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## Office for Victims of Crime Style Guide

## General Information

The Office for Victims of Crime (OVC) follows the *United States Government Printing Office Style Manual* (hereafter GPO) for capitalization, compound words, numbers, punctuation, and spelling. You can access and use the free [online version](#). The OVC Style Guide addresses issues not covered by GPO, OVC preferences that differ from GPO, and some style concerns that arise frequently.

For how to treat specific words, see “Frequently Used OVC Terms, Abbreviations, and Acronyms” later in this document.

Because new style questions come up with each document you may be developing, it is a good idea to note the style decisions you make for a particular publication on a style sheet that you develop just for that publication. To maintain consistency, it is important to use only one style throughout the entire document. You can find a style sheet template at the end of this document.

**Please Note:** Whenever the OVC logo is used on an OVC publication, the OJP seal with its tagline must be set to the left of the logo. The tagline is “Innovation • Partnerships • Safer Neighborhoods.” See the Communications Team for artwork and instructions for placement.

## Plain Language

The Plain Language Writing Act of 2010 (P.L. 111-274) requires federal agencies to communicate with the public using simple, easy-to-understand language rather than technical or legal jargon. More information about federal plain language guidelines is available at [www.plainlanguage.gov](http://www.plainlanguage.gov). Consider the following plain language guidelines.<sup>1</sup>

- Write primarily in short sentences of about 20 or fewer words with the subject and main verb in the first half.
- Place modifiers and modifier clauses close to the words they modify.
- Use active voice rather than passive voice whenever possible. Active voice makes it clear who did what.

### *Example*

Avoid: There were a record 183,986 suspects arrested and booked by the U.S. Marshals in 2009 for violations of federal law.

Better: In 2009, the U.S. Marshals Service arrested and booked a record 183,986 suspects for federal law violations.

Use passive voice when you want to focus on the object or recipient of the action rather than the subject.

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<sup>1</sup> Publication and Dissemination Unit, Bureau of Justice Statistics. 2014. *Bureau of Justice Statistics Style Guide*, p. 33.

## **Addresses**

### **Office for Victims of Crime**

U.S. Department of Justice  
810 Seventh Street NW., Second Floor  
Washington, DC 20531  
202-307-5983  
Fax: 202-514-6383  
Website: [www.ovc.gov](http://www.ovc.gov)  
Ask OVC: <http://ovc.ncjrs.gov/askovc>

### **OVC Resource Center**

P.O. Box 6000  
Rockville, MD 20849-6000  
800-851-3420  
301-240-7760  
(TTY 301-240-6310)  
Fax: 410-240-5830 (usually not listed)  
Website: [www.ncjrs.gov](http://www.ncjrs.gov)  
To order publications online:  
[www.ncjrs.gov/App/Publications/AlphaList.aspx](http://www.ncjrs.gov/App/Publications/AlphaList.aspx)

Add OVC TTAC to all documents that list the  
OVC Resource Center:

### **OVC Training and Technical Assistance Center**

9300 Lee Highway  
Fairfax, VA 22031-6050  
866-OVC-TTAC (866-682-8822)  
(TTY 866-682-8880)  
Fax: 703-225-2338  
Website: [www.ovcttac.gov](http://www.ovcttac.gov)  
Email: [TTAC@ovcttac.org](mailto:TTAC@ovcttac.org)

### **International Terrorism Victim Expense Reimbursement Program (ITVERP) Resource Center**

U.S. Department of Justice  
810 Seventh Street NW., Second Floor  
Washington, DC 20531  
800-363-0441  
Email: [itverp@usdoj.gov](mailto:itverp@usdoj.gov)

### **Grants Management System Phone**

888-549-9901

**Notes:** In the Resources and For Further Information sections of OVC publications, the layout of addresses should be as above, setting the phone number flush left and using “Website.” If an email address is given, it should be just above the website.

No colon between TTY and number: TTY 877-712-9279.

If an “attention line” is needed, make it the first line of the address. Nothing should be placed below the city, state, and ZIP Code line.

*Example:*

Attn: John Q. Smith  
General Electric  
18 Hungerford Drive  
Anywhere, NJ 05162

## **Return Address/Mailing Panel**

The return address/ mailing panel should be set in the following type weights. However, vertical spacing/leading shown here is not representative of actual leading on templates:

*Left side:*

U.S. Department of Justice  
Office of Justice Programs  
Office for Victims of Crime  
8660 Cherry Lane  
Laurel, MD 20707-4651

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Official Business  
Penalty for Private Use \$300

*Right side:* Postal Indicia

Presorted Standard  
Postage & Fees Paid  
DOJ/OVC/GPO  
Permit No. G – 26

## ***Web Style***

In terms of punctuation, treat online publications and HTML pages the same as if they were printed products.

## ***Social Media***

Terms and functions used in social media communications:

- Hashtag (#):
  - Using the pound or hash symbol “#” before a single term or string of words associates it with a search for that topic within either Facebook or Twitter. Using hashtags makes posts visible to anyone who clicks or searches for that hashtag. They can be used to group social media posts about specific topics or events. For example, the hashtag #NCVRW2015 was used for all NCVRW messaging on Twitter in 2015.
  - Hashtags cannot include spaces or punctuation.
  - For accessibility, hashtags with multiple words should capitalize the first letter of each word (e.g., #ThroughOurEyes). This makes it easier for users to visually identify individual words and for screen readers to interpret.
  - Always research hashtags for existing usage before including them in content.
- Mentioning and tagging:
  - Tag official accounts of organizations when referring to them. This is a mention on Twitter or a tag on Facebook.
    - Doing so hyperlinks the account name in the actual post.

- Mentions on Twitter include the “@” symbol before the account name. (E.g., [@OJPOVC](#) in a tweet or [Office for Victims of Crime](#) in a Facebook post.)

Other considerations when writing for social media:

- Use plain text. Boldface, italic, and other types of font emphasis do not appear in social media content including Facebook posts and tweets.
- Unless you write the full URL, text cannot be hyperlinked in the body of social media content including Facebook posts and tweets. For example, [OVC](#) wouldn’t appear hyperlinked but just as “OVC,” but [OVC.gov](#) would appear hyperlinked.
- Consider providing an indication that a link in a tweet is a photo, video, or audio file by using descriptive indicators in brackets (e.g., [PIC], [VIDEO], [AUDIO]). This allows people using screen readers to know what to expect before opening any link. Use uppercase formats for further clarity to sighted users.

## Style and Punctuation

### *Abbreviations and Acronyms*

Spell out state names in narrative text (e.g., Washington, D.C.). Use postal abbreviations in addresses and bibliographies (e.g., Washington, DC).

Follow these guidelines for using acronyms in OVC publications and webpages:

- Do not introduce an acronym when it will be used only one or two times. Acronyms interrupt the readers’ train of thought, and too many can be confusing. According to the *Chicago Manual of Style*, less familiar acronyms should be used only if they occur five times or more within an article or chapter. (*Chicago* 15.2)
- In printed products, define a familiar acronym in each item of front matter that may be read separately from the rest of the document, such as the foreword, executive summary, and first chapter. If the acronym is not familiar to the expected audience, define it at the beginning of each chapter. (This may not be necessary with shorter publications.)
- When the phrase defining an acronym is plural, the acronym may be singular or plural, depending on the acronym and the text that follows it:

Agencies should use memorandums of understanding (MOU) to document their agreements with other service providers. By developing an MOU with the Rape Crisis Center, the agency guaranteed that it would have the support it needed for victims of this crime.

