This appendix covers:

- A glossary of common grammatical terms.
- An alphabetical list of punctuation guidelines.
- Rules on capitalization of words and symbols.
- Guidelines on using abbreviations and writing numbers in text.

This is not an all-inclusive style manual. It’s an Air Force quick-reference desktop guide to cure your most common trouble spots and to encourage standardization and consistency within the Air Force—especially during your professional military education. There are many style manuals and writers’ guides available today and no two are exactly alike. Other commonly used style guides are *The Chicago Manual of Style*, *The Gregg Reference Manual*, *Air University Style Guide for Writers and Editors*, *US Government Printing Office Style Manual*, *Writer’s Guide and Index to English*—not necessarily listed in order of preference. If your organization or command has a “preferred” style of using capitals, abbreviations, numerals and compound words, use it. If not, this guide is designed to serve that purpose.
... grammar rules make me queasy
Grammar terminology is useful when we describe and correct problems with writing. Though we’ve tried to de-emphasize terminology and teach through examples throughout this book, sometimes you need a definition. We’ve tried to emphasize areas that are both commonly used and commonly misunderstood, such as the use of modal auxiliaries like can, could, shall, should, etc. Punctuation marks are not included in this list; they have a separate section in this Appendix.

“People who are experts in grammar don’t always write well, and many people who write well no longer think consciously about grammar ... but when something goes wrong in a sentence, a knowledge of grammar helps in recognizing the problem and provides a language for discussing it.”

— H. Ramsey Fowler
The Tongue and Quill

**a/an**
Use *a* before *consonant sounds* and *an* before *vowel sounds* <a historical event, an emergency.>

**Active Voice**
Shows the subject as the actor. <The girl sang a song> (pages 73-74).

**Adjective**
Describes or limits a noun or pronoun. It answers “Which one? What kind? or How many?” <blue box, short coat, gregarious man, four stools>

**Adverbs**
Modifies or limits a verb, adjective or another adverb and answers “When? Where? Why? How much? How far? To what degree?”<quickly run, very dull, very loudly>

**Conjunctive or Connective Adverb**—transition words that often appears to connect clauses. <however, therefore, etc.>

**Antecedent**
Noun, phrase or clause to which a pronoun refers or replaces. (pages 99-100)

**Appositive**
Word, phrase or clause preceding or renaming a noun. <My dog Maggie.>

**Article**
Small set of words used with nouns to limit or give definiteness to the application. <a, an, the>

**Bibliography**
A list of books, articles and other works used in preparing a manuscript or other written product. (See “The Mechanics of Research,” pages 345-347.)

**Bullets**
Any punctuation symbol used to emphasize specific items. (See “Display Dot” Punctuation Guidelines, pages 289-290.)

**Case**
Forms that nouns and pronouns take when they fit into different functions of the sentence. There are three:

- **Nominative**—for subjects, predicate nominatives and appositives. <I>
- **Objective**—for objects and their appositives. <me>
- **Possessive**—to show ownership, hence adjectival, functions. <my>

**Clause**
A group of related words containing a subject and a verb.

**Conjunctions**
Connects words, phrases, clauses, or sentences (and, or, but, nor).

**Consonants**
All letters of the alphabet except the *vowels* a, e, i, o, and u. In some words (synergy), the letter y acts as a vowel.

**Glossary**
An alphabetical list of unfamiliar terms and their definitions.

**Interjection**
Words used to express emotion or surprise (ah, alas, great, hooray, help, etc.) Strong interjections are punctuated with an exclamation point. (*Wow! That’s profound.*) Milder interjections are often set off by commas, usually at the beginning of a sentence. <Oh, I guess it wasn’t. Ouch, that hurts.>
Modifier
Words or groups of words that limit or describe other words. If improperly placed, modifiers can confuse the reader or suggest an illogical relationship (see dangling and ambiguous modifiers, page 97).

Modal Auxiliary
Verbs that are used with a principal verb that are characteristically used with a verb of predication and that in English differs formally from other verbs in lacking -s or -ing forms.

**can**
Primarily expresses ability; cannot is used to deny permission.

**could**
Sometimes the past tense of can. *<We could see the Big Dipper last night.>* Otherwise, could expresses possibility, doubt or something dependent on unreal conditions. *<We could see the Big Dipper if it weren’t overcast.>*

**may**
Originally meant “have the power” (compare the noun might). Now it means “permission.” Also, may is used to indicate possibility. *<You may leave if you are finished with your work.>* May is also used in wishes. *<May you recover soon.>*

**might**
Sometimes functions as simple past tense of may. *<He said he might have time to talk to us.>* Often it is used to express a more doubtful possibility than may does. *<He might returned before then.>* Might is also used after contrary-to-fact conditions. *<If I were off today, I might go fishing.>*

**shall/should**
*Shall* expresses futurity in the first person; *should* does also, but it adds a slight coloring of doubt that the action will take place. Notice the difference in meaning in these sentences. *<I shall be happy to call the VA Medical Center for you. I should be happy to call the VA Medical Center for you.>* In indirect discourse *should* replaces the *shall* of direct discourse. *<I shall call at once. I said that I should call at once.>* Many speakers who use *shall* in the first person use *would* in preference to *should*. *<I said I would call at once.>* *Should* is used to express likelihood. *<Sue Sizemore should be able to finish on time.>* *Should* expresses obligation. *<We should file these orders more carefully.>*

**will/would**
Will is the common future auxiliary used in the second and third persons. In addition it is used with special emphasis to express determination. *<You will finish by 4 p.m.>* Would still indicates past time in expressing determination. *<You thought you would finish by 4 p.m.>* Would expresses customary action in past time. *<Our last supervisor would bring us doughnuts every Friday morning.>* Would points to future time, but adding doubt or uncertainty. Notice the difference in meaning. *<I will if I can. I would if I could.>* Would replaces will in indirect discourse. *<He said that he would call.>*

**must**
Expresses necessity or obligation. It is somewhat stronger than *should*. *<You must call the director’s office immediately.>* Must also expresses likelihood. *<It must have rained last night.>*
ought Originally the past tense of owe, but now it points to a present or future
time. Ought expresses necessity or obligation, but with less force. See
the difference. <We must go. We ought to go.> Ought is nearly the
equivalent of should.

dare Originally a modal only, it is now used primarily in negatives or
questions. <He dare not submit the report in that form. Dare we submit
the report like this?>

need Not originally a modal auxiliary, need is now used to mean have to.
<He need only fill out the top form. He need not get upset about the
delay.> In the meaning “lack,” need is always a regular verb. <He needs
a little help with this project.>

Equivalents of modals:
be able to Used instead of can or could to indicate the ability as a fact rather than a
mere potentiality. It is used also to avoid the ambiguity that may result
from using can to express permission. <He is able to support his
mother.>

be to Indicates future events but hints at uncertainty. <He is to have that
report to us tomorrow.>

have to Commonly substitutes for must. It is a stronger expression of necessity.
<You have to have that done.>

Other modals are used in speech, but they are inappropriate in writing.

had rather instead of would rather
had better instead of should or ought
(In speech, had better is emphatic in threats.)
have got to instead of have to

Modals are used with the infinitive of the perfect or progressive.

