft, RUD organizes a Research Utilization Committee (RUC) meeting that involves all interested parties. The RUC meeting attendees discuss dissemination issues and agree on a dissemination plan. RUD staff document the dissemination agreement, review the final draft for publication readiness, have (as appropriate) the covers and pages designed, and oversee the clearance and publication process.

II. Elements of a Report

Covers

HUD assumes responsibility for designing and printing the final covers.

Front Matter

Front matter includes everything before the body of the report, such as the letter from the Secretary, title page, acknowledgments, disclaimer, foreword, contents, list of exhibits, and executive summary. The elements of the front matter appear in the following order.

Letter From the Secretary

HUD assumes responsibility for providing the letter from the Secretary if the Office of Public Affairs determines that one should appear in the publication. Major publications, however, deserve the author's recommendation for a letter from the Secretary or Deputy Secretary.

Title Page

The title page includes the exact, accurate title of the publication. The title page might also include the date of publication (month and year with no comma between them); the organization name (do not include the street address, but the city and state are acceptable); and the names of author(s) or program sponsor(s). HUD employees can appear as authors only if they are solely responsible for the text (that is, if they have personally performed the research and written the report). HUD policy does not permit COTR names on title pages. Example 1 depicts a sample title page based on this publication.

Acknowledgments

The acknowledgments appear on the reverse of the title page. In this section, the author references or thanks COTRs or other helpful contributors.

Disclaimer

Contractors who produce independently written reports that HUD chooses to publish will place the following disclaimer at the bottom of the title page's reverse side (usually under the acknowledgments).

"The contents of this report are the views of the contractor and do not necessarily reflect the views or policies of the U.S. Department of Housing and Urban Development or the U.S. government."

Foreword

HUD assumes responsibility for providing the foreword, when appropriate. Forewords are reserved for signed policy messages, usually from an Assistant Secretary. Major publications deserve the author's recommendation for a foreword.

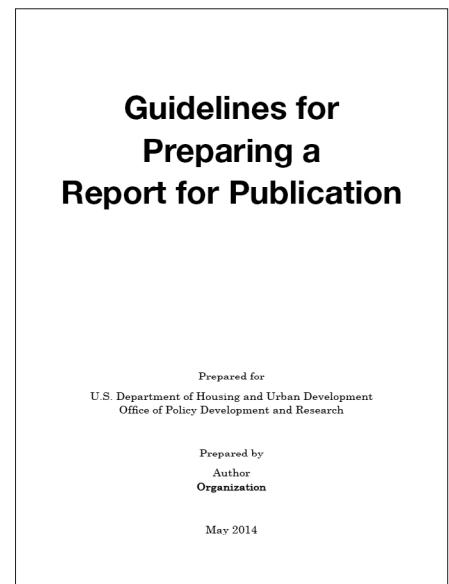
Contents

The contents page lists the main sections of the text and clearly indicates the hierarchy of headings using indentation (see "Headings" in Section III, Preparing a Report). The contents page also lists page numbers for any appendixes and references sections. Items that precede the contents page in the document (letter from the Secretary, acknowledgments, disclaimer, or foreword) are not included on this page.

List of Exhibits

A list of exhibits immediately follows the contents list when the publication includes five or more tables, illustrations, graphs, figures, or charts within the text. When the contents page is a single page, the list of exhibits is placed on the reverse side. Exhibits that are included only for visual effect are not included. Exhibits are listed in the order in which they appear in the report or by category

Example 1. Sample Title Page



(for example, all tables together, then all figures together). The section is labeled “List of Tables” if the section lists only tables, “List of Illustrations” if the section lists only illustrations, and so on.

Executive Summary

An executive summary is strongly recommended for reports longer than 50 pages. The executive summary should be no longer than five single-spaced pages and include only what readers must know to understand the thesis of the report.

Note: The executive summary is a summary of the report and, as such, should be an original section; it should not repeat sentences and paragraphs verbatim from the report.

Body of the Report

The body of the report is the main text. Chapters and sections within a chapter are designated with different heading levels, which help illustrate how the report is organized. (See Section III, Preparing a Report, for full details.)

End Matter

End matter includes everything that follows the body of the report, such as

the appendixes and references. Elements of the end matter may be listed in the contents.

Appendixes

When relevant information is either too long or too detailed to be included in the main text of the report, it is presented in one or more appendixes. Charts or graphs may also be included in appendixes. Note that the spelling of “appendixes” (not “appendices”) conforms to Government Printing Office (GPO) style (see Section V, Overview of GPO Style). The word “appendix” is lowercase when referred to in the report.

Example: “See appendix A,” not “See Appendix A,” unless the reference is to the complete title—“see Appendix A, Glossary.”

Note: Appendixes are lettered (Appendix A, Appendix B), not numbered (Appendix I, Appendix II).

References or Works Cited

The references or works cited list is placed after the appendixes, because the appendixes might contain citations that appear in the references list. A discussion of the proper styling of references entries appears in Section V, Overview of GPO Style.

III. Preparing a Report

For Authors

Software Recommendations

Use Microsoft Word for text. For spreadsheets or charts, use Microsoft Excel or check with the COTR. For graphic elements such as maps or equations, check with the COTR. For design and layout, HUD requires Adobe InDesign and Adobe Illustrator.

Draft Preparation

When writing a draft for reviewers and editors, keep the format simple. Do not use internal links (including contents page or references), text boxes, or outline formatting. Do not automatically number heading levels. Do not embed complex graphics or tables. Do not link data in the document to outside source files that might update.

Be aware when creating a draft that HUD reports must comply with federal accessibility standards (Section 508; <http://www.section508.gov>). Set up the document using header and paragraph styles. Avoid inserting manual line breaks. Draft brief descriptions of visual elements in the report to include as alternate text for the visually impaired.

When sending Microsoft Excel files with graphics to reviewers and editors, remove all macros and worksheet links before sending. When possible, submit all elements of the draft in an editable format; do not submit picture files or screen captures.

Grammar and Syntax

GPO guidelines (see Section V, Overview of GPO Style) call for authors to use “standard English grammar” and to “avoid wordiness.” The following list addresses several common pitfalls among authors of PD&R reports. Avoiding these common mistakes will make a report more readable.

- Use active voice (“Congress requires HUD to...”), which is nearly always preferable to passive voice (“HUD is required by Congress to...”).
- Do not begin sentences with conjunctions, such as “and,” “but,” “nor,” “or,” “so,” and “yet.” The most common mistake is to begin a sentence with “However.” The sentence, “However, it was a mistake” should be rewritten, “It was a mistake, however.”
- Avoid using the word “There” to begin a sentence. Such sentences usually are weak. The sentence “There are many HUD programs to help families find housing” is stronger when written as “Many HUD programs help families find housing.”
- Avoid unclear antecedents by including a noun after the pronouns “such,” “that,” “these,” “this,” and “those.” The sentence “That is important” is clearer as “That rule is important.”
- Avoid unnecessary verbiage. The common phrases “a total of,” “as well as,” “in order to,” and “located in” are unnecessary and can be replaced by nothing, “and,” “to,” and “in,” respectively. Likewise, “upon” and “utilize” are unnecessary synonyms for “on” and “use.”
- Be clear about the meanings of “since” and “while.” “Since” refers to elapsed time; using it as a synonym for “because” is a common mistake. “While” refers to a concurrent event; using it as a synonym for “although,” “and,” “but,” or “whereas” is a common mistake.
- Do not end sentences with prepositions such as “with” or “to.”
- Choose prepositions carefully. Prepositions such as “over” and “under,” “higher” and “lower,” and “above” and

“below” refer to physical locations. When discussing orders of magnitude, “more” and “less” or “greater than” and “less than” are more accurate.

Exceptions: “High” and “low” are acceptable in discussions of levels, prices, and rates; “above” and “below” are acceptable in discussions of peaks and valleys.

- Do not begin sentences with words such as “Clearly,” “Generally,” “Historically,” or “Of course.”
- Avoid referring to populations as “the poor,” “the elderly,” or “the disabled.” Use “poor (or low-income) people,” “seniors,” and “people with disabilities.”

Headings

Use different heading levels to organize text and separate sections (example 2). Most reports (including this style guide) use two or three heading levels differentiated by distinct type sizes and effects, such as bold or italic. Using all uppercase letters is acceptable for short headings but becomes difficult to read for longer headings. In such instances, consider using a larger font size in Title Case instead.

-
- ★ The number and levels of heading in a document can vary, but consistency in the hierarchy of headings is important.
 - ★ Do not use subheadings excessively; using three levels of headings is most common.
 - ★ Use every subheading level that appears in a section at least twice; if only one subsection corresponds to a given level, do not give that subsection a heading.
-

Footnotes

PD&R prefers footnotes, which appear at the bottom of each page, to endnotes, which appear at the end of the report. Use footnotes for additional comments, clarification, or asides that are not directly relevant to the flow of the main text. Use numbers, instead of letters or asterisks, as

footnote reference markers, and number footnotes continuously throughout the document. In the narrative, place the footnote marker after, not before, punctuation such as periods, commas, or close parentheses.