If you must use acronyms on a page that consists of numerous short descriptions, such as a catalog or an annotated list of publications, define the acronym in each new entry. However, it is better not to use acronyms at all.

*Examples of ways to avoid using acronyms:*

**Sex Offenses and Offenders: An Analysis of Data on Rape and Sexual Assault (February 1997)**

Draws on more than 24 Bureau of Justice Statistics ~~statistical~~ datasets to provide an overview of violent victimization by sexual assault and the characteristics of the offenders who commit these crimes. Among the findings in this ~~BJS~~ report (NCJ 163392), a high percentage of the rape and sexual assault victims are children, and in 90 percent of the cases, they knew the offender.

**Attorney General Guidelines for Victim and Witness Assistance (October 2011)**

This Department of Justice (~~DOJ~~) document presents guidelines for working with crime victims and witnesses based on federal victims' rights laws and (~~DOJ~~) Department policy.

- Do not define an acronym in a headline or subhead, unless it is the headline for a table or the acronym is actually part of a publication title. (We have made numerous exceptions to this rule, but we'd like to make fewer exceptions in the future.)

*Example:*

**Sexual Assault, National Victim Assistance Academy Text (NVAA) (2002)**

This ~~NVAA~~ text emphasizes foundations in victimology and victims' rights and services, as well as new developments in the field of victim assistance, and contains a chapter on the needs of victims of rape and sexual assault.

- If an acronym is obvious from the headline and the text below is just a paragraph or so, you may use the acronym within the first sentence or two without defining it, especially if it is familiar to the audience. However, if the acronym will be used multiple times throughout the chapter, you should define it within the first line or two.

*Example:*

**Sexual Assault, National Victim Assistance Academy Text (NVAA) (2002)**

This NVAA text emphasizes foundations in victimology and victims' rights and services, as well as new developments in the field of victim assistance, and contains a chapter on the needs of victims of rape and sexual assault.

## **Articles and Acronyms**

- Follow the reader's pronunciation of the word. If an abbreviation begins with a consonant **sound**, use *a*. If it begins with vowel **sound**, use *an*.

Examples:

an IQ test

a USDA-approved drug

an OPEC country

a TVA project

an NFL player

- The use of *the* before an abbreviated name for an organization varies. Follow the organization’s preference: the FBI, the IRS, the UN, but NIH, NATO, UNICEF. Also consider usage; you may be able to skip *the*: FBI standards were discussed.

## Alphabetizing

If the items in a list are to be put in alphabetical order,\* alphabetize them letter by letter (not word by word). When a title begins with the article “A,” “An,” or “The,” keep the article as the first word of the title, but ignore it when you alphabetize the item.

*Examples:*

Accessing Victim Services

The Adaptability of the Crime Victim Assistance Field

Assessing the Structure of Victim Assistance Programs

Identifying Victim Needs

A National Plan for Responding to Disasters

\*Lists do not have to be in alphabetical order; often they must be in the order the author has specified or the order of the subheads to follow.

## Capitalization

- In titles, initial cap each word in a hyphenated word: *The Well-Trained Writer*. (GPO 3.49)
- In titles, initial cap all prepositions with four or more letters.
- Lowercase the word “the” when used with newspaper and magazine titles: It was published in the *Washington Post*.
- Capitalize titles if they are placed immediately before or after a name: Director Joye E. Frost or Joye E. Frost, Director of OVC. In addition, OVC requests that “Director” always be capitalized when the word refers to the “OVC Director” (breaks with GPO 3.34–35, which only capitalizes titles that precede a name). [*Chicago* 8.2: “*Chicago* generally prefers a ‘down’ style—the parsimonious use of capitals. Although proper names are capitalized, many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy), may be lowercased with no loss of clarity or respect.” (also *Chicago* 8.21–.35)]
- Capitalize the names of OVC and other programs. However, other than when using the word “Act” to refer to a specific act, do not capitalize terms such as agency, bureau, center, institute, or program on second reference when they stand alone as a substitute for the full name. (GPO 3.5) **Note:** When editing DOJ publications, be aware that the short reference, Department, is capitalized; alternatively, the acronym DOJ may be used.

*Examples:*

The OVC Resource Center opened years ago .... The center ....

The National Crime Victim Law Institute .... The institute ....

The Suez Canal . . . . The canal . . . .

Polk County . . . . The county . . . .

*Exceptions requested by OVC:*

The Crime Victims Fund . . . . The purposes of the Fund include . . . .

The Antiterrorism Emergency Reserve .... The Emergency Reserve

The National Victim Assistance Academy .... The Academy

- Capitalize specific OVC web products:
    - HELP for Victim Service Providers Web Forum, OVC Web Forum, the Web Forum
    - Directory of Crime Victim Services: An OVC Resource, OVC Directory of Crime Victim Services
    - National Calendar of Crime Victim Assistance-Related Events
- Do not capitalize terms that refer to a particular OVC series, such as fact sheet or bulletin, when they are not part of an official title.

## **Commas**

- Use a comma with numerals: 1,000, 100,000, but 1 million.
- Do not use a comma between month and year: May 1999.
- Do not use a comma preceding et al. (See Snyder et al.)
- Omit the second comma when a possessive ending is used: Washington, D.C.’s monuments.
- Omit the second comma when a hyphenated suffix is used: Fairfax, Virginia-based corporation.

## **Email Addresses and URLs**

- Do not italicize email addresses in text.
- If email addresses are parenthetical, place them inside parentheses or carets: ([xxxx@lmco.com](mailto:xxxx@lmco.com)) or <xxxx@lmco.com >.
- In print products, keep URLs as short as possible:
  - Use either <http://> or [www](http://www), not both. Most URLs need one or the other. Test each. If either one works, use the simplest to remember: [www](http://www). (Exception: For online material such as web pages and eblasts in which the URLs are hyperlinked, you may include both because the user will not have to key in the URL.)
  - Do not add the final slash to a URL, unless it’s needed. Most URLs do not need a final slash. Test each.

## **Hyphens/En Dashes**

OVC follows *Bluebook* style for legal citations such as public laws and section numbers. This style uses hyphens in law numbers and en dashes only when showing a range of pages or sections. Spell out “Public Law” in body text, abbreviate or spell out in notes as you prefer, but be consistent.

- Spelled out: Public Law 86-142, Sections 1-5-50–65 (reads as Sections 1-5-50 through 65)
- Abbreviated: National Environmental Policy Act of 1969, Pub. L. No. 91-190, 83 Stat. 853–54 (1970)

Use an en dash with acronyms and acronyms with numbers. (GPO 8.72)

- CD–ROM, C–SPAN

- I-95, 4-H (Club)

Use a hyphen with mixed letters and a number, mixed letters, and with capital letters and a word.

- MiG-25
- Ioran-C
- ACF-Brill Motors Company

Per GPO style for printed products, use en dashes (not hyphens) in phone numbers, acronyms, and to show a range: 202-307-5983, CD-ROM, 80-100 grants.

### *Tips About Hyphens and Compound Words*

- Never hyphenate the first word in the compound if it ends in -ly. OK to hyphenate if second word ends in -ly.
- Use a hyphen to avoid two of the same vowel side by side and tripling consonants. (Exception: reentry)
- Distinguish between the meaning of one-word compounds used in the nonliteral sense—Examples: *highlight* (prominent detail), *sideline* (added activity)—and the two-word form used in the literal sense—Examples: *high light* (elevation of a light), *side line* (physical line).
- Distinguish between compounding two words to form an adjective modifier and the formation of a predicate adjective. Examples: crystal-clear water *but* the water is crystal clear; fire-tested material *but* the material is fire tested (GPO 7.7).
- For appearance's sake, you may sometimes need to treat words alike that would be treated differently if they appeared separately. Examples: bumblebee and queen bee; farmhand and ranch hand. If such words appear together, treat both as two words (GPO 7.9).