Can be going. Could have gone. Ought to be going.
Ought to have gone.

Nouns Names a person, place, thing, action or abstract idea. <woman, office,
pencil, game, Ohio, Maxwell AFB, democracy, freedom>

Abstract Noun—nouns that name qualities rather than material things.
<love, danger>

Collective Noun—nouns that are singular in form but plural in meaning;
names a group of persons or things. <audience, army, company, flock,
committee, trio>

Concrete Noun—nouns that can be seen or touched. <table, book>

Proper Noun—nouns that are capitalized and name specific persons,
places, or things. <Major Palmisano, Ohio, Air War College>

Number Shows the singular or plural of nouns, pronouns, or verbs.
Object

Noun or pronoun that is affected by the verb. <The man read the book.>

Parts of Speech

The basic building blocks of language: nouns, pronouns, verbs, adverbs, adjectives, prepositions, interjections, and conjunctions

Passive Voice

Shows the subject as receiver of the action. <A song was sung by her.>

Person

Pronouns that denote the speaker (first person; I, we), the person spoken to (second person, you), or the person spoken of (third person; she, they).

Phrases

Groups of words without a subject or predicate that function as a unit (adjective, adverbial, gerund, or infinitive phases).

Plagiarism

Using someone else’s writing as if it were your own. This serious offense can lead to severe professional and legal consequences. If using another person’s material, identify the borrowed passage and credit the author. (See “The Mechanics of Research” page 342.)

Predicate

Tells what the subject does or what is done to the subject, or the state of being the subject is in.

Preposition

Shows the relationship between a noun or pronoun to another word in the sentence. <by, at, up, down, between, among, through>

Pronouns

Substitutes for a noun. Here are three:

**Definite**—includes I, you, he, she, it, we, they, and all of their forms.

**Indefinite**—includes words like someone, no one, each, anyone, and anybody.

**Relative**—includes words like who, whom, which, that.

Sentence

Expresses one complete thought with one subject and one verb; either or both may be compound.

**Complex Sentence**—contains one main clause and at least one subordinate clause. <When it rains, it pours.>

**Compound Sentence**—contains two or more main clauses and no subordinate clauses. <It rains, and it pours.>

Subject

Tells what the sentence is about; the person, place or thing that performs the action or that has the state of being indicated by the verb.

Tense

Shows the time of the action, condition or state of being expressed. The three tenses—past, present, future—can be expressed in the simple, perfect, or progressive.

Verbals

Past and present participle forms of the verbs that act as nouns or adjectives. There are three:

**Gerund**—ends in -ing and functions as a noun. <talking, singing>

**Infinitive**—simple verb form used as a noun, adjective, or adverb and usually preceded by to. <to go, to type>
Participle—used as an adjective and acts as a modifier in present (-ing), past (-ed, lost), and perfect (having lost) forms.

Verbs

Expresses action or state of being of the sentence. There are six:

Transitive—transfers action from the subject to the object.

Intransitive—transfers no action and is followed by an adverb or nothing.

Linking—acts as an equal sign connecting the subject and the complement.

Auxiliary or Helping Verb—verb used with another verb to form voice or perfect and progressive tenses. <We have eaten there before.>

Principal Verb—last verb in a verb phrase.

Irregular Verb—verbs (see below) that form past tense and past participle differently:

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**Vowel**—The *a, e, i, o, and u*. In some words, the letter *y* acts as a vowel.
In any debate on grammar, the number of opinions will equal or exceed the number of grammarians.
Punctuation guidelines: An alphabetical listing

Punctuation marks are a writer’s road signs. They signal stops, starts, and pauses. Capitalization also helps writers communicate their meaning to their readers.

Say what?! It’s a jumbled mess, but with some effort you could grasp the writer’s meaning. But look how easy it is when the proper punctuation is used.

**Punctuation marks are a writer’s road signs. They signal stops, starts, and pauses. Capitalization also helps writers communicate their meaning to their readers.**

Punctuation marks are aids writers use to clearly communicate with others. Improper punctuation can confuse the reader or alter the meaning of a sentence. Excessive use of punctuation can decrease reading speed and make your meaning difficult to determine.
Open and closed punctuation: general philosophy.

Though many grammar rules are relatively clear-cut, there are some gray areas where the experts disagree. One area of debate is the issue of “open punctuation” versus “closed punctuation.” Open punctuation advocates believe that writers should use only what’s necessary to prevent misreading, while closed punctuation advocates are more apt to include punctuation whenever the grammatical structure of the material justifies it.

The following sentence illustrates how different writers might punctuate a particular sentence.

- If used incorrectly they may alter an intended meaning, and if used excessively they can decrease reading speed and make your meaning difficult to determine.  
  [Open punctuation—the meaning is clear without using all the punctuation that’s needed by the grammatical structure.]

- If used incorrectly, they may alter an intended meaning, and, if used excessively, they can decrease reading speed and make your meaning difficult to determine.  
  [Closed punctuation—using all required punctuation does not make meaning clearer and may slow reading speed.]

In the Air Force, the general trend is to lean towards open punctuation in these types of cases. If you’re confused about where to put commas, sometimes the best solution is to restructure the sentence to make the meaning clearer and eliminate the need for extra punctuation:

- If used incorrectly, they may alter an intended meaning; if used excessively, they can decrease reading speed and cause confusion.  
  [A slight change in sentence structure—fewer words to read and meaning is clear.]

Open and closed punctuation: punctuating terms in a series.

So far, so good—much of this sounds reasonable to most people. Unfortunately, there IS one area where Air Force writers get conflicting guidance: the use of commas to separate three or more parallel words, phrases, or clauses in a series. Here’s the rule and its two variants:

Use a comma to separate three or more parallel words, phrases, or clauses in a series.

- In closed punctuation, include the comma before the final and, or or nor.
  
  Will you go by car, train, or plane?  
  You will not talk, nor do homework, nor sleep in my class.

- In open punctuation, exclude the comma before the final and, or, or nor.
  
  Will you go by car, train or plane?  
  You will not talk, nor do homework nor sleep in my class.
Previous editions of *The Tongue and Quill* made a general recommendation to favor **open punctuation**. This **recommendation is unchanged**, but we’d like to acknowledge three reasons why closed punctuation guidelines might be used when punctuating three or more items in a series:

1. Closed punctuation of series is specified in most commercial grammar guides.
2. Closed punctuation of series is specified in some other Air Force references, including the *Air University Style Guide*.
3. The additional comma specified in closed punctuation may help clarify your meaning, especially when the items in the series are longer phrases and clauses.