Block Quotes

If the report includes long quotes or quotes from prominent people, such as the President, the Vice President, or the Secretary, set the quote apart from the text. Indent lengthy quoted passages farther from the left and right margins than the main body text is indented. If the quote is by a prominent person, place the person’s name, along with his or her title and/or organization, after the quote (example 3).

Interior Exhibits: Graphs, Tables, and Illustrations

Use simple, clear graphics that readers can easily understand. To make the document cohesive, use a consistent style for all graphics.

Example: If data in one table are in thousands, present similar data in similar tables in thousands also.

For simplicity, classify all types of tables, charts, graphs, text boxes, and illustrations under the generic label of “exhibit.” If this label is not appropriate in a given report, use separate labels but keep the categorizing consistent.

Provide graphics in their original (editable) format and include instructions on their placement in the text. Original (editable) files can be Microsoft Excel files (for charts, graphs, tables, or exhibits) or Adobe Illustrator files (for drawings or illustrations; be sure to outline fonts and embed art). If you embed graphics with the text in your electronic version of the report, also provide the graphics in their original format in separate electronic files.

Note: Do not create illustrations or highly complex exhibits using Microsoft Word’s internal drawing tools.

Example 2. Heading Levels

Title Case Heading 1

Heading 1 is a bold, sans serif font that is larger than the body text, which starts on a new line.

Title Case Heading 2

Heading 2 is a bold, sans serif font that is the same point size as the body text, which starts on a new line.

Sentence case heading 3. Heading 3 is bold and is the same font and size as the body text, which continues on the same line as the heading. The period after the heading is also bold.

Example 3. Block Quote

Set the text of a block quote indented from both margins but otherwise with the same treatment as the body text. Do not use quotation marks before or after the quoted material.

—Name of person quoted
Professional affiliation on new line

Headers and Footers

Insert headers and, if appropriate, footers on all pages except the title page and reverse title page. If the final page of a printed report is a blank even-numbered (left-hand) page, do not include a header or footer on that page.

Headers contain the title of the report or the chapter or section heading. Footers contain the page number. Include additional information (for example, the authors' names if each chapter of a larger publication has a different author) as appropriate. Footers are unnecessary if all the needed information, including the page number, fits comfortably in the header. Do not put a contractor's name in the header or the footer. The first page of a section does not have a header if it would have the same text as the title of the section.

Pay attention to the placement of headers and footers when producing a bound document. Place the focus of the header on the outside of the page rather than on the inside. Right-hand (odd-numbered) pages have page numbers and headers toward the right margin of the page. Left-hand (even-numbered) pages have page numbers and headers toward the left margin of the page. Facing pages (even numbers on the left and odd numbers on the right) appear as mirror images (example 6).

For web-only reports, center the focus of the header and footer on the page, because odd- and even-numbered pages are not treated differently, as they are in a bound document (see the previous section, "Pagination").

Page Numbering

Include all the pages of a document (including blank pages) when counting page numbers. Do not print numbers on the title and acknowledgment/disclaimer pages or on a blank final

page of a report. Use lowercase Roman numerals to number the front matter in the following order (example 7).

- Title page (count but do not print the page number).
- Acknowledgments and/or disclaimer page (the reverse of the title page; count but do not print the page number).
- Foreword or preface (print Roman numerals).
- Contents (print Roman numerals).
- List of exhibits (print Roman numerals).
- Executive summary (print Roman numerals).

The first page of the body of the report is a right-hand page (in a bound report) and is Arabic numeral 1. Continually number, with Arabic numerals (2, 3, 4, and so on), every subsequent page in the body of the report, including blank pages.

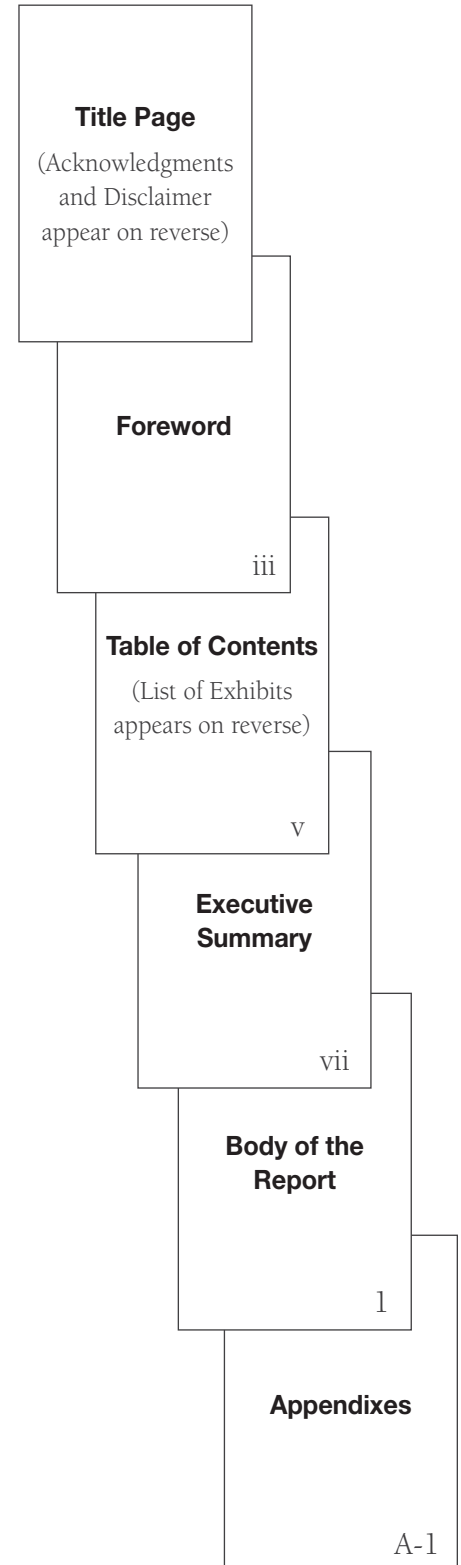
When including appendixes to the report, number them A-1, A-2, A-3; B-1, B-2, B-3; and so on. If appendixes are included, the References or Works Cited list is the last appendix and is numbered as such. In the absence of other appendixes, however, the pages of the References or Works Cited section are numbered with Arabic numerals, continuing from the main body of the report.

For consistency, adhere to the basic order outlined in this section. Not all HUD and PD&R publications contain every section in the preceding list, however.

Page Orientation

Printing from left to right across the short side of the page is called portrait (or vertical) orientation. Printing across the long side of the page is called landscape (or horizontal) orientation.

Example 7. Page Numbering



Portrait orientation is appropriate for most documents. For special documents, including those that have wide tables, charts, or graphs, a landscape orientation may be more suitable. Portrait and landscape orientations can also be mixed, such as in a document that is primarily text but has several wide illustrations.

Justification, Spacing, and Line Length

Left-aligned (flush left) text with ragged-right text is preferred to fully justified (flush left and flush right) text, which can result in uneven spacing between words in a line and is generally considered more difficult to read. Use only single spacing after the end punctuation of a sentence throughout the document; double spacing between sentences is a carryover from the days of the typewriter and is not the modern industry standard for publications.

This paragraph is the only fully justified text in this document. All other text is left justified. Note how the number of spaces between words and sentences varies, making it more difficult to read.

Fonts

In thinking about the design of the publication, remember to limit the number of fonts, sizes, and styles (such as **bold** or *italic*) in a document. Inconsistently mixing fonts, sizes, and styles can overwhelm

the reader; RUD recommends using no more than three different styles on a page. A serif font, such as **Times New Roman**, is the industry's most popular for running text. Typographers believe that serifs encourage the horizontal flow of the reader's eyes. A sans serif font, such as **Arial**, is the industry's most popular for headlines, titles, and visual elements such as tables (example 8).

The most commonly used serif typefaces for the body of a report are **Book Antiqua**, **Cambria**, **Garamond**, and **Times New Roman**. The most common font sizes are 10 and 12 point. PD&R prefers that its authors deliver reports with **12-point Times New Roman** body text.

For headings, titles, and visual elements, a sans serif typeface is suggested. The most commonly used typefaces for headings and titles are **Arial**, **Calibri**, **Century Gothic**, and **Impact**. PD&R prefers that its authors deliver tables in **10-point Arial**.

Use no more than two different typefaces and no more than three different font sizes to indicate various heading levels in the same report. Style the different levels consistently throughout the report. Headings can also include boldface type and/or small capital letters. PD&R recommends using standard fonts, unless absolutely necessary, for ease of printing (see "Complex Documents" in Section IV, Publishing a Report).

Example 8. Common Fonts and Styles

Serif fonts such as this 10-point Berkeley Oldstyle Book have small lines at the ends of elements that embellish a basic letter.

Sans serif fonts such as this 10-point Helvetica Neue Light are straight.

Because italic text is difficult to read, use it sparingly for contrast and impact but not for large blocks of text.

Bold-Faced Text Is Usually Reserved for Headings and Chapter Titles.

IV. Publishing a Report

Hardcopy Versions

In addition to submitting an electronic version of the report, provide HUD with an error-free, printed copy. A printed copy of the report is necessary in case the electronic version contains formatting or technical errors. The printed copy will serve as a formatting blueprint.