### *Lists*

- When a run-in or displayed list is introduced by a complete sentence, use a colon.

*Example – colon*

The tour is completely accessible to people with disabilities:

- The cruise ship has elevators going to every deck and cabin level.
  - All the ship's doorways are wide enough for wheelchairs.
  - All the tour buses have wheelchair lifts.
- Do not use a colon after an incomplete sentence leading into a displayed/bulleted list. Instead, use an em dash to signify that each item in the list completes the sentence.

*Example – em dash*

Each pilot site will have an eight-member team that will include—

- law enforcement,
- firefighters,
- emergency medical technicians, and
- victim specialists.

*Example – em dash*

The interviews revealed that—

- localities often do not have the resources they need to locate victims and register them for restitution, or to maintain a collections staff to track individuals who were formerly incarcerated and collect payments.
- some victims do not register for payments because they think they will never be paid, and they fear retaliation.
- there is no state-level integrated technology to help staff track restitution owed and paid to victims.
- a state statute requires that restitution collection go to a centralized collections unit after 30 days, or when the formerly incarcerated individual is 1 day late on the payment plan.

Long lists of ideas should be broken up by bullets to ease readability.

## ***Numerals***

Do not add “th” to dates unless they are part of an official title of a book, conference, or other item/activity.

*Examples:*

On July 5, we will hold a forum.

The USA PATRIOT Act was passed after the September 11 attacks on the Twin Towers.

## ***Plurals***

Do not use an apostrophe to make acronyms plural or to indicate decades: MOUs, 1970s.

## ***Slashes***

Avoid slashes whenever possible. For example, use “Policies and Protocols” rather than “Policies/Protocols.” In most cases where an author uses “and/or,” simply the “and” will suffice.

## ***Semicolons***

Use a semicolon when separating clauses containing commas and the word “and” (GPO); to join closely related clauses or statements of contrast (GPO); to offset lists containing phrases or sentences with internal punctuation (6.129 Chicago); and with parentheses or brackets (6.62 Chicago).

- The system is managed by EOUSA and used by the Federal Bureau of Investigation (FBI); the U.S. Postal Inspection Service (USPIS); the Bureau of Alcohol, Tobacco, Firearms and Explosives; the U.S. Attorneys’ Offices; the DOJ Criminal Division; the

Parole Commission; and the Bureau of Prisons (BOP).

- Yes; that is the case. No; you cannot do that.

## ***Split Infinitives***

Avoid placement of an adverb or other modifier between “to” and the verb.

*Example:*

He was known to walk quickly to the store.

*Not:*

He was known to quickly walk to the store.

## **Notes on Type**

Terminal punctuation refers to the punctuation marks used to identify the end of a portion of text. Terminal punctuation following boldface, italicized, or underlined text should be set in standard type. See example directly below.

### ***Boldface***

If you boldface an email or URL, do not boldface the punctuation following it.

*Example:*

Contact us at **www.ovc.gov**.

### ***Italic***

- When citing legal cases in text or end matter, do not italicize the “v.” but do italicize the names of the two parties in the case: *State v. Craig* (GPO 11.8).
- Italicize titles of publications, even when they are part of a series of boldface subheads, some of which are not publications (i.e., you will have both boldface Roman subheads and boldface italic subheads).
- Italicize the titles of books, pamphlets, and other publications. Also italicize the titles of movies and television shows.
- Italicize titles of conference topics.
- Do not italicize email addresses. Italicize URLs only on covers 2 and 3 of the monograph and handbook and in the OJP tagline on bulletins and fact sheets. All in-text/body-text URLs should be set in regular type.
- Do not italicize commonly used foreign terms: et al., ibid.

## **Notes, References, and Other Back Matter**

OVC prefers endnotes over footnotes. Back matter should be put in the following order: endnotes, reference list, bibliography (if any), and appendixes. In OVC fact sheets and bulletins, this back matter follows the For More Information section.

If an item is in both the notes section and the bibliography, abbreviate the note and give the full citation in the bibliography. The bibliography must be able to stand alone, so it needs the full citation.

**Check the document to determine if the authors have used a consistent, logical style. If they have, use that style.** If they have not, notes and references should be styled as follows. (Note: The primary difference between notes and references is that notes begin with the author's first name and separate elements in each entry with commas. Reference citations give the first author's last name first, then begin with first names for second and third authors and separate elements in each entry with periods.)

## **Books**

Note—

Frank A. Allen and Donald Farrington, 1993, *Producing Useful Reference Sections*, New Haven, CT: Yale University Press, 158–66 (page numbers in book citations are optional).

Reference—

Allen, Frank A., and Donald Farrington. 1993. *Producing Useful Reference Sections*, New Haven, CT: Yale University Press, 158–66 (page numbers in book citations are optional).

Note—

William A. Jones, Ann Smith, and John Public, 1994, "Book References and Bibliographies," in *Referencing for Fun and Profit*, ed. George Taylor, New York, NY: Cambridge University Press, 133–45.

Reference—

Jones, William A., Ann Smith, and John Public. 1994. "Book References and Bibliographies." In *Referencing for Fun and Profit*, ed. George Taylor. New York, NY: Cambridge University Press, 133–45.

## **Journals**

Note—

Richard Berk and Mary Campbell, 1995, “When References Fall Into Chaos,” *Journal of Arcane Librarianship and References* 6(1): 36–72.

Reference—

Berk, Richard, and Mary Campbell. 1995. “When References Fall Into Chaos.” *Journal of Arcane Librarianship and References* 6(1): 36–72.

## **Electronic Sources (3/15/2005)**

Note—

National Institute of Corrections, 2007, *NIC Fiscal Year 2008 Service Plan: Technical Assistance, Information, and Training for Adult Corrections*, Washington, DC: U.S. Department of Justice. Retrieved Nov. 30, 2007, from <http://nicic.org/Library/022262>.

Reference—

National Institute of Corrections. 2007. *NIC Fiscal Year 2008 Service Plan: Technical Assistance, Information, and Training for Adult Corrections*. Washington, DC: U.S. Department of Justice. Retrieved Nov. 30, 2007, from <http://nicic.org/Library/022262>.

## **Government Series**

Government series should follow the same format as other series, except the month should be given with the year of publication. Note also in the following example how the publisher is cited.

Note—

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

Reference—

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

Please note that the Government Printing Office is not named as a publisher.

## **Repeating a Citation**

In endnotes, if the same source is cited as the one before, use “Ibid.” with a comma and a page number; e.g., Ibid., 3.

If the source has been given a full citation earlier in the endnotes, mention the earlier note and give the author’s last name; title of book, document, or article; and page number. Be consistent with the form you use.

13. See note 3 above, Jones, “Crime in the Community,” 5. (an article in a periodical)

## Author Issues

**No authors.** Place the editors' names in the author slot. For example, Flannegan, T.J., and K.M. Jamieson, eds.

**Agency is both author and publisher.** Use the agency name as the author and any umbrella institution as the publisher (e.g., where the Minnesota Department of Public Health's Sexual Assault Prevention Program publishes a protocol, the author is the Sexual Assault Prevention Program and the publisher the Minnesota Department of Public Health).

Note—

Office for Victims of Crime, August 1998, *New Directions from the Field: Victims' Rights and Services for the 21<sup>st</sup> Century*, Washington, DC: U.S. Department of Justice, 21.