Check to see which approach is preferred for the writing product you’re working on. Award packages, performance appraisals, military evaluations, and other space-constrained formats typically use open punctuation. Research papers, academic publications, and books use closed punctuation. Technically speaking, either approach is acceptable, so consider your purpose and audience when deciding how to proceed.

Always remember that punctuation use is governed by its function: to help communicate the writer’s meaning. Use the guidelines in the following section in the manner that best allows you to communicate your message to your readers.

“The only rule that doesn’t have its exception is this one.”

— *The Quill*
APOSTROPHE

USE AN APOSTROPHE...

- to create possessive forms of certain words
- to form contractions or to stand in for missing letters
- to form plurals for certain letters and abbreviations
- to mark a quote within a quote
- in technical writing to indicate units of measurement

1. Use an apostrophe to create possessive forms of nouns and abbreviations used as nouns.

   a. Add ’s to singular or plural nouns that do not end with an s.
      
      officer’s rank           the oxen’s tails
      ROTC’s building         the children’s room

   b. Add ’s to singular nouns that end with an s.
      
      A business’s contract    Mr. Jones’s family tree
      My boss’s schedule       Marine Corps’s Ball
      the United States’s policy

   NOTE: This rule applies to most singular proper nouns, including names that end with an s: Burn’s poems, Marx’s theories, Jefferson Davis’s home, etc. This rule does not apply to ancient proper names that end with an s, which take only an apostrophe: Jesus’ teaching, Moses’ law, Isis’ temple, Aristophanes’ play, etc.

   c. Add only the apostrophe to plural nouns that end in s or with an s sound, or to singular nouns ending with an s where adding an ’s would cause difficulty in pronunciation.
      
      The two businesses’ contracts    for righteousness’ sake
      Our bosses’ schedule              Officers’ Wives Club; Officers’ Club

   d. Add ’s to the final word of compound nouns to show possession.
      
      secretary-treasurer’s report    mother-in-law’s car; mothers-in-law’s cars
      attorney general’s book         eyewitness’ comment

   e. To show possession for indefinite pronouns (someone, no one, each, anyone, anybody, etc.), add ’s to last component of the pronoun.
      
      someone’s car                   somebody else’s book
f. To show joint possession for two or more nouns, add the apostrophe or ’s to the last noun. Add only the apostrophe to plural nouns ending in s and ’s to singular nouns.

- girls and boys’ club
- aunt and uncle’s house
- Diane and Wayne’s daughters LaDonna, Leah, Lynn, and Lori are ...

- NOTE: Do not use an apostrophe when forming possessive pronouns (ours, theirs, its, his, hers, yours). One common mistake is using it’s instead of its. Only use it’s as a contraction of it is.

- Its paw was caught in the trap. It’s a bloody wound.
- Your savings account requires a minimum balance. The reward was ours to keep.

- NOTE: Don’t confuse a possessive form with a descriptive form.
- The Jones survey [a descriptive form: tells what survey you’re talking about]
- Jones’ survey [a possessive form: shows to whom the survey belongs]

2. Use an apostrophe to mark omissions or form contractions.

- can’t (can not)
- mustn’t (must not)
- don’t (do not)
- o’clock
- I’m (I am)
- the Roaring ’20s
- I’ve (I have)
- won’t (will not)
- it’s (it is)
- wouldn’t (would not)
- jack-o’-lantern
- you’ll (you will)
- let’s (let us)
- ne’er-do-well
- rock ’n’ roll

3. To form plurals of certain letters and abbreviations. Make all individual lowercase letters plural by adding ’s and make individual capital letters plural by adding s alone unless confusion would result. (For example, apostrophes are used with the plurals of A, I, and U because adding an s forms the words As, Is, and Us.) To plural most abbreviations (upper and lowercase), add a lowercase s. If the singular form contains an apostrophe, add s to form plural.

- dotting the i’s
- OPRs, EPRs, TRs
- 1960s
- S’s, A’s, I’s, U’s
- bldgs (buildings)
- Bs, 1s
- the three Rs
- B-52s
- six the’s
- ain’ts
- ma’am’s
- mustn’ts

4. Use apostrophes as single quotation marks for a quote within a quote.

- “Let’s adopt this slogan: ‘Quality first.’”

5. Use an apostrophe in technical writing to indicate a unit of measurement (use the accent mark if the symbol is available).

a. As a length measure, use to specify the measurement of feet.

- The room measures 16’ by 29’.

b. As an angle measure, use to specify the measure of minutes (60 minutes = 1 degree).

- NOTE: Angles identifying geographical latitude and longitude are specified in minutes and seconds (sixty seconds = 1 minute). When using the apostrophe or accent mark so specify minutes, use the quotation ( ” ) or double accent mark specify the measure of seconds.

- The rendezvous coordinates are 35º 40’ 30” N x 60º 20’ 30” W.
USE ASTERISKS …

1. **To refer a reader to footnotes placed at the bottom of a page.**:* Two asterisks identify a second footnote,** and three asterisks*** identify a third footnote. Number the footnotes if you have more than three, unless in a literary document number if more than one.

2. **To replace words that are considered unprintable.**

   If the camera was present when Smith called Schultz a *****, tonight’s newscast would have had the longest bleep in TV history.

**SPACING WHEN USING AN ASTERISK …**

- No space *before* following a word or punctuation mark within sentence or at the end of a sentence—unless replacing unprintable words, then one space before.
- One space *after* following a word or punctuation mark within a sentence.
- Two spaces *after* following a punctuation mark at the end of a sentence—unless manuscript format and using right justified, then one space *after*.
- No space *after* in a footnote.

**NOTE:** The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.

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*Asterisk: A mark of punctuation to indicate a footnote. See “spacing.”
**Use the asterisk with other punctuation as shown here.
***Number the footnotes if you have more than three—unless a literary document (see “spacing”).*
BECKETS

USE BRACKETS ...

1. To clarify or correct material written by others.

   He arrived on the 1st [2d] of June.
   The statue [sic] was added to the book of statutes.

**NOTE:** The italicized word *sic* in brackets tells the reader something is wrong with the word immediately in front of the first bracket but the word is reproduced exactly as it appeared in the original.

2. To insert explanatory words, editorial remarks, or phrases independent of the sentence or quoted material.

   “Tell them [the students] to report to Wood Auditorium now.”
   The tank-versus-tank battles of Villers-Brettoneux is the last significant event for the tank in World War I. [Other accounts of this battle give different versions.]

3. To indicate you’ve added special emphasis (underline, bold type, all capitals, italics) to quoted material when the emphasis was not in the original work. The bracketed material may be placed immediately following the emphasized word(s) or at the end of the quotation.