Web Posting

If the report will be posted on the web directly, create an electronic version (usually PDF, or portable document file) of the document that includes all elements of the report, including the front (and, if appropriate, back) covers and graphics. Do not insert blank pages. Center the focus of headers and footers. Center the printed material on the pages; do not account for gutters. (See “Pagination” and “Headers and Footers” in Section III, Preparing a Report.) Use a lower resolution than is necessary for print publications to minimize the size of the electronic file.

Note that federal law requires all web-based government publications to be accessible to people with disabilities, including those with vision impairments. Before you deliver the electronic version, ensure that all elements of the report are Section 508 compliant (see <http://www.section508.gov>). Ensure the accuracy and completeness of all document tags and bookmarks. Ensure that the page structure is correct and that the 508 reader will read document elements in the correct order. Ensure the accuracy and completeness of the alternate text use to describe visual elements.

If the end product will be a web page, please refer to the HUD web publication standards at <http://portal.hud.gov/hudportal/documents/huddoc?id=WebPubStandards.pdf>.

Complex Documents

If the report is going to a printer for hard-copy dissemination, include all unusual fonts used to prepare the document. Providing unusual fonts when sending the electronic file to the printer is important, because printers may not have the same fonts in their collection. If you do not send the fonts, the printer may choose substitute fonts that could adversely affect the look of the document.

In addition, include a desktop publishing package (for a checklist, see the next section, “Professional Versus Inhouse Printing”). Label the disk with the author’s or submitter’s name, the filename, and the name of the software product(s) and version used (Adobe InDesign, Adobe Illustrator, and so on).

Professional Versus Inhouse Printing

High-profile, high-priority, and especially long documents require professional printing (through GPO). If a report is short or is for a small audience (100 or fewer copies), PD&R will print the report in house. Report deadlines also influence the production method. Professionally printed documents require more time to produce than those printed in house and are more expensive to create.

Submit documents to HUD in a manner appropriate to the chosen method of reproduction. Submit a report for in-house printing in hardcopy and electronic formats, as discussed previously in the “Hardcopy Versions” section.

For more sophisticated documents produced in layout software, provide a complete (printed and electronic) desktop publishing package. Include the following items—

- Correctly labeled, high-resolution electronic file with crop marks.
- Printout with crop marks.
- GPO Form 952 (Desktop Publishing Disk Information).

Consult the COTR with any questions about this list if a camera-ready package is required.

Binding Options

Documents printed in house can be mechanically bound using spirals, loose-leaf rings, post, or combs. Short documents can be stapled down the left margin or printed on 11-by-17-inch paper, folded, and stapled in the gutter between two pages (ensure the page count is divisible by four). Longer documents—generally of 100 or more pages—are professionally printed and perfect bound (glued at the left edge, creating a spine). For more information, consult the COTR.

V. Overview of GPO Style

As a federal government agency, HUD uses a modified version of the *U.S. Government Printing Office Style Manual*. This overview of GPO style provides guidance about the elements of language and style that are appropriate for all government publications.

Appendix B, *Style Guide for PD&R Publications*, addresses PD&R's preferences for certain elements when those preferences are more specific than, or vary slightly from, GPO style. Appendix C, *Specific Usage*, lists terms commonly used in PD&R publications, including some usage that varies from GPO style.

When neither this guide nor the *GPO Style Manual* provides an answer, turn to *The Elements of Style* (Strunk and White) or the most recent edition of *The Chicago Manual of Style*.

Make sure that any publication submitted to HUD is free of obvious spelling and grammatical errors. Use the word processing program's spell check feature as you work and run spell check after making any changes to the document. Remember, however, that a spell check is not foolproof. Review the document after each round of editing.

Check exhibits for factual accuracy and clarity of presentation.

General Guidelines

- Follow the *GPO Style Manual* except where noted in this guide.
- Write reports in the third person objective point of view. Avoid using the second person (you, your).
- Avoid wordiness.
- Use standard English grammar.
- Use active voice wherever possible.
- Use politically sensitive vocabulary.
- Use footnotes for additional comments, clarification, or asides that are not directly relevant to the main text flow.
- Use “report,” not “paper,” when referring to the text.
- For verb forms ending in -ed or -ing, use single final consonants.
Examples: focused not focussed, labeled not labelled, benefiting not benefitting.
- Use italic text when a term is defined for the first time in the report.
Example: “*Originations* is a term used in mortgage lending.”

Abbreviations and Acronyms

- Spell out the term in question at first use followed by the abbreviation or acronym in parentheses. For subsequent occurrences, use only the acronym.
Example: “The U.S. Department of Housing and Urban Development (HUD) researched a project on low-income housing. HUD found...”
- Do not use an article in front of an acronym that is used as a noun.
Example: “GPO provides guidance” is correct; “the GPO provides guidance” is incorrect.
- If an abbreviation or acronym is repeated in subsequent chapters, spell out the term at first use in each chapter followed by the abbreviation or acronym in parentheses.
Exception: Do not redefine HUD in each chapter.
- If an acronym has not appeared for 10 or more pages, repeat the full version before using the acronym again, but reusing the acronym in parentheses is not necessary.
Exception: HUD.

- Spell out state names in text unless part of a mailing address, metropolitan statistical area, or publishing location in a literature citation.
 - Spell out state names and acronyms in the titles of reports, chapters, tables, and charts.
 - Do not use a period after the abbreviation for area locations in an address
Examples: SW, NE
 - Avoid Latin abbreviations in the text; substitute English expressions
Example: Use “that is” instead of “i.e.”
- but “on line” and “on site” as prepositional phrases), policymaker/-ing, decisionmaker/-ing, nationwide, regionwide, statewide, systemwide, and workplace. (See Appendix C, Specific Usage, for other examples.)
- Use a hyphen between words (high-level decision) or abbreviations of words (HUD-sponsored study) that are combined to form a unit modifier immediately preceding the word modified, unless the meaning is clear and readability is not aided by using the hyphen (high school student). Do not hyphenate predicate adjective or adverb phrases (“full-time employee,” but “employed full time”). The same rule applies to compounds (“the underway study,” but “the study was under way”).

Bullets

- Begin each entry in a bulleted list with a capital letter and end it with a period.
 - Use no line spacing between entries when each entry requires one line; use one line of space between entries if any entry requires more than one line.
 - See “Bulleted and Numbered Lists” in Appendix B, Style Guide for PD&R Publications, for specific rules.
- Do not hyphenate a two-word unit modifier when the first word is an adverb that ends in -ly (congressionally chartered group).
 - Hyphenate numerical compounds that are unit modifiers (5-year program, three-story building) but not ordinal numbers that are unit modifiers (25th year program, third story unit).

Capitalization

- Use lowercase for a descriptive term that denotes direction or position (northern Vermont, south Dade County), but capitalize terms denoting regions in the United States (Northwestern United States, the Northwest).
 - Do not capitalize the word “program,” as in Community Development Block Grant (CDBG) program, unless the word is part of the acronym, as in Experimental Housing Allowance Program (EHAP).
- Relating to age, hyphenate unit modifiers and noun phrases (18-year-old offender, an 18-year-old) but not predicate adjectives (the offender is 18 years old).

Hyphens and Dashes

- Use a hyphen (-) to connect the elements of certain compound words.
Example: The unit modifier “low-income.”
- Use an en dash (–) in a range of numbers, capital letters, or figures and capital letters.
Examples: 1989–99, exhibit 6–A, pages 239–274.
- Use an em dash (—) in text to indicate a sudden break or abrupt change in

Compounding and Unit Modifiers

- Close up the words database, followup (noun or adjective, but “follow up” as a verb), hotline, indepth (adjective), online and onsite (adjective,

thought or to set off matter closely related to the main statement.

Example: HUD focused on larger states—California and Texas—for this report.

- Do not use spaces on either side of a hyphen, en dash, or em dash.
Examples: Low-income housing, 1992–94.

Italics

- For emphasis, italicize rather than underscore.
- Do not italicize foreign words commonly used in English.
Examples: “per se,” “et al.”

Numbers

- Spell out cardinal numbers one through nine and ordinal numbers first through ninth.
Examples: one unit, first floor, Seventh Street.
- Use a numeral for a single number of 10 or more, unless it is the first word of a sentence.
Example: “Twelve of the 15 researchers attended ...”
- Use numerals for all units of measurement, time, money, and percent.
Examples: 3 inches, 4 hours, \$5.00, 7 percent.
- If a paragraph includes a discussion with more than one number, and one of the numbers is 10 or more, use figures for all numbers that relate to the same subject.
Examples: “The speaker listed 5 universities and 12 community-based organizations in the collaboration,” but, “The five universities in the collaboration cited 12 separate studies.”
- Write multiyear periods in the same century as 2011–14, not 2011–2014, except in the case of triple numbers.
Example: use 2000–2001, not 2000–01.

Punctuation

- Use commas after each item in a series of three or more words, phrases, letters, or figures when the words “and” or “or” are included.
Example: a, b, and c; red, white, or blue.
- Use a comma before and after explanatory phrases, appositives, and identifiers; after a state when using a city and state name (Newark, New Jersey,) except as a modifier (Newark, New Jersey area); and in a complete date within a sentence (On May 1, 1995,) except as a modifier (The May 1, 1995 data). Do not use a comma for only the month and year (June 1994).
- Use a semicolon to separate a series of phrases containing commas, to separate statements too closely related in meaning to be written as separate sentences, and for statements of contrast. Minimize the use of the semicolon to join two independent clauses that could stand as separate sentences.
- Place periods and commas inside quotation marks. Place colons, semicolons, question marks, and exclamation points outside quotation marks unless they are part of the material being quoted.