Reference—

Office for Victims of Crime. August 1998. *New Directions from the Field: Victims' Rights and Services for the 21<sup>st</sup> Century*. Washington, DC: U.S. Department of Justice.

## In Layout

- In a multicolumn document, fill the columns from left to right. Do not make the columns even.
- To break words at the ends of lines, follow *Merriam Webster's Collegiate Dictionary*, 11<sup>th</sup> edition. It differs from GPO's separate *Word Division* booklet on numerous words and our readers are more familiar with *Webster's* versions. In addition, the automatic word division programs that graphics programs use follow Webster's as well. A few examples of the differences are listed here:

<u>Webster's</u>	<u>GPO</u>
assis-tance	assist-ance
con-sis-tent	consist-ent
represen-ta-tive	represent-a-tive
ser-vice	serv-ice

- Place the For More Information section and back matter in the following order: For More Information, Notes, References, Bibliography, Appendixes (if any). Because our authors often send lengthy and numerous appendixes late in the publication process, we place them at the very end of the document rather than before the notes section (NYPL p. 549).
- In documents with more than one appendix, place appendixes in the order in which they are called out in the body text. (*Chicago*, 14<sup>th</sup> edition, 1.86; NYPL p. 549)

## Numbering Pages

**Page Numbers:** Memos and documents longer than one page should be numbered. The page number should be centered in the footer on the second and subsequent pages, with no number appearing on the first page.

## Frequently Used OVC Terms, Abbreviations, and Acronyms

**Spelling:** *Webster's 3rd New International Dictionary*, hardbound or online, is GPO's guide to spelling except for the words listed at GPO 5.20. However, *Webster's* is not GPO's guide for compounding words (GPO 7.5).

**Legend:** u.m. = unit modifier; adj. = adjective; adv. = adverb; n. = noun; v. = verb; l.c. = lowercase; u.c. = uppercase; sing. = singular; pl. = plural; GPO = [U.S. Government Printing Office Style Manual, 2008](#) (OVC's chief editing guide); MW = *Miriam-Webster's Collegiate Dictionary*, 11th Edition; NYPL = *New York Public Library Writer's Guide to Style & Usage*.

### *Phrases To Avoid and Those Preferred*

Always remember that you are talking about people, not institutions. For example, use "homeless people," rather than "the homeless."

#### **Regarding People Who Have Disabilities**

Do not name or define individuals by their disabilities. The victim *has* a disabling condition, not *is* that condition. For example, a person may "have schizophrenia" but that person is not "a schizophrenic." Examples include the following:

- Deaf or hard-of-hearing (use "deaf or hard-of-hearing people," "people who are deaf or hard of hearing"; never "the deaf or hard-of-hearing"). In addition, capitalize the word "Deaf" when referring to the Deaf community, meaning Deaf people who use American Sign Language; have Deaf friends, spouses, relatives; and consider themselves part of a specific Deaf culture, rather than a person who simply cannot hear spoken language. (American Association of People with Disabilities).
- Disabled (use "people with disabilities" or "people who have disabilities"; never "the disabled" or "disabled person").
- Never use "mental retardation" to describe someone with limited intellectual abilities. Instead, use the phrase "intellectual disabilities."
- Never use "mentally ill person" (use only as u.m., not a noun). **NOTE:** Do not use "mentally ill offender" because the mental health field cringes at that term; use either "victimized by a person with a mental illness" or "an offender with a mental illness."

#### **Regarding Ethnic Groups**

"Hispanic or Latino" refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: "Mexican," "Puerto Rican," or "Cuban." This also refers to those who indicate that they are "another Hispanic, Latino, or Spanish origin." People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

#### **Regarding Other Specific Populations**

- Elderly (use "older individuals," "older victims," "elder abuse" or "elder mistreatment"; never "elderly people" or "the elderly").

- Third-world countries (use “developing nations”).
- Individuals with limited English proficiency (LEP) or those with LEP.

### **Regarding the Annual Obligation Limitation on the Crime Victims Fund (CVF)**

Formerly known as the “cap,” this amount set annually by Congress should be referred to as the “obligation limitation.”

### **Numbers**

Spell out numbers one through nine except for units of decimals, degrees, measurement, money, percentages, or proportions. Spell out ordinals first through ninth (first floor, Seventh Street). Use figures for units of time (age, clock, dates) except for centuries and decades (1 day, 2 months, 4 fiscal years, but five decades).

NOTE: When a sentence has 2 or more numbers and 1 of them is *10* or larger, use figures for each number. (GPO 12.5) However, a unit of measurement, time, or money (as defined in GPO 12.9), which is always expressed in figures, does not affect the use of figures for other numbers in a sentence. (GPO 12.6)

Over the past 2 years, the man bought three suits, two pairs of shoes, and nine pairs of socks.  
The man bought 3 suits, 2 pairs of shoes, and 12 pairs of socks.

1–800–000–0000 (use en dashes in phone numbers, *see* symbols; and to show ranges between two numbers, such as 5–10. 911 is an exception.)

301–000–0000

501(c)(3)

1,000 (use comma if 4 or more digits)

\$1 million, \$4.474 million

100-unit (u.m.; 100-unit package)

12-month (u.m.; 12-month supply)

8 1/2- by 11-inch paper

1980s (not 80s, '80s, or 1980's)

25 percent, 0.25 percent (use word in text)

25% (use symbol in tables, figures, lists; no space between number and %)

5 years, *but* two decades

⇒ . . . May 1999 . . . *but* . . . May 2, 1999, . . .

Maine (fully spell the state name in text)

ME, MD, TN, etc. = (use state postal codes in addresses and lists)

5-year (u.m.; 5-year program)

three-story (u.m.; three-story house)

18-year-old offender; an 18-year-old; *but* 18 years old

### **Words and Acronyms**

#### **A**

ABA (American Bar Association)

acknowledgment (GPO)

acronym plurals (no apostrophe, ATM, ATMs)

Act (federal, state, or foreign)  
 Administrative Office of the United States Courts (AOC)  
 adviser (not law; GPO)  
 advisor (law; GPO)  
 adult survivors of child sexual abuse  
 AEAP (Antiterrorism and Emergency Assistance Program)  
 African-American (n., u.m., GPO 5.24, 6.21: Blacks, blacks, Black Americans)  
 aftercare  
 aftereffect  
 after-school (u.m.), after school (adv.)  
 AI/AN Sexual Assault Nurse Examiner–Sexual Assault Response Team (SANE–SART) Initiative  
 Alaska Native (n., u.m.)  
 amendment (GPO 3.9, 3.39, 12.10) (Social Security Amendment of 1954, 1954 amendments, amendment to the Constitution [U.S.], first amendment, ninth amendment, 10th amendment)  
 American Indian (n., u.m., GPO 6.21; preferred over Native American; not a derived form so no hyphen)  
 American Indian/Alaska Native (AI/AN)  
 and/or (avoid slashes whenever possible. In most cases, “and/or” can be replaced with “and.”)  
 anti- (gen. combine w/o hyphen; use hyphen if proper n. and to avoid doubling the same vowel, *but* there are exceptions, such as “reentry”)  
 anticrime  
 antidrug program *but* anti-drug-abuse program *and* Anti-Drug Abuse Act  
 antigang *but* anti-gang-crime activities  
 anti-substance-abuse programs (u.m.; avoid this form; usually “anti-substance abuse”; also “substance-abuse programs”)  
 antiterrorism  
 Anti-Human Trafficking Task Force  
 Anti-Terrorism Act (a law)  
 Antiterrorism and Emergency Assistance Program (AEAP)  
 Antiterrorism Emergency Reserve (the Reserve)  
 anti-trafficking  
 antiviolence  
 appendix (l.c. in text; u.c. in title)  
 appendices (DOJ plural)  
 appendixes (GPO, not DOJ)  
 ARRA (American Recovery and Reinvestment Act of 2009)  
 ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives; no serial comma in official name)  
 ATM, ATMs (DOJ)  
 at-risk (u.m.)  
 attorney at law’s fee  
 Attorney General Lynch *but* the attorney general of Utah  
[\*Attorney General Guidelines for Victim and Witness Assistance\*](#) (AG Guidelines) [2011 Edition (Revised May 2012)]