   “She [emphasis added] seemed willing to compromise, but his obstinate attitude prevailed.”
   “Tell them NOW to report to Wood Auditorium. [Emphasis added.]”

4. To enclose a parenthetical phrase that falls within a parenthetical phrase.

   (I believe everyone [including the men] will wear costumes.)
   I believe everyone (including the men) will wear costumes.

SPACING WHEN USING BRACKETS ...

—opening

One space *before* when parenthetic matter is within a sentence.

Two spaces *before* when parenthetic matter follows a sentence (when parenthetic matter starts with a capital and closes with its own sentence punctuation)—unless manuscript format and using right justified, then one space *before*.

No space *after*.

—closing

No space *before*.

One space *after* when parenthetic matter is within a sentence.

Two spaces *after* when parenthetic matter is itself a complete sentence and another sentence follows—unless manuscript format and using right justified, then one space *after*.

No space *after* if another punctuation mark immediately follows.

**NOTE:** The *Tongue and Quill* favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE A COLON …

1. To separate an introductory statement from explanatory or summarizing material that follows when there is no coordinating conjunction or transitional expression. (Capitalize the first word of the expression that follows the colon if it is the dominant element and is a complete sentence. For additional details, see the “Capitalization” section.)

   Living in base housing has many advantages: People can walk to work, shopping is convenient, and there are organized activities for the children.

   The board consists of three officials: a director, an executive director, and a recording secretary.

2. When a sentence contains an expression such as following or as follows or is followed by a list or enumerated items. [Notice the capitalization and punctuation.]

   The new directive achieved the following results: better morale and improved relations.

   Results were as follows: better morale, less work, and more pay.

   Consider these advantages when making your decision:
   1. You won’t have to be somewhere at 0800 every day.
   2. You can get more involved in community activities.
   3. You can pursue hobbies you haven’t had time for in the last year.

3. To indicate a full stop before an enumerated or explanatory list.

   There are several possibilities: (1) the position could remain vacant, (2) it could be converted to a military position, or (3) another civilian within the organization could be temporarily detailed to the position.

4. With a quotation when the word say or a substitute for say has been omitted, when the introductory expression is an independent clause, and when the quotation is typed in indented form on separate lines from the introductory clause.

   The general turned [and said]: “Who gave that order?”

   The judge restated her ruling [independent clause]: “The defendant will remain in the custody of the sheriff until the trial begins.”

   The speaker had this to say: “Please understand what I say here today represents my opinion alone. I am not here as a representative of the company for which I work.”

   The speaker said:

   The words you will hear from this stage today are the words and opinions of one man—me. I do not come as a representative of my company. I will not answer any question that is in any way related to the company for which I work.

5. To express periods of clock time in figures and to represent the word to in proportions. Do not use a colon when expressing time on a 24-hour clock.

   8:30 a.m. 1159 (24-hour-clock time)
   1:15 p.m. ratio of 2:1 or 3.5:1
6. When expressing library references to separate title and subtitle, volume and page number, city of publication and name of publisher in footnotes, and bibliographies.

   Mail Fraud: What You Can Do About It
   10:31-34 (Volume 10, pages 31 to 34)
   New York: MacMillan Company

DO NOT USE A COLON ...

1. When the enumerated items complete the sentence that introduces them. [Notice punctuation.]

   Liaison officers must
   a. become familiar with the situation,
   b. know the mission and
   c. arrange for communications.
   [Not: Liaison officers must:]

2. When an explanatory series follows a preposition or a verb (except in rule 4 on page 280).

   The editorial assistants in Publication Systems are Rebecca Bryant, Lisa McDay, and Yuna Braswell.
   [Not: The editorial assistants are:]

3. To introduce an enumerated list that is a complement or the object of an element in the introductory statement.

   Our goals are to (1) learn the basic dance steps, (2) exercise while having fun, and (3) meet new people.
   [Not: Our goals are to:]

4. When the anticipatory expression is followed by another sentence.

   The editorial assistants will bring the following items to eat. These food items will be heated and served at noon.
   Taco Bake
tossed salad
chips
dip

SPACING WHEN USING COLONS ...

- No space before.
- Two spaces after within a sentence—unless manuscript format and using right justified, then one space after.
- No space before or after in expressions of time (8:20 p.m.) or proportions (2:1).

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE A COMMA …

1. With the coordinating conjunctions and, but, or, or nor when joining two or more independent clauses.

   **Right:** The art of war is constantly developing, but twentieth-century technology has so speeded up the change the military strategist now must run to keep pace.

   **Wrong:** The rapid expansion of the Air Force ensures a continuing need for qualified college graduates to fill existing vacancies, and also ensures ample opportunities for advancement. [This example contains only one independent clause with a compound verb; therefore, no comma is necessary.]

   **NOTE:** No comma is needed if the sentence has one subject with a compound predicate connected with a coordinating conjunction because the second half of the sentence is not an independent clause.

   Martha Long received her master’s degree December 2003 and is now pursuing her career.

   I am not only willing to go but also ready to stay a week.

2. To separate three or more parallel words, phrases, or clauses in a series.

   **In open punctuation, exclude the comma before the final and, or, or nor.**

   Will you go by car, train or plane? [open punctuation]

   **In closed punctuation, include the comma before the final and, or, or nor.**

   You will not talk, nor do homework, nor sleep in my class. [closed punctuation]

   **NOTE:** For longer phrases and clauses in a series, the additional comma specified in closed punctuation may help readability.

   Patients are classified as suitable for treatment at the installation, as requiring evacuation to the regional hospital, or as fit for duty.

   **NOTE:** The use of etc. is discouraged in running text, but when used, it must be set off with commas. Do not use etc. when using e.g., for example or such as. These terms indicate you are only giving some examples; therefore, there is no need to imply there could be more.

   We will bake cookies, bread, cupcakes, etc., for the party.

3. With parallel adjectives that modify the same noun. If the adjectives are independent of each other, if the order can be reversed or if and can stand between the words, the adjectives are parallel and should be separated by a comma. However, if the first adjective modifies the idea expressed by the combination of the second adjective and the noun, do not use a comma.

   a hard, cold winter; a long, hot summer [the summer was long and hot]

   a heavy winter overcoat [winter modifies overcoat; heavy modifies winter overcoat]

   a traditional political institution [political modifies institution; traditional modifies political institution]
4. To separate two or more complementary phrases that refer to a single word that follows.

The coldest, if not the most severe, winter Ohio has had was 1996.

5. To set off nonessential or ‘interrupting’ words and phrases.

a. To set off nonessential words, clauses, or phrases not necessary for the meaning or the structural completeness of the sentence. You can tell whether an expression is nonessential or essential by trying to omit the expression. If you can omit the expression without affecting the meaning or the structural completeness of the sentence, the expression is nonessential and should be set off by commas. (For more examples, see page 284.)