References

Compile a complete list of cited works in the References section at the end of each chapter or at the end of the document. The following style for various types of publications is common but not required. It is important, however, to provide enough information so the reader can locate the cited work. For each cited work, include all authors’ first and last names (use initials only when authors are identified by initials in the original work), the year of publication, the complete title, the location of the publisher, the name of the publisher (or the publication in which the work appears), and the page range (if the work is part of a larger publication).

Journal Article

Coulton, Claudia, Brett Theodos, and Margery A. Turner. 2012. "Residential Mobility and Neighborhood Change: Real Neighborhoods Under the Microscope," *Cityscape* 14 (3): 55–90.

Book

Wang, Jichuan, and Xiaoqian Wang. 2012. *Structural Equation Modeling: Applications Using Mplus*. West Sussex, United Kingdom: John Wiley & Sons.

Winston, Pamela, Ronald J. Angel, Linda M. Burton, P. Lindsay Chase-Lansdale, Andrew Cherlin, Robert A. Moffitt, and William Julius Wilson. 1999. *Welfare, Children, and Families: A Three-City Study Overview and Design Report*. Baltimore: Johns Hopkins University Press.

Chapter in a Larger Work

Bronfenbrenner, Urie, and Pamela Morris. 1998. "The Ecology of Developmental Process." In *Handbook of Child Psychology. Vol. 1, Theoretical Models of Human Development*, edited by William Damon and Richard M. Lerner. New York: John Wiley & Sons: 993–1028.

Report

Burt, Martha R., Dave Pollack, Abby Sosland, Kelly S. Mikelson, Elizabeth Drapa, Kristy Greenwalt, and Patrick Sharkey. 2002. *Evaluation of Continuums of Care for Homeless People: Final Report*. Prepared for the U.S. Department of Housing and Urban Development, Office of Policy Development and Research. Washington, DC: Government Printing Office.

Same Author for Multiple References

List all works attributed to one author together in chronological order. Use a 3-em dash followed by a period (———.) instead of repeating the author's name after the first reference.

Exception: In *Cityscape*, use reverse chronology.

Ihlanfeldt, Keith R. 1991. "The Effect of Job Access on Black and White Youth Employment: A Cross-Section Analysis," *Urban Studies* 28: 255–265.

———. 1992. *Job Accessibility and the Employment and School Enrollment of Teenagers*. Kalamazoo, MI: W.E. Upjohn Institute for Employment Research.

Web Sources

Bluestone, Barry, and Chase Billingham. 2011. *The Greater Boston Housing Report Card 2011: Housing's Role in the Ongoing Economic Crisis*. Boston: Dukakis Center Publications. http://www.bostonfoundation.org/uploadedFiles/Sub_Site/web_specials/New_CHTF/GBHRC_Final101411.pdf.

Emergency Shelter Commission. 2012. The 33rd Annual City of Boston Homeless Census. http://www.bphc.org/healthdata/other-reports/Documents/2012-2013%20Key%20Findings_ESC.pdf#search=annual%20city%20of%20boston%20homeless%20census (accessed March 3, 2013).

Institute for Children, Poverty, & Homelessness. 2012. "Profiles of Risk: Maternal Health and Well-Being." http://www.icphusa.org/filelibrary/ICPH_ProfilesOfRisk_No.6_Maternity.pdf (accessed March 3, 2013).

Author-Date Citations

Reference style is often a function of what is most appropriate for the report, but the most crucial element is consistency.

PD&R style prefers author-date citations: (Johnson, 1995). Carefully cross-check author-date citations with corresponding reference entries to make sure the information in the citation and reference entry match.

VI. Legal Issues

Permission To Publish HUD Publications

Works published without copyright (for example, all government publications) are in the public domain and may be reprinted without charge or permission. Any copyrighted material in the report, however, remains protected. HUD requests that, if a commercial publisher wishes to reprint portions from a HUD report, the publisher make no changes to the material. HUD also requests that the publisher include a citation or credit line that identifies HUD as the author and identifies the title of the publication as the source of the material.

Publication of Reports by Contractors

Standard contract provisions state that, unless a research report has already been cleared for publication and made available to the public by the government, the contractor that prepared it may not disclose its contents to the public or publish it for 3 months after the acceptance of the final report, unless the contracting officer has given written permission. Include the following notice in the contractor's publications.

Research was performed under contract with the U.S. Department of Housing and Urban Development, Office of Policy Development and Research.

If the report was prepared with HUD funds, the contractor may copyright the layout and design but not the substantive language, which remains in the public domain.

Publication of Reports by Those in Cooperative Relationships

Unless the government has already made the report available to the public, those in a cooperative relationship (grantees and holders of cooperative agreements) cannot publish the report for 60 days after the acceptance of the full report unless the grant or cooperative-agreement officer has given written permission. In such a case, the publication must contain one of the following two notices.

The work that provided the basis for this publication was supported by funding under a grant from (or cooperative agreement with) the U.S. Department of Housing and Urban Development. The substance and findings of that work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and in-terpretations contained in this publication. Such interpretations do not necessarily reflect the views of the government.

or

The contents of this report are the views of the [contractor, grantee, or holder of this cooperative agreement] and do not necessarily reflect the views or policies of the U.S. Department of Housing and Urban Development or the U.S. government.

Place either paragraph on the front or back of the title page. Like contractors, those in cooperative relationships may copyright the layout and design of a report but not its substantive language.

Inhouse Publications

For an inhouse study, place the following notice on the front or back of the title page.

The research forming the basis of this report was conducted by the [Division] in the U.S. Department of Housing and Urban Development, Office of Policy Development and Research.

Copyrights, Patents, and Trademarks

The government can be held liable for damages if it is found to have infringed on a copyright, patent, or trademark. The author of a report must obtain and present to PD&R written permission to use such material from the holder of the rights. This rule applies to all publications prepared for internal or external use.

The rights holder might dictate wording and placement of the credit. If so, follow his or her guidelines. If not, place the following notice on the back of the title page.

Material on page [x] reprinted from [title of publication] by [author] by permission of [holder of copyright], [year of publication].

Trade and Manufacturers' Names

Avoid the appearance of endorsing or favoring commercial products. If the report will not be meaningful without referring to the products, mention them only with approval. After receiving approval, include the following notice on the back of the title page.

The U.S. government does not endorse products or manufacturers. Trade or manufacturers' names appear herein solely because they are considered essential to the object of this report.

Appendix A. Editing PD&R Reports

General Guidelines

Read the report word for word to ensure correct grammar, spelling, punctuation, and sentence structure; consistency in style and usage; clarity in meaning and logic; conciseness in verbiage; and adherence to the standards of written English.

Generate a list of acronyms. Search on open parentheses to find defined acronyms. Do a visual search for acronyms not defined parenthetically. Search on each acronym to ensure it is defined on first use (and not on subsequent uses). Search on the full term to ensure the acronym is spelled out on first use and that the full term does not appear again within 10 pages of that chapter/major section.

Check off footnotes as they appear in the text. Check to see if the wording in the footnote fits within the context of the text in which it is found. Also double-check the numbering of the notes, both in the text and in the footnotes.

Confirm that tables, figures, and other exhibits appear in the correct numerical order and in the order in which they are called out in the text. Confirm that each exhibit is called out in the text before it appears.

After editing the References section and printing the pages in that section, search on open parentheses in the text to find works cited. Check each author-date citation against the corresponding entry in the References section. If the work is not in the References section, include a note—on the page with the author-date citation and in the correct location in the References section—for the author to add it. Search (by first author's last name) for any works in the References section not

found by searching on open parentheses. Move any References entries that have no corresponding author-date citation in the text to the Additional Reading section, which follows the References section.

Create a style sheet showing capitalization, hyphenation, and so forth of terms not listed in this guide.

Confirm that all referenced web addresses are correct. Search for “http” and follow links to confirm they are active. Search for “www” to find any web addresses that do not begin with http and do the same. Add “http://” to the beginning of any address that does not already include it.

Search for the pronouns *such*, *that*, *this*, *these*, and *those* to make sure a noun follows these pronouns. Avoid using such pronouns alone to refer to an idea developed in the preceding sentence.

Example: “... a HUD program called Choice Neighborhoods. *This program is ...*,” NOT “... a HUD program called Choice Neighborhoods. *This is ...*,”

Editing Charts, Tables, and Graphs

Compare the narrative with the information contained in charts, tables, and graphs to ensure accuracy and consistency. Place an in-text callout before and as close as possible to the placement of the chart, table, or graph.

Correct obvious errors.

Example: A chart lists five states, but the text says that the chart shows only two states.

Query ambiguous discrepancies.

Example: A bar on a graph shows 50 diplomats, but the text refers to the 80 diplomats shown in the graph.

Pay special attention to table and column titles, making certain that the text uses the same language to refer to these items.

Example: A stubhead says, “Growth of cities,” but the text refers to the row in the chart called “growth in cities.”