attorneys at law  
attorneys' fees  
attorneys general

## B

backup (GPO, n., u.m.)  
badge stock  
benefited, benefiting  
bill (*but* Bill of Rights)  
bi- (gen. no hyphen; combine w/hyphen if proper noun)  
biweekly (AVOID; confusing; use "twice a week" or "every 2 weeks")  
BJA (Bureau of Justice Assistance)  
BJS (Bureau of Justice Statistics)  
Blacks, blacks, Black Americans (n., u.m., GPO 6.21: no hyphen when not a derived form;  
*see also* African-American)  
board of directors (capitalize only when listing the actual name of a board of directors)  
bookkeeper  
boot camp  
BOP (Federal Bureau of Prisons)  
bps (bits per second)  
Bps (bytes per second)  
breakdown (n., u.m.)  
bulletin (l.c. in text; u.c. in title)

## C

CA (community advocate)  
canceled, canceling (GPO)  
cannot (GPO)  
capacity-building (u.m.)  
Capital (Washington, D.C.)  
capital (state)  
Capitol, the Capitol (bldg in D.C.), Capitol Police (D.C.) (for states, cap only w/state name:  
the Ohio Capitol Building, the state's capitol)  
caregiver (GPO)  
caretaker  
CASA (Court Appointed Special Advocate)  
case-by-case (u.m.)  
caseload  
catalog (GPO)  
Caucasian (white preferred)  
CD-ROM (use en dash in print (GPO p. 39); use hyphen online)  
chair of the committee  
chapter (l.c. in text; u.c. in title)  
check off (v.) ("Check off the box on the tax form.")  
checkoff (n., u.m.) ("Place your mark in the checkoff box on the tax form." GPO)  
Chief Justice (U.S. Supreme Court)

childcare (n., u.m., GPO)  
child advocacy center  
child protective services  
child protective services caseworker  
children exposed to violence (as victims and witnesses)  
cisgender (a person who is not transgender)  
civil rights (n., u.m.)  
CJA (Children’s Justice Act)  
clean up (v.)  
cleanup (n., u.m., GPO)  
closed-captioned (adj.) (in MW; not in GPO)  
co- (gen. combine w/o hyphen; use hyphen if proper n. and to avoid doubling the same vowel; GPO 6.7, 6.29, 6.32)  
coexist  
collection (l.c. in text; u.c. in title)  
co-locate (see GPO)  
commanding general  
commonwealth’s attorney  
community-at-large (n.)  
community-based (u.m.)  
community planning (n., u.m.)  
communitywide (u.m.) (not in GPO but “nationwide” is; NYPL p. 421 closes common n., hyphenates proper n.)  
compendium (l.c. in text; u.c. in title)  
Congress, but congressional  
congressionally (never hyphenate if 1st word ends in “ly”; OK if 2nd word ends in –ly: congressionally mandated law, user-friendly program)  
Congress’ action  
constitution (state)  
Constitution (federal)  
Constitutional  
Contents (title for contents page; do not use “Table of Contents”)  
counseled, counseling (GPO)  
the consul general  
continuum of care (n.)  
continuum-of-care (u.m.)  
co-occurring  
co-op (GPO, n., means a cooperative farm)  
cooperate (GPO)  
COPS (Office of Community Oriented Policing Services)  
corrections officer (l.c.)  
cost-benefit analysis  
cost-effective (u.m.)  
cost-efficient (u.m.)  
cost-of-living (u.m.)  
counter- (prefix, gen. combine as 1 word, no hyphen; *see* GPO exceptions)

counterterrorism  
county, counties (u.c. in official name Ex: Knox County, Fairfax and Loudoun Counties, Prince George's County)  
Court (u.c. if U.S. Supreme Court; otherwise l.c. except in official names. Ex: Maryland Court of Appeals, Virginia Supreme Court of Appeals; *also see* Supreme Court and U.S. Supreme Court)  
court officers (l.c.)  
court-ordered (u.m.)  
covictim (survivor of a crime victim, particularly a homicide victim)  
crackhouse (GPO)  
crime scene cleanup, crime scene cleanup services  
crimefighter, crimefighting (1 word/GPO)  
crime-mapping (n.)  
crime-mapping (u.m.)  
Crime Victim Assistance Emergency Fund (administered by the FBI)  
Crime Victims Compensation and Assistance  
crime victims field  
Crime Victims Fund (the Fund)  
Crime Victims Fund Award  
Crime Victim Service Award  
Crime Victims' Rights Act of 2004 (CVRA)  
crime victim services  
crimes against persons  
crimes against property  
criminal civil rights laws  
criminal justice-related  
criminogenic  
criteria (plural of criterion)  
criterion (refers to a singular standard upon which a judgment is based)  
cross- (*See* GPO; MW; NYPL p. 419)  
cross-check (v. or n., GPO)  
cross-cultural  
cross-reference (n., GPO)  
cross-train (v.), cross-training (u.m.)  
cross training, cross trainings (n.) (MW online dict.)  
curricula (pl./DOJ)  
curriculum (sing.; l.c. in text; u.c. in title)  
CVF (do not use; use "the Fund")  
CVRA (Crime Victims' Rights Act of 2004)  
cyberspace

## D

data (n.; plural of datum) (use plural verb; "The data are helpful.")  
databank  
database  
dataset

daycare center, daycare services  
day-to-day (u.m.)  
de- (gen. combine w/o hyphen; use hyphen if proper n. and to avoid same vowel twice; GPO 6.7, 6.29, 6.32)  
DEA (Drug Enforcement Administration)  
the Deaf community, (*people with disabilities* preferred; never *disabled people*; see “Regarding People Who Have Disabilities” earlier in this style guide)  
deaf-blind students  
decades (do not use an apostrophe; 1970s)  
decisionmaker, decisionmaking (GPO)  
Defending Childhood: Protect, Heal, Thrive (a DOJ initiative unveiled 9/23/2010)  
deposited into (not “in”) (NYPL p. 193)  
DFSA (drug facilitated sexual assault)  
dialogue (GPO)  
directory (l.c. in text; u.c. in title)  
Directory of Crime Victim Services (online only)  
discreet (means prudent; GPO p. 64)  
discrete (means distinct; GPO p. 64)  
discretionary grants, funds  
district attorney, district attorney’s office  
DIVAS (Domestic and International Victim Assistance, a division of OVC)  
DOC (U.S. Department of Commerce)  
DoD (U.S. Department of Defense)  
DOJ (U.S. Department of Justice)  
dollar value (n.)  
dollar-value (u.m.)  
DOT (U.S. Department of Transportation, *not* Treasury)  
double-click  
drawback (u.m.)  
drive-by (u.m.)  
drug control (n., u.m.; consistent w/Office of National Drug Control Policy)  
drug dependence (n., *not* drug dependency)  
drug endangered children  
drug-free (u.m.)  
drug-related (u.m.)  
drug testing (n., u.m.; no hyphen)