   They want to hire Yuna Braswell, who has 10 years of experience, to run the new center. [The phrase “who has 10 years of experience” is nonessential information.]
   They want to hire someone who has at least 10 years of experience to run the center. [The phrase “who has at least 10 years of experience” is essential information.]
   There is, no doubt, a reasonable explanation. [This sentence would be complete without “no doubt.”]
   There is no doubt about her integrity. [This sentence would be incomplete without “no doubt.”]

   NOTE: This rule includes interrupting words, phrases, or clauses that break the flow of the sentence.

   The faculty and staff, military, and civilian, are invited.
   She is a lieutenant colonel, not a major, and will be our new executive officer.
   The major, a recent promotee, is an experienced pilot.

   b. With transitional words and phrases, such as however, that is (i.e.), namely, therefore, for example (e.g.), moreover, consequently, and on the other hand, when interrupting the flow of the sentence. A comma is normally used after these expressions, but the punctuation preceding is dictated by the magnitude of the break in continuity. However, when these words or phrases are used to emphasize meaning, do not set off with punctuation.

   It is important, therefore, we leave immediately.
   It is therefore vitally important we don’t postpone the trip.
   A. Eaves is highly qualified for the job; i.e., he has 16 years of experience!
   Rebecca and Julie say they will attend—that is, if Robert and Lisa are attending.
   Planes from a number of bases (e.g., Andrews, Lackland, Tyndall) will participate in the flyover.

   c. To set off a phrase introduced by accompanied by, along with, and not, as well as, besides, except, in addition to, including, plus, not even, rather than, such as, together with, or a similar expression when it falls between the subject and the verb.

   The faculty and staff, as well as the students, should be prepared to testify before the panel.
   The fifth and sixth graders, plus their parents, will be transported by bus.

   NOTE: When the phrase occurs elsewhere in the sentence, commas may be omitted if the phrase is clearly related to the preceding words.

   We agree, Miss Johnson, our policy was badly processed as well as lost in the mail.
d. With the adverb too (meaning also) when it falls between the subject and verb. Omit the comma before too if it occurs at the end of a sentence or clause.

You, too, can save money by shopping selectively.
You should try to improve your typing too.
If you want to bring the children too, we'll have room.

e. To set off nonessential appositives. An appositive is a word or phrase appearing next to a noun that identifies it and is equivalent to it. If the appositive is nonessential, set it off by commas. If essential or restrictive in nature, do not set it off by commas.

Our cost analyst, Mrs. Sherri Thomas, will handle the details. [In this hypothetical example, we have only one cost analyst, so Mrs. Thomas is “nonessential.” If we eliminate her name, the meaning of the sentence would not change.]
The battleship Pennsylvania was taken out of mothballs today. [Pennsylvania is “essential” to the sentence because there is more than one battleship in mothballs.]
Their daughter Julie won the contest. The other daughters were really annoyed. [Since they have more than one daughter her name is essential to the sentence.]
Edward shares a house with his wife Esther in Prattville, Alabama. [Strictly speaking, Esther should be set off by commas because he can have only one wife and giving her name is nonessential information; however, because the words wife and Esther are so closely related and usually spoken as a unit, commas may be omitted.]

f. To set off the title, position, or organization after a person’s name or name equivalent. (Some cases under this rule are appositives; other cases are not.)

Lieutenant General Don Lamontagne, Commander of Air University, will speak at ACSC this Thursday.
The Commander, 42d Air Base Wing, is responsible for ...

g. To set off long phrases denoting a residence or business connection immediately following a name.

Lieutenant Colonel Fernando Ordoñez, of the Peruvian air force in Lima, Peru, will be here tomorrow.
Lt Col Ordoñez of Lima, Peru, will be here tomorrow. [The comma is omitted before of to avoid too many breaks in a short phrase.]

6. To set off introductory elements.

a. With introductory elements that begin a sentence and come before the subject and verb of the main clause. The comma may be omitted if the introductory phrase is five words or less except when numbers occur together. If you choose to use a comma following a short introductory phrase, do so consistently throughout the document.

In 1923, 834 cases of measles were reported in that city.
In 1913 the concept of total war was unknown.
Of all the desserts I love, my favorite is the fruit trifle.
Since the school year had already begun, we delayed the curriculum change.

b. After introductory words such as yes, no, or oh.

Yes, I’ll do it.
Oh, I see your point.

7. To set off explanatory dates, addresses and place names.

The change of command, 1 October 1996, was the turning point.
**NOTE:** Use two commas to set off the name of a state, county, or country when it directly follows the name of a city except when using a ZIP code. When including the ZIP code following the name of the state, drop the comma between the two (see *Envelope* section), but use one after the ZIP code number if there is additional text.

We shipped it to 2221 Edgewood Road, Millbrook AL 36054-3644, but it hasn’t been received yet.

8. **To set off statements such as he said, she replied, they answered, and she announced.**

She said, “Welcome to the Chamber of Commerce. May I help you?”
She replied, “I have an appointment with Lt Col Rick Jenkins at 10 a.m.”

**NOTE:** If a quotation functions as an integral part of a sentence, commas are unnecessary.

They even considered “No guts, no glory!” as their slogan.

9. **To set off names and titles used in direct address.**

No, sir, I didn’t see her.
Linda McBeth, you’re not changing jobs, are you?
And that, dear friends, is why you’re all here.

10. **With afterthoughts (words, phrases or clauses added to the end of a sentence).**

It isn’t too late to get tickets, is it? Send them as soon as possible, please.

**NOTE:** The word *too* does not require a comma if located at the end of a sentence—see Rule 5d.

11. **In the following miscellaneous constructions:**

   a. **To indicate omission of words in repeating a construction.**

      We had a tactical reserve; now, nothing. [The comma replaces *we have.*]

   b. **Before for used as a conjunction.**

      She didn’t go to the party, for she cannot stand smoke-filled rooms.

   c. **To separate repeated words.**

      That was a long, long time ago.
      Well, well, look who’s here.

   d. **With titles following personal names. (Jr. and Sr. are set off by commas; 2d, 3d, II, and III are not.)**

      Lee B. Walker, Sr.
      Henry Ford II
      William Price, Esq
      James Stokes 3d
      *In text:* Lee B. Walker, Sr., is …

      **NOTE:** When you must show possession drop the comma following Jr. and Sr.

      Lee Walker, Sr.’s car is …

   e. **When names are reversed.**

      Adams, Angie
      Baldwin, Sherwood, Jr.
      Brown, Carolyn
      Jones, Kevin
      Middleton, Mary
      Parks, James, III
      Price, William, Esq
      Walker, Lee B., Sr.
f. With academic degrees.
   Scott H. Brown, PhD
   James Parks III, MBA
   *In text:* Houston Markham, EdD, will …

g. To prevent confusion or misreading.
   To John, Smith was an honorable man.
   For each group of 20, 10 were rejected.
   Soon after, the meeting was interrupted abruptly.