Check charts, tables, and graphs as follows.

Charts and Tables

Check overall appearance for—

- A logical reason for any unfilled cells.
- An immediate sense of logical sequential order.
- Consistency within and among all charts and tables in the report.
- Alignment of numbers in columns by ones or by decimals, as appropriate.

Check labeling for—

- Title.
- Vertical and horizontal headings.
- Absence of symbols, unless their lack may cause confusion.
- Avoidance of abbreviations, where appropriate.
- Consistency and parallelism of wording.

Check symbols (for example, \$, %) for—

- Appropriateness of use.
- Absence in columns after initial entry.
Note: If every number in a column is a percent or a dollar amount, use the percent or dollar symbol in parentheses in the boxhead above the column and delete the symbols next to the numerals, as needed.

Check number form for—

- Consistent number of places beyond the decimal point within a category.

- Use of 0 (zero) preceding a decimal number less than 1.
Example: 0.1 is correct; .1 is incorrect.

- Use of words for large-number endings.

Examples: 1 million, 2 trillion.

- Use of Roman numerals only in cases in which Arabic numerals could cause confusion.

Check mathematical calculations as follows.

- Spot-check each category (for example, addition, mean, percent) by estimating for reasonableness.
- If one or more entries in a category appear unreasonable, check for correctness by performing the actual calculations, as necessary.

- Cross-check among dependent categories.

Example: If a row of added figures is incorrect, a row of percentages derived from those added figures will probably be incorrect.

The correct order for footnotes in tables is—

- Acronyms (in alphabetical order separated by periods).

Example: HUD = U.S. Department of Housing and Urban Development. PD&R = Office of Policy Development and Research.

- ^aFootnotes. (Table footnote markers are letters, not numbers; no space between marker and note.)
- * Asterisks (separated by periods). Used to indicate, for example, statistical significance.
- Notes: Separated by periods.
- Sources: Separated by semicolons; no end punctuation

Graphs

Check bar graphs, histograms, line graphs, and scattergrams, in general, for—

- Title.
- A vertical axis divided into appropriate, equal intervals and labeled.
- A horizontal axis divided into appropriate, equal intervals and labeled.
- A match between any number label and its graphic representation.
Example: A number atop a bar matches the bar's height on the appropriate scale.

Check bar graphs for—

- Equal space between bars.
- When needed for clarity, especially in pictographs and double bar graphs, a key to symbols, values, or both.

A histogram is a bar graph that shows the number of times data occur within a certain range or interval, usually time.

Check histograms for—

- Bars tangential to one another so that each bar shows equal intervals and all bars, taken together, show the complete interval.

A line graph should be used only to show changes and variations over time. This type of graph is the most misused. If a line graph does not show changes over

time, query the author and suggest a change to a bar graph, which is more appropriate. Check line graphs for—

- One axis that shows equal intervals of time.
- Another axis that shows what is occurring over time.
- A line or lines on which all points are connected.
- When needed for clarity, a key identifying what each line represents, such as in a double or multiple line graph.

A scattergram shows two variables as a set of points. Check scattergrams for—

- A set of points scattered on the plane between the two axes at appropriate places (if those places can be determined).

A circle graph (also called a pie chart) shows the relationship of parts to one another and to the whole. Check circle graphs for—

- Title.
- Labels clearly identifying each section.
- Appropriately sized sections. (Use a protractor to measure the number of degrees in each section; the number of degrees should match the result of each section label multiplied by 360 degrees.)

Appendix B. Style Guide for PD&R Reports

Abbreviations, Acronyms, and Initialisms

Define abbreviations, acronyms, and initialisms (including HUD and PD&R) the first time they are used and use the acronym thereafter. Except in certain cases, spell out the full term and place the acronym in parentheses immediately following. Redefine acronyms at the beginning of each chapter or major section. If at least 10 pages occur after the previous use of the acronym, spell out the full term again (but do not redefine in parentheses).

Do not use “the” with an acronym.

Example: U.S. Department of Housing and Urban Development (HUD) is referred to thereafter as “HUD,” not “the HUD.”

To indicate the plural of an acronym, simply add *s* (CDBGs, GSEs). Use an apostrophe only to indicate possession (HUD’s field offices, HMDA’s database).

Avoid Latin abbreviations in the text. Substitute English expressions for the Latin abbreviations e.g. (“for example”), i.e. (“that is”), and etc. (“and so on”).

Agency Address Hierarchy

U.S. Department of Housing and
Urban Development
Office of Policy Development
and Research
Room 8126
451 Seventh Street SW
Washington, DC 20410

Bulleted and Numbered Lists

Introduce bulleted and numbered lists with a colon, an em dash, or a period.

Use a colon or a period if the introduction is a complete sentence.

Examples: These items are in this list:
The following list includes several items.

Use an em dash if the introduction is a sentence fragment.

Example: The items in this list are—

Capitalize the first word of each bulleted or numbered item, and end each item with a period, not with a comma, semicolon, or the word “and.”

Use Arabic, not Roman, numerals followed by a period, not a parenthesis.

Example:

1. Red.
2. White.
3. Blue.

Be consistent throughout the document in the formatting and indentation of lists.

Capitalization

In titles and headings, capitalize all words except prepositions, conjunctions, and articles with three or fewer letters.

Examples: With, Through, Above, for, on, to (prepositions). and, but, Because, Either... or (conjunctions). a, and, the (articles).

In titles and headings, capitalize “To” if it is the infinitive form of a verb, such as “To Run,” “To Speak,” and “To Rent.”

Example: “I Went *to* the Store *To Buy* Bread.”

In tables, charts, and exhibits, words in boxheads follow capitalization rules for titles (title case). In table stubs and graphics labels, capitalize only the first word of each entry (sentence case).

Hyphens, Dashes, and Parentheses

In text, a hyphen closed up against the number that follows indicates a negative sign.

Example: -33.

GPO and PD&R style generally call for compound unit modifiers to be hyphenated (for example, “low-income housing”). Omit the hyphen if the first word of the compound ends in “ly” (for example, congressionally chartered group). For common exceptions, see “Commonly Used Terms” in Appendix C, Specific Usage.

Do not overuse em dashes and parentheses. They set off matter that is not intended to be part of the main statement but that is important enough to be included.

Never use an en dash in a “from... to” or “between... and” construction in document text; always use “to,” “and,” or “through.” Be clear about the use of “to” and “through”: “1999 to 2001” covers a span of 2 years and “1999 through 2001” covers a span of 3 years.

Examples: between 1999 and 2001, from 1999 to 2001, from 1999 through 2001.

Use en dashes for numerical ranges (page numbers, dates, phone numbers, ZIP Codes, and so forth) in tables, figures, and reference lists. Set them solid (no space on either side).

Examples: 623–655 (page range, as in reference entry), 10–11–12 (date), 555–555–5555 (phone number), 22222–2222 (ZIP Code).

In tables and figures, follow the en dash by a space to indicate a negative sign before a numeral.

Example: – 33.

Numbers

Spell out cardinal numbers one through nine, except for units of measurement, money, time, and percent.

Use a numeral for a number of 10 or more, unless it is the first word of a sentence.

Denote units of measurement, money (excluding large amounts such as \$4 billion), and time in figures.

Do not hyphenate monetary amounts, and do not write out the word “dollars” when a dollar sign is used (\$4 billion investment, not \$4-billion investment or \$4 billion dollar investment).

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

Example: “Each of the five girls earned 75 cents an hour.”

Spell out ordinal numbers “first” through “ninth.” Use numbers for “10th” and greater. Exceptions include military units, which are expressed in figures at all times when not at the beginning of a sentence. As with cardinal numbers, when two or more ordinal numbers appear in the same sentence and one of them is “10th” or greater, use figures for all ordinal numbers in the sentence.

Punctuation

Do not use an apostrophe with the plural form of an acronym.

Example: “HUD released NOFAs,” not “HUD released NOFA’s.”

Use commas sparingly, but use them according to rules of syntax and to aid understanding.

Use a comma before the “and” or “or” in series of three or more words or phrases (the “serial comma”).

Do not use a comma before dependent clauses such as, “The vacancy rate was up from last year but down from 2010.” Use a comma before independent clauses such as, “The vacancy rate was up from last year, but *it* was down from 2010.”

Use a comma after the day and year of a complete date.

Example: January 23, 1995, was the date the project commenced, but January 1995 was the month the project commenced.

Do not use a comma after the state name in a city and state used as an adjective.

Example: Indianapolis, Indiana metropolitan area.

PD&R style generally prefers to omit hyphens in common compound words; that is, “policymaker” instead of “policy-maker,” “preexisting” instead of “pre-existing,” “socioeconomic” instead of “socio-economic,” and so on.

Place punctuation marks outside parentheses.

Exception: Place periods inside parentheses that comprise a complete sentence.

Place commas and periods inside quotation marks. Place other punctuation marks outside quotation marks (unless they are part of the quoted material).

Punctuation immediately following boldface or italic is also bold or italic.

References

Arrange the entries in alphabetical order. Single-author entries come before multi-author entries beginning with the same name. Multiple entries with the exact same author(s) are listed chronologically by year of publication.

Exception: In *Cityscape*, use reverse chronology.