## E

eastern time, e.t. (not eastern standard time, not ET)  
ED (U.S. Department of Education)  
Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
email (within text); Email (beginning of a sentence); do not italicize email address  
embassies (embassies [l.c.] in 30 different countries but U.S. Embassies (u.c.))  
ensure (to make sure)  
entry level (adv.), entry-level (u.m.)  
EOUSA (Executive Office for United States Attorneys; spell out United States)

epilog (GPO)  
e-publication or e-pub  
e-guide  
e.t. (eastern time; do not use “standard,” “daylight,” or “ET,” GPO 9.47)  
evidence-based (u.m.)  
ex- (gen. use hyphen w/this prefix; check GPO, MW)  
exceed  
executive order, but Executive Order 3082  
executive summary (l.c. in text; u.c. in title)  
exhibit (l.c. in text; u.c. in title)  
eyeglasses (GPO)

## F

1st, first (*but* never firstly)  
4th, fourth (*but* never fourthly)  
face off (v., EEI, not in GPO or MW)  
face-off (n., MW; not in GPO)  
face to face (adv., Oxford)  
face-to-face (u.m., MW)  
face up (v. MW; not in GPO)  
faceup (n., u.m., GPO; adv., MW)  
fact sheet (l.c. text unless identifying particular fact sheet: Fraud Fact Sheet)  
faith-based (adj.) or faith based (adv.) [do not use “religious”]  
fall (autumn, lowercase)  
federal (gen. federal prisons, federal judicial system)  
Federal (u.c. only if part of proper n. or title)  
Federal Government, Government (if synonym for Fed. Govt.)  
Federal Courts  
*Federal Register*  
fee-for-service (u.m.)  
FEMA (Federal Emergency Management Agency)  
FFY (federal fiscal year)  
FY (fiscal year)  
figure (l.c. in text; u.c. in title)  
firefighting, firefighter  
first-degree (u.m.)  
first-ever (u.m.)  
first-time (u.m.)  
fiscal year, 3 fiscal years, Fiscal Year 2003 (after 1st use, abbreviate as FY 2003), Fiscal Years 2013–2014, FYs 2013–2014  
FLETC (Federal Law Enforcement Training Center)  
flier (not flyer, GPO)  
follow up (v., MW)  
followup (n., u.m. GPO)  
for-profit (u.m.)  
forward (ahead)

foreword (part of a publication)  
formatted, formatting (GPO)  
formula grant funds  
free of charge (no hyphens, GPO and MW)  
full-time (u.m.; hyphenate u.m, but not pred. adj. or adv. phrase; ex: full-time worker, *but* working full time)  
the Fund (Crime Victims Fund)  
fundraising, fundraiser  
FY (fiscal year, FY 2012)

## G

GED (general equivalency diploma or General Educational Development; equivalent to high school degree)  
general counsels  
government for state government  
Government, Federal Government (GPO p. 48)  
state, local, or national government  
the Governor; the Governor of Iowa; Joe Smith, Governor of Iowa  
graffiti (plural)  
grantmaking (n., u.m.)  
guide, resource guide (l.c. in text; u.c. in title)  
gun-free (u.m.)

## H

The Hague (in text and references)  
halfway house  
handbook (l.c. in text; u.c. in title)  
hand-in-hand (u.m., GPO)  
hands-off  
hands-on  
hardcopy, hardcopies (n., GPO)  
hard-of-hearing (n., u.m.) (use “hard-of-hearing people,” “people who are hard-of -hearing”; never “the hard-of-hearing”)  
help line  
heartfelt  
health care (u.m., n.; but Joint Commission on the Accreditation of Healthcare Organizations)  
HHS (U.S. Department of Health and Human Services)  
high-level (u.m.; ex: high-level decision *but* higher level decision, highest level decision; GPO 6.19)  
high-risk (u.m.)  
high school (n., u.m.)  
Hispanic (Latino is preferred; see “Regarding Ethnic Groups”)  
a historical review (use pronoun “a”/GPO)  
home page  
hospital-based (u.m.)  
hotline

http:// (Do not use in Web address unless address does not begin w/“www.”; don’t italicize, bracket, or underline Web addresses.)

HUD (U.S. Department of Housing and Urban Development; use w/correct article: an H-U-D directive *but* a HUD directive, GPO)

## I

in-custody

indepth (u.m.)

index, indexes (indices if scientific; GPO)

Indian Country

Indian nations

information sharing (u.m.)

in-house (u.m.)

in-kind (u.m, adv.; in-kind gift, payment in-kind)

inner-city (u.m., MW)

inner city or inner cities (n.)

inpatient

in-person (u.m.)

inservice (u.m., Ex: inservice training)

insure (to provide insurance coverage)

intake

intellectual disabilities (always replace “mental retardation” with this phrase)

inter- (GPO: inter-American; rest 1 word)

interagency

Internet, *but* intranet

intracity

issue-identification (u.m.)

## J

JCAHO (Joint Commission on the Accreditation of Healthcare Organizations)

Jerusalem (per State Dept., never pair w/Israel; must stand alone as an international city)

judgment (No “e”)

judicial officer (l.c.)

## K

kb (kilobyte)

keeping (combine w/o hyphen; Ex: recordkeeping)

kidnapper, kidnapping (GPO 2008)

knowledgeable

## L

labeled, labeling (GPO)

large-scale

last-second (u.m.)

Latin American (n., u.m.)  
Latino or Latina  
law enforcement officer (l.c.)  
lay (v.; takes direct obj., Ex: “Don’t lay the blame on me.”)  
LECC (Law Enforcement Community Coordinator)  
LEP (Limited English Proficiency: individuals with LEP, or those that have LEP, LEP users, LEP communities.)  
LGBTQ (lesbian, gay, bisexual, transgender, queer)  
lie (v.; takes no direct obj.; “Please lie down and rest.”)  
lifesaving (n., u.m.)  
life-skills (u.m.)  
life skills (n.)  
like (use as would “similar to” or “such as”; like is followed by a noun, not a verb; like serves as a preposition)  
line of duty (n., u.m.)  
lineup  
listserv  
live-scan device  
LLEBG (Local Law Enforcement Block Grants)  
LLEBG Program  
Local Law Enforcement Block Grants Program  
login (n., u.m., v.; GPO p. 104)  
logon (n., u.m., v.; GPO p. 104)  
London, England (in references and bibliographies)  
longer lasting (no hyphen)  
long-range  
longstanding (u.m., GPO)  
long-term (u.m.), *but* longer term (u.m., GPO 6.19)  
low-income (u.m., low-income job *but* no hyphen in lower income job, lowest income job, GPO 6.19)  
low-risk (u.m. low-risk plan, *but* lower risk plan, lowest risk plan, GPO 6.19)

## M

-maker (combine w/o hyphen; Ex: decisionmaker)  
manual (l.c. in text; u.c. in title)  
mayor (u.c. only w/a name, Ex: Mayor Gray)  
mb (megabyte)  
means-based (u.m.)  
media (pl.); medium (sing.)  
memorandums (GPO)  
mental health (u.m.)  
mental retardation (never use; replace with “intellectual disabilities,” per Ros’s Law, [Public Law 111-256, passed 10/5/2010; also known as S. 2781])  
mentally ill (use only as u.m., not a noun) **NOTE:** Do not use “mentally ill offender” because the mental health field cringes at that term; use either “victimized by a person with a mental illness” or an “offender with a mental illness.”