**SPACING WHEN USING COMMAS ...**

- No space before.
- One space after, unless a closing quotation mark immediately follows the comma.
- No space after within a number.
USE AN EM DASH (—) …

1. To indicate a sudden break or abrupt change in thought.
   He is going—no, he’s turning back.
   Our new building should be—will be—completed by June 2004.

2. To give special emphasis to the second independent clause in a compound sentence.
   Our new, but used, pickup truck is great—it’s economical too!
   You’ll double your money with this plan—and I’ll prove it!

3. To emphasize single words.
   Girls—that’s all he ever thinks about!
   They’re interested in one thing only—profit—nothing else matters.

4. To emphasize or restate a previous thought.
   One day last week—Monday, I think—Congress finally voted on the amendment.

5. Before summarizing words such as these, they, and all when those words summarize a series of ideas or list of details.
   A tennis racket, swimsuit and shorts—these are all you’ll need for the weekend.
   Faculty, staff and students—all are invited.

6. In place of commas to set off a nonessential element requiring special emphasis.
   There’s an error in one paragraph—the second one.
   We will ensure all students—as well as faculty members—are informed of the Chief of Staff’s visit.

7. To set off a nonessential element when the nonessential element contains internal commas.
   Certain subjects—American government, calculus and chemistry—are required courses.

8. Instead of parentheses when a nonessential item requires strong emphasis (dashes emphasize; parentheses de-emphasize).
   Call Lieutenant Colonels Kessler, Sims, and Forbes—the real experts—and get their opinion.

9. In place of a colon for a strong, but less formal, break in introducing explanatory words, phrases or clauses.
   Our arrangement with the Headquarters USAF is simple—we provide the camera-ready copy and they handle the printing and distribution.
10. **With quotation marks.** Place the dash outside the closing quotation mark when the sentence breaks off after the quotation and inside the closing quotation mark to indicate the speaker’s words have broken off abruptly.

   If I hear one more person say, “See what I’m saying!”—
   Thomas Hardy said, “When I get to 25 Barberry Street, I’ll —”

11. **With a question mark or an exclamation mark:**

   a. When a sentence contains a question or exclamation that is set off by dashes, put the appropriate punctuation mark before the closing dash.

      I’ll attend Friday’s meeting—is it being held at the same place?—but I’ll have to leave early for another appointment.
      He’s busy now, sir—wait, don’t go in there!—I’ll call you when he’s free.

   b. When a sentence abruptly breaks off before the end of a question or exclamation, put the end punctuation mark immediately following the dash.

      Shall I do it or —?
      Look out for the —!

**USE AN EN DASH (–) …**

12. **Before the source of a quotation or credit line in typed material (use an en dash in printed material).**

   The ornaments of a home are the friends who frequent it.
   – Anonymous

13. **To indicate inclusive numbers (dates, page numbers, time) when not introduced by the word from or between.**

   Some instructions are on pages 15–30 of this article and from pages 3 to 10 in the attached brochure.
   My appointment is 0800–0900. I will be there between 0745 and 0800.
   She worked in the Pentagon from 1979 to 1996 and she said the 1990–1996 period went by quickly.

14. **In a compound adjective when one element has two words or a hyphenated word.**


**SPACING WHEN USING DASHES …**

- No space before or after an em dash (—) or en dash (–) within a sentence.
- Two spaces after the em dash at the end of a sentence that breaks off abruptly (rule 10)—unless manuscript format and using right justified, then one space after.
- No space before, between or after the em dash when inputting material with a typewriter. An em dash is made using two hyphens (--) when typed.

**NOTE:** The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.

   “All generalizations are false to a certain extent—including this one.”

   – The Quill
DISPLAY DOT

USE A DISPLAY DOT OR BULLET*...

To emphasize specific items in either complete or incomplete sentences that are parallel in grammatical structure.

1. Use display dots when one item is not more important than the others, and the items do not show a sequence. (If the items show a sequence, a numbered list is recommended.)

2. Capitalize the first word of each item in the list when a complete sentence introduces them. (The complete sentence may end with either a period or a colon.)

   The prospect for growing drug abuse worldwide can be correlated with the prevalence of the following ingredients:
   • An awareness of drugs.
   • Access to them.
   • The motivation to use them.

   The Coast Guard is a multimission agency with broad, general mission areas in the maritime arena.
   • Safety.
   • Environmental protection.
   • Law enforcement.
   • Political-military.

3. Use a period (or other appropriate end punctuation) after each item in a vertical list when at least one of the items is a complete sentence.

   After listening intently to the defense attorney’s closing remarks, the jury was convinced of three things:
   • Witnesses lied.
   • False evidence had been presented.
   • The defendant deserved a new trial.

   Two questions continually present themselves to commanders:
   • What is actually happening?
   • What (if anything) can I or should I do about it?

*A “bullet” is a generic term for any graphical symbol used to emphasize different items in a list. Display dots, squares, dashes, and arrows are the most common symbols used for this purpose, but today’s software makes any number of designs possible. Regardless of your choice of bullet graphic, the above guidelines will help readability.
4. When the list completes a sentence begun in the introductory element, omit the final period unless the items are separated by other punctuation.

   There is a tendency to speak of the commander, but there are, in fact, many interrelated commanders, and each commander uses a separate command and control process to
   • make information decisions about the situation,
   • make operational decisions about actions to be taken, and
   • cause them to be executed within a structure established by prior organizational decisions.

5. A colon can be used to indicate a full stop before a list. A colon is often used with expressions such as the following items or as follows.

   Consider the following advantages when making your decision:
   1. You won’t have to be somewhere at 0800 every day.
   2. You can get more involved in community activities.
   3. You can pursue hobbies you haven’t had time for in the last year.

6. Do not use a colon when the listed items complete the sentence that introduces them.

   Liaison officers must
   • become familiar with the situation,
   • know the mission, and
   • arrange for communications. [Not: Liaison officers must:]

   The editorial assistants in Publication Systems are
   • Rebecca Bryant,
   • Lisa McDay, and
   • Yuna Braswell. [Not: The editorial assistants are:]

SPACING WHEN USING DISPLAY DOTS AND BULLETS …

   • No space before.
   • Two spaces after—unless manuscript format and using right justified, then one space after.
   • Hang indent all remaining lines.

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE AN ELLIPSIS …

1. To indicate a pause or faltering speech within a quoted sentence or at the end of a sentence that is deliberately incomplete.

   “I … I don’t know … I mean I don’t know if I can go.”
   Can you tell me what famous document begins with “Four score and seven …”? 