Style. Follow the author-date citations and references list style in *The Chicago Manual of Style*.

Footnotes versus references. Text that is strictly reference information should not be included in the footnotes; move it to the references list. In the footnote or parenthetical citation, include only the author(s) and year.

Public documents (laws and so on). Cite in footnotes; do not include as full entries in the references list.

References not cited in text. Do not include in the references list. Create a separate list titled “Additional Reading.” If the document does not include any references cited in the text but does cite works at the end, the title of the section should be “Selected Reading.”

Author-Date Citations

Author-date citations embedded in the text refer to the entries in the References list.

One author. (Johnson, 1995).

Two or three authors. (Johnson, Jones, and Brown, 1995). Write out “and.”

More than three authors. (Johnson et al., 1995)

Group, agency, or organization as author. (Federal Reserve Bank of Boston, 1976).

Page number in reference. (Johnson, 1995: 56). This treatment is for quoted material.

Two or more references by different authors. (Bryan et al., 1996; Johnson, 1995; Ross and Jones, 1999). The order of the citations is alphabetical.

Two or more references by same author. (Johnson, 1995, 1997, 1999).

Exception: In *Cityscape*, use reverse chronology: (Johnson, 1999, 1997, 1995).

Placement. In general, place references relating to the preceding text immediately before a mark of punctuation. If an author’s name is cited within a sentence, place the reference date in parentheses immediately following the name: Carter (1980).

In press. Cite the year as “forthcoming” or “in press.” Use these terms only for articles that have been accepted for imminent publication. If an article is not actually in press, cite it as though it were an unpublished manuscript.

Appendix C. Specific Usage

Official Names of HUD and HUD-Related Programs

Base Realignment and Closure (BRAC; a process), but Base Closure and Realignment (BRAC) Commission

Chicago Area Project (CAP)

Choice Neighborhoods Initiative (Choice)

Community Advantage Panel Survey (CAPS)

Community Building Initiative (CBI)

Community Development Block Grant (CDBG) program

Comprehensive Community Revitalization Project (CCRP)

Demonstration Pre-Development Grant (DPG) Program

Earned Income Tax Credit (EITC) program

Empowerment Zone/Enterprise Community (EZ/EC) program

Fair Housing Initiatives Program (FHIP)

Family Self-Sufficiency (FSS) program

Gautreaux program

Grey Areas Project (*not* program)

Home Affordable Modification Program (HAMP)

Home Affordable Refinance Program (HARP)

HOME Investment Partnerships Program (HOME program; HOME)

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Homeowner Affordability and Stability Plan (HASP)

HOPE VI Program (Housing Opportunities for People Everywhere; do not spell out)

Housing Allowance Demand Experiment (HADE)

Housing Allowance Supply Experiment (HASE)

Housing Assistance Plan (HAP)

Housing Choice Voucher (HCV) Program (formerly Section 8)

Housing Development Action Grant (HoDAG) program

Housing Discrimination Study (HDS)

Housing Opportunities for Persons With AIDS (HOPWA) program

low-income housing tax credit (LIHTC)

Low-Income Housing Tax Credit (LIHTC) Program

Making Home Affordable Program (MHAP)

Model Cities program

Moderately Priced Dwelling Unit (MPDU) program

Moving to Opportunity (MTO) for Fair Housing demonstration program

Moving to Work (MTW) demonstration program

National Community Development Initiative (NCDI)

National Foreclosure Mitigation Counseling (NFMC) Program
Neighborhood and Family Initiative (NFI)
Neighborhood Development Demonstration Program (NDDP)
Neighborhood Self-Help Development (NSHD) program
Neighborhood Stabilization Program (NSP)
Plan for Transformation (a Chicago Housing Authority initiative)
Promise Zones
public housing
public housing agency (PHA)
Rental Assistance Demonstration (RAD)
Rental Rehabilitation Program
Section 8 Existing Housing Certificate Program
Section 8 New Construction Program
Small Area Fair Market Rent (FMR) Demonstration Program
Supplemental Nutrition Assistance Program (SNAP/food stamps)
Temporary Assistance for Needy Families (TANF)
Tenant Rental Assistance Certification System (TRACS)
Troubled Asset Relief Program (TARP)
Welfare-to-Work program

Commonly Used Terms

A

Abt Associates Inc.	no comma
acknowledgment	not “acknowledgement”
ad hoc	adjective and adverb (do not italicize)
add on; add-on	verb; noun and unit modifier
administration/Administration	initial cap only with proper names; for example, Obama Administration, the administration
African-American	GPO style prefers “Black”; HUD PD&R style prefers African-American (hyphenated)
afterschool	unit modifier
the Agency	when referring to an agency (e.g., CIA) that has “Agency” as part of its name.
air-condition	all forms
ALN Apartment Data, Inc.	
AmeriCorps	
annual average change	refers to change over a 12-month period
anticrime, antigrowth, etc.	follow GPO style
<i>Apartment Insights</i>	
Appalachia; Appalachian Mountains	
appendixes	not appendices
area	no comma when used with city and state; for example, Richmond, Virginia area
assisted	helped by grants or subsidies
assisted-living	unit modifier
Atlantic Coast	differs from GPO style

autumn	lowercase; the autumn of 2015, not autumn 2015
average annual change	refers to change over a period of more than 12 months
Axiometrics Inc.	no comma
B	
bachelor of arts/bachelor of science	
backup	noun and unit modifier
basis point	noun
00-basis-point	unit modifier
below-market	unit modifier
benefiting	not benefitting
Black Knight Financial Services, Inc.	
broad-based	unit modifier
Brookings Institution, The	not “Institute;” capitalize The
Brookings Institution Press	not “The”
buildout/buildup	noun and unit modifier
built-in/built-up	unit modifier
Bureau of the Census	U.S. Census Bureau on first mention; Census Bureau thereafter
buy-in	
buy-out	
buydown	
C	
cashflow	noun and unit modifier
categorical	divided by class
census	U.S. Census Bureau or Census Bureau, but the decennial census (lowercase)
Center City Philadelphia	not Philadelphia Center City
central city/central-city	noun/unit modifier
certificate	Section 8 certificate (before 1982); Section 8 voucher (after 1982)
childcare	noun and unit modifier
city	not initial capped when referring to the place: The city of Worcester is in Massachusetts; (exception: New York City)
City	initial capped when referring to the city government; HUD approved a grant to the City of Worcester
cleanup	noun and unit modifier
closeout	noun and unit modifier
co-	applicant, author, benefit, borrower, chair. Rest one word.
co-op	as in a cooperative apartment building
code book	two words
common sense/commonsense	noun/unit modifier
computer-skills training	
Condo Vultures® LLC	
Congress/congressional	
Consolidated Plan	
Continuum of Care/Continuum-of-Care (CoC)	noun/unit modifier

CoreLogic, Inc.	
credit-card advances	
creditworthiness/creditworthy	
crewmember	
criteria (plural); criterion (singular)	
customer service center	
customer-service call center	
cut off/cutoff	verb/noun and unit modifier

D

data (plural); datum (singular)	
data set	GPO style prefers dataset (one word)
database	
daycare	noun and unit modifier
decisionmaker/decisionmaking	
deep subsidy	
demand-side	unit modifier
double up/doubling up/doubled-up	verb/gerund, functioning as a noun/unit modifier
downpayment	
drywall	

E

e-mail/E-mail	in text/in address lists
earned-income	unit modifier, except in Earned Income Tax Credit (EITC) program
Earth/earth	the planet/dirt
east coast	
East Texas	
Eastern Shore	
ENERGY STAR	
enterprise zone	usually not capitalized at the state level
Executive Order No./Executive order	specific/generic

F

F-test	
fall	lowercase; the fall of 2015, not fall 2015
factors	requirements (for making competitive awards)
faraway	noun and unit modifier
federal	lowercase; government, department, and so on (GPO style prefers Federal)
fieldwork	
first quarter level	
First Time Homebuyer Tax Credit program	
first-time homebuyer	generic
first-time homebuyer tax credit	generic
fixed-rate loans	

follow up/followup	verb/noun and unit modifier
for profit/for-profit	noun/unit modifier

G

GI fund	
goods-producing sector	
government	lowercase (GPO style prefers Government for Federal Government)
grassroots	unit modifier
Great Depression	October 1929 through roughly the start of World War II
Great Recession	December 2007 through June 2009
Greater Boston, Los Angeles, New York, etc.	
gross state product	initial cap when used with state name; for example, Maryland Gross State Product

H

Hanley Wood, LLC	
hardcopy	unit modifier
health care/healthcare	noun/unit modifier
high school	noun and unit modifier
high-rent	unit modifier
higher-income	unit modifier
highrise	
home builders	
home page	
homebuilding	noun and unit modifier
homebuyer/homebuying	
homeowner/homeownership	
homeseller/homeselling	
hotline	
housing choice voucher	lowercase in generic references
housing price index	
hurricane/Hurricane Sandy	generic/proper name (for example)

I

I-95	Interstate 95 (I-95); I-95 thereafter
in-kind	unit modifier
in-migration	noun and unit modifier
Inc.	comma usage or nonusage is according to official company name
independent-living	unit modifier
indepth, infill, inhouse, etc.	
inner city/inner-city	noun/unit modifier
Internet	initial capped
intranet	