Mexican-American (n., u.m.; for demographic classification, but U.S.-Mexico border)  
middle school (n., u.m.)  
mini (noun, GPO)  
mini- (a prefix, combine as one word, no hyphen, GPO)  
MIS (management information system)  
moneys (GPO)  
monies (DOJ)  
monograph (l.c. in text; u.c. in title)  
Mothers Against Drunk Driving (MADD)  
MOU (memorandum of understanding)  
multi- (gen. combine w/o hyphen, Ex: multiagency, multistate, multisite, multijurisdictional, multimillion, multiyear)  
multimedia (preferred term for communication products with components in various formats, such as print and video)

## N

nation, a nation, French nation, Indian nation, *but* Sioux Nation, Cherokee Nation (u.c. if specific Indian nation; Note: nation refers to Indian nation governments; tribe refers to local/community government)  
Nation (synonym for U.S. or part of proper n.)  
national  
National Alliance of Victims' Rights Attorneys (NAVRA)  
National Association of Attorneys General  
National Center for Missing and Exploited Children (NCMEC)  
National Crime Victim Law Institute (NCVLI)  
National Crime Victims' Service Awards (7/23/2008)  
National Crime Victims' Rights Week (NCVRW)  
National Sheriffs' Association  
National TeleNursing Center (NTC)  
National Victim Assistance Academy (after introduced, use "NVAA" or "the Academy"  
[special exception to GPO 3.5])  
the Nation's Capital  
national-scope (u.m.)  
nationwide  
native (lower case as u.m., native children, native scholars)  
Native American (n., u.m., American Indian preferred)  
NCJRS (National Criminal Justice Reference Service)  
NCVC (National Crime Victims Research and Treatment  
Center, <http://colleges.musc.edu/nvc>; formerly NVC-National Victim Center)  
NCVC (National Center for Victims of Crime, <http://www.victimsofcrime.org/>)  
NCVRW (National Crime Victims' Rights Week)  
NCVRW awards ceremony  
NE. (for addresses, GPO 8.111)  
Netherlands (in references and bibliographies)  
the Netherlands (in text)

*New Directions from the Field: Victims Rights and Services for the 21<sup>st</sup> Century* (l.c. “from”  
is correct for this pub)

NGO (nongovernmental organization)

NIC (National Institute of Corrections)

NIJ (National Institute of Justice)

NNEDV (National Network to End Domestic Violence)

non- (gen. combine w/o hyphen; use hyphen if combining w/proper noun)

nonconsensual

nonfederal (Ex: nonfederal prisoners)

non-Federal (Ex: non-Federal Government funds)

non-offending (Ex: a non-offending minor)

nonprofit

nonreservation

NOVA (National Organization for Victim Assistance)

NSA (National Sheriffs’ Association)

number-one (u.m.)

NW. (for addresses, GPO 8.111)

## O

Obligation Limitation (not CVF Cap)

Office (u.c. if Fed Govt unit or part of official title, Ex: “Office of Personnel Management,”  
“the Oval Office,” “United States Attorney’s Office,” but “New York regional offices,”  
“offices of the U.S. Attorneys”)

Office on Violence Against Women (OVW)

off-reservation (u.m.); off reservation (in every other case)

offsite

OJJDP (Office of Juvenile Justice and Delinquency Prevention)

OJP (Office of Justice Programs)

oldtimer (GPO)

on call (adv.)

on-call (u.m.)

ongoing

online (u.m.; adv.)

on-reservation (u.m.); on reservation (in every other case)

onsite (u.m.; adv.)

the Orient Express

out-of-pocket (u.m.)

outpatient

OVC (Office for Victims of Crime)

OVW (Office on Violence Against Women)

OVC TTAC (use together; do not use just “TTAC”)

OVCRC (Office for Victims of Crime Resource Center)

over- (GPO combines without hyphen as one word; few exceptions)

overcautious

overgeneralize

overuse

-owner (use w/o hyphen; Ex: homeowner)

## P

pamphlet (l.c. in text; u.c. in title)

Parents Of Murdered Children, Inc. (National Organization of Parents Of Murdered Children, Inc.; shorter version okay because website uses acronym POMC)

PAVNET (Partnership Against Violence Network)

percent (use in text w/a number)

% (use in figures, charts, graphs, tables but not text)

percentage (use when no specific number is given)

pickup (n., u.m., GPO)

P.O. Box (GPO)

podcast

policymaker, policymaking (GPO)

post- (u.m., one word, no hyphen (GPO); except w/certain legal words—post-disposition, post-adjudication, etc.)

post-adjudication (refers to action after an adjudication)

postconviction (u.m.)

postcrisis

post-disposition (u.m., refers to action after a disposition)

postoperative

postprison (u.m.)

postrelease (u.m.)

posttraumatic

posttrial (u.m.; combine w/o hyphen unless used w/pre-disposition or similar words; *see below.*)

pre- (gen. combine w/o hyphen; use hyphen if proper n. and to avoid doubling the same vowel; GPO 6.7, 6.29, 6.32)

pre-adjudication (action before an adjudication)

preadolescence

precede (go before); proceed (advance)

predisposition (disposal in advance, susceptibility, inclination)

pre-disposition (action prior to disposition; Ex: before transfer of property, sentencing, or settlement; often used w/pre-adjudication, post-disposition, post-adjudication. Hyphenate if all used together for consistency.)

preexisting (GPO)

prerelease

presentence

pretrial (unless using w/pre-disposition)

prison-bound (u.m.)

pro- (gen. combine w/o hyphen; use hyphen if proper n. and to avoid doubling the same vowel; GPO 6.7, 6.29, 6.32)

probation office (l.c.)

U.S. Probation Officer (u.c.)

problem solver (n.)

problem solving (n.)

problem-solving (u.m.)  
proceed (advance); precede (go before)  
program (l.c. in text; u.c. in title)  
promising practices (l.c. in text; u.c. in title)  
proved (past participle; Ex: You have proved your point.)  
proven (adj.; Ex: A proven remedy)  
Province of Ontario; the Province; *but* province in general  
public housing (u.m.)  
Public Law 107-206 (use hyphen, not en dash)  
punishment-related (u.m.)

## Q

quality control (n., u.m.)  
quasi- (combine w/hyphen)

## R

RAINN (Rape, Abuse & Incest National Network)  
re- (gen. combine w/o hyphen, use w/hyphen if proper n. and to avoid doubling the same vowel, GPO 6.7, 6.29, 6.32. Note: Hyphenation may change meaning: Ex: resign, re-sign; recover, re-cover; reform, re-form)  
reality-based (u.m.)  
real-world (u.m.)  
reanalyze  
rearrest  
recordkeeping (n., u.m.; see “-keeping” in this list)  
Recovery Act (see ARRA)  
re-create (to create again)  
recreate (to refresh physically, mentally, or spiritually)  
reentry  
reestablish  
reevaluate  
religious (use faith-based [adj.] or faith based [adv.]  
report (l.c. in text unless identifying a particular publication, such as Report A or *Report on IRS Policies*)  
requester (GPO)  
research-informed  
resource directory (l.c. in text; u.c. in title)  
re-traumatization  
re-victimization  
risk assessment (n.)  
risk-assessment (u.m.)  
roadmap  
role play (n., v.)  
role-play (u.m.)  
roll call (not GPO)