2. To indicate an omission of a portion of quoted material.

   “Four score and … our … brought forth….”
   a. Use four periods (ending period plus ellipsis) to indicate an omission at the end of a sentence.
      Work measurement is the volume of work….

   NOTE: If quotation is intended to trail off, omit ending punctuation.
   He could have easily saved the situation by … But why talk about it.

   b. When a sentence ends with a question mark or exclamation point, use an ellipsis (three periods) and the ending punctuation mark.
      What work measurement tool was used to determine…?

   c. To indicate one or more sentences or paragraphs are omitted between other sentences, use the ellipsis immediately after the terminal punctuation of the preceding sentence.
      In the last few years, we have witnessed a big change in the age groups of America’s violence…. How far and wide these changes extend, we are afraid to say.

   d. When a fragment of a sentence is quoted within another sentence, it isn’t necessary to signify the omission of words before or after the fragment.
      Technicians tell us it “requires a steady stream of accurate and reliable reports” to keep the system operating at peak performance.

SPACING WITH PUNCTUATION MARKS …

• No space between the three periods within the ellipsis itself.
• One space before and after within a sentence.
• No space before when an opening quotation mark precedes the ellipsis.
• Two spaces after ellipsis with a period, question mark or exclamation point at the end of a sentence—unless manuscript format and using right justified, then one space after.

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
EXCLAMATION MARK

USE AN EXCLAMATION MARK …

1. At the end of a sentence or elliptical expression (condensed sentence, key words left out) to express strong emotion (surprise, disbelief, irony, dissent, urgency, amusement, enthusiasm).

   Congratulations on your new son!
   I suppose you consider that another “first”!
   Fantastic show!

2. In parentheses within a sentence to emphasize a particular word.

   He lost 67(!) pounds in 6 months.
   She said what(!)?

ALONG WITH OTHER PUNCTUATION …

3. When an exclamation is set off by dashes within a sentence, use an exclamation mark before the closing dash.

   Our women’s club—number 1 in the community!—will host a party for underprivileged children.

4. Use an exclamation mark inside a closing parenthesis of a parenthetical phrase when the phrase requires an exclamation mark and the sentence does not end with an exclamation mark.

   Jerry’s new car (a 2004 Nissan Maxima!) was easily financed.
   The football game (Alabama versus Auburn) is always a super game!

5. An exclamation mark goes inside a closing quotation mark only when it applies to the quoted material.

   Lt Col Smith said, “Those rumors that I’m going to retire early simply must stop!”
   You’re quite mistaken—Jane Palmisano clearly said, “Peachtree Grill at 1215”!
   Mark and Todd have both told him, “You had no right to say, ‘Kimberly will be glad to teach Acquisition’ without checking with her first!”

SPACING WITH PUNCTUATION MARKS …

- Two spaces after the end of a sentence—unless manuscript format and using right justified, then one space after.
- No space after when another punctuation mark immediately follows (closing quotation mark, closing parenthesis, closing dash).

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE A HYPHEN …

1. **When dividing a word at the end of a line.** When in doubt about the proper place to divide a word, consult a dictionary and apply the guidelines on page 297.

   Use a hyphen to indicate the continuation of a word divided at the end of a line.

2. **To join unit modifiers.** When you abbreviate the unit of measure, omit the hyphen.

   | 4-hour sortie | 4 hr sortie | long-term loan |
   | rust-resistant cover | 24-gallon tank, 24 gal. tank |

3. **When expressing the numbers 21 through 99 in words and in adjective compounds with a numerical first element.**

   Twenty-one people attended.
   Twenty-one people attended with at least 2 that failed to show up.
   Eighty-nine or ninety miles from here there’s an outlet mall.
   I kept their 3-year-old child while they were away.
   There will be a 10-minute delay.

4. **To join single capital letters to nouns or participles.**

   | U-boat | H-bomb | X-height | U-turn |
   | T-shirt | T-bone | D-mark | E-mail |

5. **To indicate two or more related compound words having a common base (suspended hyphen).**

   It will be a 12- to 15-page document.
   The cruise line offers 2-, 3-, and 7-day cruises at special group rates.
   Long- and short-term money rates are available.

6. **To join capital letter(s) and numbers in system designators and numerical identifiers.**

   | F-117 | B-1B | F-16 |
   | KC-10 | Su-24TK | T-38 |
7. **To form compound words and phrases.** Some compound words are written as two words (post office, air brake, Mother Nature, fellow traveler), some as one (manpower, masterpiece, aircraft), some as a combination of words and joined by hyphens (father-in-law, great-uncle, secretary-treasurer, governor-general, men-of-war, grant-in-aid, mother-of-pearl), and some multiple-word compounds that include a preposition and a description (jack-of-all-trades, but flash in a pan and master of none). There’s a growing trend to spell compound words as one word once widely accepted and used. However, sometimes the way you use a compound word or phrase will dictate how you write it—as one word, with a hyphen, or as two separate words. When in doubt, **consult an up-to-date dictionary** or treat as two words if the guidelines on the next pages don’t fit.

a. **Use a hyphen with words and phrases that are combined to form a unit modifier immediately preceding the word modified (except with an adverb ending in *ly*).** Do not hyphenate these phrases when they follow the noun.

- an up-to-date report; this report is up to date; a $500-a-week salary; a salary of $500 a week
- decision-making process; the process of decision making; red-faced man; the man with the red face
- X-rated movies; movies that are X rated; the X-ray equipment; the X-ray showed
- a well-known author; the author is well known
- a first-come, first-served basis; on the basis of first come, first served
- a highly organized group; a completely balanced meal

b. **Use a hyphen when two or more proper names are combined to form a one-thought modifier and when two adjectives are joined by the word *and* or *or*.**

| Montgomery-Atlanta-Washington flight | life-and-death situation |
| black-and-white terms | cause-and-effect hypothesis |
| yes-or-no answer | go-no-go decision |

c. **Use a hyphen when spelling the word solid creates a homonym.**

| re-cover [cover again]; recover [to regain] | re-creation [create again]; recreation [play] |
| re-count [count again]; recount [to detail] | pre-position [position again]; preposition |
| re-create [create again]; recreate [refresh] | [word that forms a phrase] |
| un-ionized [substance]; unionized [to organize] | re-mark [mark again]; remark [say] |
| re-sign [sign again]; resign [quit] | multi-ply [as in fabric]; multiply [arithmetic function] |
| re-start [start again]; restart [to start anew] | co-op [cooperative]; coop [to confine] |
| re-treat [treat again]; retreat [withdraw] |

d. **Use a hyphen to avoid doubling a vowel when the last letter of the prefix “anti,” “multi,” and “semi” is the same as the first letter of the word.** Also, use a hyphen when the second element is a capitalized word or a number.