J

Jacobs effect	
Japanese-American	noun and unit modifier

K

kickoff	noun and unit modifier
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L

labor force	noun and unit modifier
land use	noun and unit modifier
landowner	
large scale/large-scale	noun/unit modifier
lay off/layoff	verb/noun and unit modifier
lease up/lease-up	verb/noun and unit modifier
life cycle/life-cycle	noun/unit modifier
loan guaranties	
loan-to-value	unit modifier
long-term	unit modifier
longrun	unit modifier
low-income	unit modifier; income of less than 80 percent of the area median (includes poor)
low-income people	not poor people
low-interest	unit modifier
lower-income	unit modifier
lowercase	
lowrise	

M

majority-minority	a minority population exceeding 50 percent
manmade	unit modifier
market-rate	unit modifier
master-planned	unit modifier
metropolitan	do not use “metro”
metropolitan-area	unit modifier
mid	hyphenate if followed by number or acronym, otherwise close up; exceptions— mid-decade, mid-dish, mid-ice, mid-level
middle-income	unit modifier
Midtown submarket (Atlanta)	
Midwest	
million	do not hyphenate when used with dollar sign; for example, \$10 million project
move in/move-in	verb/noun and unit modifier
move out/move-out	verb/noun and unit modifier
multifamily	

N

<i>N</i> or <i>n</i>	number in sample, in tables
nation/national	lowercase (GPO style prefers Nation)

nationwide	one word; lowercase
Native American	noun and unit modifier
Netherlands, the	lowercase “the”
no.	number, in tables
non	close up unless followed by a capital letter
non-African-American, non-Hispanic, etc.	
North Atlantic	
the Northwest	when referring to that specific region of the country
Northwestern United States	
not-in-my-backyard	unit modifier

O

off(on) campus/off(on)-campus	prepositional phrase/unit modifier
offset	verb, noun, and unit modifier
off site/offsite	prepositional phrase/unit modifier
on line/online	prepositional phrase/unit modifier
one-bedroom	unit modifier; write out number
one-stop shopping	
out-migration	noun and unit modifier
overall, overestimate, etc.	usually closed up, no hyphen
owner occupant/owner-occupied	noun/unit modifier

P

<i>p</i>	probability
2 to 3 percent	
20 percent/20-percent	20 percent poverty/a 20-percent poverty rate (examples)
percentage point	singular if less than 1 but plural if greater than 1
personal-care	unit modifier
Ph.D.	
policymaker/policymaking	
poor	below the poverty line; do not use “the poor”
post-issuance	hyphenate for clarity
preproduction, presale, etc.	
Presidential	
private-market, private-sector, etc.	unit modifier
proactive	
problemsolver/problemsolving	
program	do not capitalize unless part of name of program
public housing	unit modifier
public use	unit modifier
public-sector	unit modifier

Q

quality-of-life	unit modifier
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R

R	correlation coefficient
Real Data	not RealData, Inc.
real estate	do not hyphenate as unit modifier
Realtor®	
RealtyTrac® Inc.	
recordkeeping, recordsetting, etc.	
reenter	
reestimate	
region	lowercase if generic
Reis, Inc.	
rent burden	noun and unit modifier
rent up/rent-up	verb/noun and unit modifier
rental housing market	
rental vacancy rate	
renter-occupied household	not “renter household”
retrofit	not retrofitted; for example, have been retrofit
riverfront	noun and unit modifier
Rock Apartment Advisors, Inc.	
rowhouse	
run up/runup	verb/noun and unit modifier

S

salary and wage employment	
sales housing market	
same-year	unit modifier
San Francisco Bay Area	
school-age	unit modifier
seasons	lowercase (spring, summer, autumn [fall], winter)
second-home buyers	not second homebuyers or second home buyers
secondary-mortgage market	
Secretary of Housing and Urban Development	NOT Secretary of the Department of Housing and Urban Development, Secretary of the U.S. Department of Housing and Urban Development, or HUD Secretary (unless HUD already defined in document)
self-amortizing, self-sufficiency, etc.	usually hyphenated, both noun and unit modifier
sequestration/the sequester	
service-providing sector	
service-sector growth	
set aside/set-aside	verb/noun and unit modifier
short-lived	unit modifier
shortfall	noun
shut down/shutdown	verb/noun
single-family	unit modifier
sizable	not sizeable
Social Security benefits	
Social Security number	

socioeconomic	
South Atlantic region	
South Florida	
South Side Chicago	
the Southeast	when referring to that specific region of the country
Southeastern United States	
southern California	
the Southwest	when referring to that specific region of the country
Southwestern United States	
spillover	noun and unit modifier
spring	lowercase; the spring of 2015, not spring 2015
xx-square-foot area	
staff	plural
state	lowercase
stormwater	
submarket, subprime, etc.	
suburban edge cities	(no hyphen)
summer	lowercase; the summer of 2015, not summer 2015
supply-side/supply-sider	unit modifier/noun

T

<i>t</i> -test/ <i>t</i> -statistic	
takeup	noun and unit modifier
tax-credit	unit modifier
tenant-based	unit modifier
then-governor	unit modifier
think tank	noun
time series	noun and unit modifier
timeframe	
timeline	
Title I loans	
To (infinitive)	upper case as part of a title or heading
totaled, totaling	
toward	not “towards”
townhome, townhouse	
tract-level	unit modifier
tradeoff	
TREND	all upper case; no MLS
Triad area	
turnaround	noun and unit modifier
Type A, Type B, etc.	in American Housing Survey

U

underestimate, underserved, etc.	usually no hyphen
under way/underway	predicate adjective/unit modifier
United Kingdom/U.K.	noun/unit modifier

U.N.	noun and unit modifier (second reference)
United States/U.S.	noun/unit modifier (not US)
U.S. Census Bureau	also acceptable: Bureau of the Census or Census Bureau, but be consistent
up front/upfront	predicate adjective/noun and unit modifier
upon	change to “on” in most cases
Upstate New York	
Urban Institute, the	lowercase “the”
US-66, for example	United States Route 66 (no periods)

V

very low-income	unit modifier
voucher	as in Section 8 voucher; use if referring to period after 1982

W

waiting list/waitlist/waitlisted	noun/verb/adjective
walkthrough	
Washington, D.C.	not DC (except in postal abbreviation)
web page	
website	
well suited/well-suited	predicate adjective/unit modifier
well-being	noun
well-known	unit modifier
west coast	
West End (Chicago)	
West Side (New York City)	
White	Caucasian race
wholesale	
widespread	unit modifier
winter	lowercase; the winter of 2015, not winter 2015
Workable Plan	
workforce, workgroup, workload, etc.	
World Bank, The	
worst case housing needs	lowercase, no hyphens
write down/write-down	verb/noun and unit modifier

Y

Yahoo!-Zillow Real Estate Network	
year-ago, year-earlier, year-round	unit modifier
yearend/year-end	noun/unit modifier
youth	singular and plural

Z

ZIP Code	
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Commonly Used Abbreviations, Acronyms, and Initialisms

A

AAE	Administrative Agency Experiment
ABA	American Bankers Association
ACCRA	Council for Community and Economic Research
ACIR	Advisory Commission on Intergovernmental Relations
ACLI	American Council of Life Insurers
ACMs	asbestos-containing materials
ACS	American Community Survey
ACT	Agenda for Children Tomorrow
ADA	Americans with Disabilities Act
AFDC	Aid to Families with Dependent Children
AFGE	American Federation of Government Employees
AHS	American Housing Survey
AMFI	Area Median Family Income
AMI	Area Median Income
APA	American Planning Association
APR	annual percentage rate or Annual Performance Report
ARA	Apartment Realty Advisors
ARFA	Antirecession Fiscal Assistance
ARM	adjustable-rate mortgage
ARRA	American Recovery and Reinvestment Act of 2009
ASFF	agriculture services, forestry, and fisheries
AU	automated underwriting

B

BEA	Bureau of Economic Analysis
BHP	Boston Housing Partnership
BLS	Bureau of Labor Statistics

C

CA	cooperative agreement
CAA	Clean Air Act of 1970
CAD	computer-aided design
CAHT	County Alliance of HUD Tenants
CAP	Community Action Program
CAP	Community Advantage Program
CBD	central business district
CBDO	Community-Based Development Organization
CBO	community-based organization
CBP	Community Building in Partnership (Baltimore)
CBP	Community Business Patterns
CBRE	CBRE Group, Inc.; subsidiaries and forms of the former CB Richard Ellis
CBSA	Core Based Statistical Area
CCC	Center for Community Change

CDBG	Community Development Block Grant program
CDC	Centers for Disease Control and Prevention
CDC	Community Development Corporation
CED	Council on Economic Development
CEDAC	Community Economic Development Assistance Corporation
CES	Center for Economic Studies (Census Bureau)
CES	Coalition for Economic Survival
CETA	Comprehensive Employment and Training Act
CFED	Corporation for Enterprise Development
CFPB	Consumer Financial Protection Bureau
CFR	Code of Federal Regulations
CHA	Chicago Housing Authority
CHAS	Comprehensive Housing Affordability Strategy
CHDO	Community Housing Development Organization
CLT	community land trust
CMSA	consolidated metropolitan statistical area
CPB	County Business Patterns
CPC	Community Preservation Corporation
CPD	Community Planning and Development
CPI	Consumer Price Index
CPS	Current Population Survey
CRA	Community Reinvestment Act
CSS	Customer Satisfaction Survey
CUE	Committee on Urban Economics
CUED	Council for Urban Economic Development