## S

2d, second (GPO 12.10), never secondly  
2nd (DOJ)  
saddle stitch  
SAFE (sexual assault forensic examiner)  
safe house  
SAMHSA (Substance Abuse and Mental Health Services Administration)  
SANE (sexual assault nurse examiner)  
SARS (subgrant award report submissions)  
SART (sexual assault response team)  
schoolwork  
screensaver  
SE. (GPO 8.111)  
self- (use hyphen)  
self-blame  
self-defense  
self-reporting; self-report  
semi- (prefix) (gen. combine w/o hyphen, use hyphen if proper n., GPO 6.7, 6.29, 6.32)  
September 11 (The September 11 attacks on the Twin Towers shocked the Nation.)  
service-connected disability  
set-asides  
set up (v.)  
setup (n., adj.)  
short-term (u.m.)  
side by side (adv.)  
side-by-side (u.m.)  
single-click  
smartphone  
SMART (Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking)  
social security  
Social Security Administration  
Social Security number  
soundproof (v., u.m.) (GPO 6.11)  
Spanish (capitalize in all instances)  
speechwriter  
split-second (u.m.)  
spring (l.c.)  
staff (pl.; "The staff were involved.")  
stakeholder  
stand-alone (u.m.)  
startup (n., u.m., GPO)  
State ([OVC] u.c. when used w/specific state, Ex: New York State, State of Vermont)  
state (lower case other uses)  
state's attorney  
state attorney general (plural: state attorneys general)

State's Attorney's Office  
State Victim Assistance Academy (SVAA)  
statehood  
state-level (u.m.)  
state line  
statewide  
STOP (Services \* Training \* Officers \* Prosecutors is a Violence Against Women Formula Grant Program. Do not use asterisks in acronym: S\*T\*O\*P.)  
street gang (n.)  
street-gang (u.m.)  
subgrantee  
subpart  
succeed  
summer (l.c.)  
supersede  
Supreme Court of State (Ex.: Supreme Court of Delaware; the supreme court; the court. *But* see Court, U.S. Supreme Court)  
SW. (GPO 8.111)  
systemwide (u.m.)

## T

3d, third (GPO 12.10, never thirdly)  
3rd (DOJ)  
table (l.c. in text; u.c. in title)  
table tents (conference name plates)  
take-home pay  
task force  
TC (therapeutic community)  
telemedicine  
Territory (Canada); Northwest Territories (*but* territory of Guam **or** the Nation's 50 states and its territories)  
territorial  
The Hague (at all times)  
timeframe  
timeline (MW)  
time-task (u.m.; time-task line, time-task plan)  
toll free (no hyphen, GPO, MW)  
totaled (GPO)  
toward (no "s")  
training guide, training manual, training curriculum (l.c. in text; u.c. in title)  
transgender (not transgendered)  
traveled, traveling (GPO)  
tribe, tribal (u.c. specific tribe, Ex: Sioux Tribe. Note: Nation refers to Indian nation govts; tribe refers to local/community govt) tribal—re: hierarchy when listed, have seen two ways: "local, military, state, tribal, and federal" and "federal, tribal, state, military, and local")

TTA (training and technical assistance)  
TTAC (Training and Technical Assistance Center; always use w/OVC: “OVC TTAC”)  
\*TTY (teletypewriter)  
\*TDD (telecommunications device for the deaf)  
\*TT (text telephone)  
\*(Note: All 3 devices include a keyboard, screen, modem)

## U

underway (u.m., adv., GPO)  
under (gen. combine w/o hyphen as one word, few exceptions)  
underrepresented (GPO)  
underserved  
United States (use spelled out as a noun or as part of official/legal title, Ex: United States Code, not American Code, United States Steel Corporation., Executive Office for United States Attorneys or as part of legal case name, Ex: *United States v. Smith*) (GPO 9.9)  
*United States Attorneys’ Manual*  
United States control  
United Nations meeting; U.N. meeting  
up to date (adv.)  
up-to-date (u.m.)  
URL (uniform resource locator)  
U.S. (u.m., abbreviate United States to U.S. w/o space, Ex: U.S. Department of Justice, U.S. Congress)  
U.S. Attorney  
U.S. Attorneys (93 total)  
Assistant U.S. Attorneys  
U.S. Attorney General  
U.S. Attorney’s Office  
U.S. Attorneys’ Offices  
USCIS (U.S. Citizenship and Immigration Services, as of 2003; formerly INS, Immigration and Naturalization Service)  
U.S. Embassies (embassies in 30 different countries)  
U.S. Marshals Service; USMS (one L, no apostrophe)  
U.S. Probation Officer  
U.S. Supreme Court; the Court  
U.S.C. (United States Code)  
USSC (United States Sentencing Commission)  
U.S. Virgin Islands  
user-friendly (GPO)

## V

VAT *Online* (Victim Assistance Training *Online*)  
VAWA (Violence Against Women Act)  
Veterans’ Administration (conforms to enabling statute)  
victim advocate (may replace w/victim service provider if incorporating advocacy and provision of victim services)

victim assistance  
victim-centered (u.m.)  
victim compensation  
victim involvement  
victim issues  
victim-offender (u.m.)  
victim-serving organizations  
victims field (no apostrophe; “victims” describes the field, the victims do not own the field)  
victims’ movement  
Victims of Child Abuse Act Reauthorization Act of 2013 (VCAARA)  
Victims’ Rights Constitutional Amendment  
victims’ rights and services  
victims roundtable (no apostrophe)  
victims’ voices  
Victims of Crime Act of 1984 (VOCA)  
victim service agency  
victim service organization  
victim service provider (victim advocate may be preferred if providing services is not part of role)  
victim services  
victim services field (TTAC/Pam 2-6-04)  
victim-witness (n., u.m.)  
video (l.c. in text; u.c. in title; DVD or CD–ROM formats; “multimedia” is the inclusive term)  
videotape  
Vision 21  
Vision 21: Transforming Victim Services Initiative  
Vision 21: Transforming Victim Services Final Report (Vision 21 Report)  
VOCA State Assistance Administrator  
VOCA State Assistance Program  
VOCA State Compensation Administrator  
VOCA State Compensation Program

## W

Washington, D.C. (use in text GPO; use in address OJP)  
the Web (preferred over WWW *except* on DOJ credit page)  
Web addresses (For DOJ, do *not* include “http://” unless address doesn’t begin w/“www.”  
Hyperlink only when intended. Ex: www.ovc.gov. Test URL: Do not include final slash if URL works without it.)  
Web Forum  
webcast  
weblink  
web page  
website  
well-wisher (GPO)  
well-known (u.m.)

white-collar crime

-wide (Gen. combine w/o hyphen; GPO gives no rule, but shows “nationwide” as an example. NYPL p. 421: if common noun, no hyphen; if proper n., use hyphen; Ex: worldwide, London-wide)

winter (l.c.)

workforce (GPO)

workgroup (GPO)

workload

workplace

work plan

work release (n., u.m.)

worksite

World Wide Web (avoid *except* for credit page)

Wraparound Victim Legal Assistance Network Demonstration Project

## X

x-ray

## Y

yearlong (u.m.)

youth (sing. and pl.)

youthful offenders

## Z

ZIP Code; ZIP + 4

# Style Sheets

A style sheet is a document that tracks all of the style and usage choices that you make for your manuscript. Include any item for which you made a stylistic decision, such as punctuation rules, specific word spellings, acronyms, or anything else unusual that you would like the editor of your manuscript to know about. A style sheet template is provided here for your use.

## Style Sheet

Project Name \_\_\_\_\_

SWIFT # \_\_\_\_\_ Log # \_\_\_\_\_

Editor \_\_\_\_\_ Ph. Ext. \_\_\_\_\_

Numbers	Punctuation
AB	CD

EF	GH
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Note: Show page number of first appearance of an acronym.

IJ	KL
MN	OP
QR	ST

UVW

XYZ