D

DAP	Development Application Processing
DARPA	Defense Advanced Research Projects Agency
DCCA	Department of Commerce and Community Affairs
DCR	debt-coverage ratio
DHS	U.S. Department of Homeland Security
DoD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOL	U.S. Department of Labor
DOT	U.S. Department of Transportation
DPG	Demonstration Pre-Development Grant
DU	delegated underwriter

E

EC	Enterprise Community
ED	U.S. Department of Education
EDI	Economic Development Initiative
EHAP	Experimental Housing Allowance Program
EIA	U.S. Energy Information Administration
EITC	Earned Income Tax Credit

ELI	extremely low income (noun); extremely low-income (unit modifier)
EMAD	Economic Market Analysis Division
EPA	United States Environmental Protection Agency
ERS	Economic Research Service (USDA)
ESG	Emergency Solutions Grants Program
ESRI	Environmental Systems Research Institute
EU	European Union
EZ	Empowerment Zone

F

FASB	Financial Accounting Standards Board
FDIC	Federal Deposit Insurance Corporation
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FHEA	Fair Housing Equity Assessment
FHEO	Office of Fair Housing and Equal Opportunity
FHFA	Federal Housing Finance Agency
FIRE	finance, insurance, and real estate
FmHA	Farmers Home Administration (defunct; successor is Rural Housing Service, part of Rural Housing and Community Development Service [RHCDS])
FMR	Fair Market Rent
FPM	Office of Field Policy and Management
FSS	family self-sufficiency/Family Self-Sufficiency (program)
FY	fiscal year (only when followed by a year)

G

GAAP	Generally Accepted Accounting Principles
GAO	Government Accountability Office
GATT	General Agreement on Tariffs and Trade
GCP	gross city product
GDP	gross domestic product
GED®	general educational development
GFE	Good Faith Estimate
GI fund	FHA's general insurance
GIS	Geographic Information System
GNP	gross national product
GPS	global positioning system
GRO	grassroots organization
GSA	U.S. General Services Administration
GSE	government-sponsored enterprise
GTR	Government Technical Representative

H

HECM	Home Equity Conversion Mortgage
HERA	Housing and Economic Recovery Act of 2008
HHFA	Housing and Home Finance Agency

HHI	Herfindahl-Hirschman Index
HHS	U.S. Department of Health and Human Services
HMA	Housing Market Area
HMDA	Home Mortgage Disclosure Act
HMO	health maintenance organization
HOME	(do not define) Home Investment Partnership Act
HPD	Housing Preservation and Development
HUD	U.S. Department of Housing and Urban Development
HVAC	heating, ventilation, and air-conditioning

I

IA	Individual Assistance (grant)
IAF	Industrial Areas Foundation
ICMA	International City/County Management Association
IJR	Institute for Juvenile Research
IPUMS	Integrated Public Use Microdata Series
IRA	individual retirement account
IRS	Internal Revenue Service
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IT	information technology
IZ	inclusionary zoning

J

JCHS	Joint Center for Housing Studies of Harvard University
JCPS	Joint Center for Political Studies
JTPA	Job Training Partnership Act

L

LEAA	Law Enforcement Assistance Administration
LEED	Leadership in Energy & Environmental Design
LIHPRHA	Low Income Housing Preservation and Resident Homeownership Act
LIHTC	low-income housing tax credit; Low-Income Housing Tax Credit Program
LISC	Local Initiatives Support Corporation
LQ	location quotient
LTV	loan to value (noun); loan-to-value (unit modifier)

M

MAR	Marshall-Arrow-Romer; MAR effect
MBA	Mortgage Bankers Association
MBS	mortgage-backed security
MLS	multiple listing service
MMI	Money Management International
MMI	Mutual Mortgage Insurance
MRIS®	Metropolitan Regional Information Systems, Inc.
MSA	metropolitan statistical area
MTCS	Multifamily Tenant Characteristics System

N

NAACP	National Association for the Advancement of Colored People
NAFTA	North American Free Trade Agreement
NAHA	National Affordable Housing Act
NAHASDA	Native American Housing Assistance and Self Determination Act of 1996
NAHB	National Association of Home Builders
NAHRO	National Association of Housing and Redevelopment Officials
NAR	National Association of Realtors®
NASA	National Aeronautics and Space Administration
NBER	National Bureau of Economic Research
NCCED	National Congress for Community Economic Development
NECMA	New England county metropolitan area
NECTA	New England City and Town Area
NFFE	National Federation of Federal Employees
NFHA	National Fair Housing Alliance
NGBS	National Green Building Standard
NGO	nongovernmental organization
NHI	National Housing Institute
NHS	Neighborhood Housing Services
NIMBY	not in my backyard
NIST	National Institute of Standards and Technology
NLC	National League of Cities
NLIHC	National Low Income Housing Coalition
NLRB	National Labor Relations Board
NNEREN	Northern New England Real Estate Network
NOFA	notice of funding availability
NPA	National People's Action
NPL	National Priorities List (Superfund)
NPTS	National Personal Transportation Survey
NRC	National Research Council
NRC	Neighborhood Reinvestment Corporation
NSA	Neighborhood Strategy Area
NTIC	National Training and Information Center
NWA	NeighborWorks® America
NYCHA	New York City Housing Authority

O

OAMS	Office of Administrative and Management Services
OCIO	Office of the Chief Information Officer
OEA	Office of Economic Adjustment
OECD	Organisation for Economic Co-operation and Development
OFHEO	Office of Federal Housing Enterprise Oversight
OHHLHC	Office of Healthy Homes and Lead Hazard Control
OIA	Office of International Affairs
OIG	Office of Inspector General
OLS	ordinary least squares
OMB	Office of Management and Budget

ONAP	Office of Native American Programs
OPEC	Organization of the Petroleum Exporting Countries
OREM	Office of Research, Evaluation, and Monitoring
OUP	Office of University Partnerships

P

PA	programmable automation
PCJD	President's Committee on Juvenile Delinquency
PD&R	Office of Policy Development and Research
PHA	public housing authority <i>or</i> public housing agency
PHAS	Public Housing Assessment System
PIC	Public and Indian Housing Information Center
PICO	Pacific Institute for Community Organizations
PIH	Office of Public and Indian Housing
PITI	principle, interest, taxes, and insurance
PMI	private mortgage insurance
PMSA	primary metropolitan statistical area
PRAC	project rental assistance contract
PRAG	Policy Research and Action Group
PSID	Panel Study of Income Dynamics
PUMS	Census Public Use Microdata Sample

Q

QCEW	Quarterly Census of Employment and Wages
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R

REIT	real estate investment trust
REMIC	real estate mortgage investment conduit
REO	real estate owned
RESPA	Real Estate Settlement Procedures Act
RFI	Residential Fixed Investment
RHCDS	Rural Housing and Community Development Service
RHS	Rural Housing Service
RISC	reduced instruction set computing
RMLS™	Not "Regional Multiple Listing Service" or "Realtors Multiple Listing Service"
RRR	Recent Research Results
RTA	Regional Technology Alliance
RTA	Regional Transportation Authority (Chicago)
RTC	Resolution Trust Corporation

S

S&L	savings and loan
S&P	Standard & Poor's
SAAR	seasonally adjusted annual rate
SBA	Small Business Administration
SBDC	Small Business Development Centers

SEC	U.S. Securities and Exchange Commission
SEIU	Service Employees International Union
SFDMS	Single Family Default Monitoring System
SIC	Standard Industrial Classification
SME	small- and medium-sized enterprises
SMH	spatial mismatch hypothesis
SMSA	standard metropolitan statistical area
SRO	single-room occupancy
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSN	Social Security number
SSRC	Social Science Research Council

T

TA	technical assistance
TAG	technical assistance grant
TANF	Temporary Assistance for Needy Families
TCPU	transportation, communications, and public utilities
TEA-21	Transportation Equity Act for the 21st Century
TRACS	Tenant Rental Assistance Certification System
TRP	Technology Reinvestment Project
TVA	Tennessee Valley Authority

U

U.K.	United Kingdom (adjective)
U.N.	United Nations
U.S.	United States (adjective)
UCAN	United Connecticut Action for Neighborhoods
UDAG	Urban Development Action Grant
UEZ	urban enterprise zone
UGB	urban growth boundary
UI	unemployment insurance
ULI	Urban Land Institute
URM	Urban Research Monitor
URPG	Urban and Regional Policy Group
USAA	United Services Automobile Association
USGBC	U.S. Green Building Council
USPS	U.S. Postal Service

V

VA	U.S. Department of Veterans Affairs
VAT	value-added tax
VHDA	Virginia Housing Development Authority
VHO	voucher homeownership
VISTA	Volunteers in Service to America

VLI	very low income (noun); very low-income (unit modifier)
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VPS	voucher payment standard
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W

WCN	worst case housing needs
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WIC	Women, Infants, and Children program
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WPA	Works Progress Administration
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