| anti-inflammatory; anti-Nazi; antiaircraft | semi-icing; semi-Americanized; semiofficial |
| multi-industry; multielement; multimillion | pre-1914, post-World War II; ultra-German |

e. **Use a hyphen to join duplicate prefixes.**

| re-redirect | sub-subcommittee | super-superlative |
DO NOT USE A HYPHEN ...

f. In compounds formed from unhyphenated proper nouns.
   Methodist Episcopal Church    Southeast Asian country    Mobile Bay cruise

g. Between independent adjective preceding a noun.
   hot water pipe                 big gray cat            a fine old southern gentleman

h. In a compound adjective when the first element of a color term modifies the second.
   sea green gown                 grayish blue car

i. In a compound adjective formed with chemical names.
   carbon dioxide formula         hydrochloric acid liquid

j. In a unit modifier with a letter or number as its second element.
   Attachment 3 pages             Article 3 procedures

k. In a unit modifier enclosed in quotation mark unless it is normally a hyphenated term. Quotation marks are not to be used in lieu of a hyphen.
   “blue sky” law                 “tie-in” sale
   “good neighbor” policy         right-to-work law

l. In a unit modifier to set off some prefixes and suffixes (ante, anti, bi, bio, co, counter, extra, infra, inter, intra, like, macro, meta, micro, mid, multi, neo, non, over, post, per, pre, pro, proto, pseudo, sub, re, semi, socio, super, supra, trans, ultra, un, under), BUT THERE ARE SOME EXCEPTIONS.

   All words are hyphenated when used as an adjective compound.
   all-inclusive background        all-out war           all-powerful leader

   Best, better, full, high, ill, least, lesser, little, low, lower, middle, and upper compounds are hyphenated when used as an adjective before a noun; drop the hyphen when used following the noun.
   ill-advised action; action is ill advised
   lesser-regarded man; he was the lesser regarded
   full-length dress; the dress is full length
   upper-crust society; she is of the upper crust
   high-level water; water is at the high level

   best-loved book; the book was best loved
   little-understood man; the man was little understood
   least-desirable man; the man was least desirable
   better-prepared man; the man was better prepared
   middle-class house; he lives with the middle class

   Cross and half words are hyphenated, but some aren’t. Check your dictionary and, if not listed, hyphenate.
   crosswalk                     cross-pollination      cross section
   halfback                      half-dollar             half sister

   Elect words are hyphenated, except when they consist of two or more words.
   mayor-elect                   county assessor elect  president-elect
Ex (meaning former) words are discouraged in formal writing; former is preferred. However, when you use ex in this context, use a hyphen.

ex-governor ex-AU commander ex-convict

Fold words are usually one word, except when used with numerals.

25-fold tenfold twofold

Like words are usually one word except when the first element is a proper name, words of three or more syllables, compound words, or to avoid tripling a consonant.

gridlike lifelike Grecian-like
mystery-like squeeze-bottle-like wall-like

Mid, Post, and Pre words are usually one word except when the second element begins with a capital letter or is a number.

midstream post-Gothic preeminent
mid-June postgame pre-Civil War
mid-1948 post-1900s pre-1700s

Non words are usually one word except when the second element begins with a capital letter or consists of more than one word.

nonattribution noncommissioned officer nonsurgical
non-Latin-speaking people non-civil-service position non-European
non-line of sight

Over and under words are usually one word except when the compound contains the word the.

over-the-counter drug under-the-table kick overbusy employee
overdone steak undertended steak understaffed office

Quasi words are always hyphenated.

quasi-judicial quasi-public quasi-legislative

Self as a prefix is joined to the root word by a hyphen. When self is the root word or is used as a suffix, do not use a hyphen.

self-made selfish herself
self-respect selfless itself
self-explanatory selfsame himself

Vice compounds are hyphenated except when used to show a single office or title.

a vice president; vice-presidential candidate vice admiral; vice-admiralty; viceroy
the vice-consul; vice-consulate’s office vice-chancellor; vice-chancellorship

Well compounds are hyphenated when used as an adjective before a noun; drop the hyphen when used following the noun. Well used as a compound noun is always hyphenated.

well-made suit; suit was well made the well-being of the family; consider her well-being
well-known author; author is well known the well-bred dogs; the dogs were well bred

Wide words are usually one word except when long and cumbersome and when follows the noun.

worldwide university-wide; the virus is university wide
SPACING WHEN USING A HYPHEN ...

- No space *before* or *after* to combine words, punctuation and/or numbers.
- One space *after* when dividing a word (see rule 1) or using suspended hyphen (rule 5).

## DIVIDING WORDS AND PARAGRAPHS

### WORDS

1. Never divide the last word on the first or last lines on a page; do not hyphenate the last words on two consecutive lines; avoid hyphenating more than five lines each page.
2. Never divide monosyllables (one-syllable words). [friend]
3. Never divide words at a vowel that forms a syllable in the middle of the word. [preju-/dice, not prej-/udice]
4. Never divide words at a final syllable whose only vowel sound is that of a syllabic “I.” [prin-/cipal, not princi-/pals]
5. Never divide words of five or fewer letters even when they contain more than one syllable. [not i-/deal or ide-/a]
6. Never divide words by putting a single letter on a line. [not a-/round nor militar-/y]
7. Never further divide words that contain a hyphen—break these words at the built-in hyphen. [self-/control, not self-con-/trol]
8. Divide words containing double consonants between the consonants only when they do not end root words. [permit-/ted; spell-/ing]
9. When possible, divide words after the prefix or before the suffix rather than within the root word or within the prefix or suffix. [applic-/able, not applica-/ble; valu-/able, not val-/uable; pre-/requisite, not prereq-/uisite].
10. Never divide contractions. [not can’/t nor won’/t]
11. When necessary to divide a name, carry over only the surname (never separate a first name from a middle initial, an initial from a middle name or initials used in place of a first name). [Annette G./Walker; Ethel/Hall; R. A./Bowe]
12. Divide surnames, abbreviations and numbers only if they already contain a hyphen, and then divide only at the hyphen. [Johnson-/Roberts, not John-/son-Roberts; AFL-/CIO, not YM/CA; 249-/3513, not $55,-/000].
13. A person’s rank or title should be on the same line with first name or initials, when possible. [Miss Duncan/Phillips; Dr. Louise/Miller-Knight; Major Larry/Lee]
14. When it’s necessary to divide a date, separate the year from month—do not split the month from the day. [14 September/2004]

### PARAGRAPHS

1. Never divide a paragraph of four or fewer lines.
2. When dividing a paragraph of five or more lines, never type less than two lines on either page.
USE ITALICS ...

1. In printed material to distinguish the titles of whole published works: books, pamphlets, bulletins, periodicals, newspapers, plays, movies, symphonies, poems, operas, essays, lectures, sermons, legal cases, and reports.

   The Chicago Manual of Style
   AFM 33-326, Preparing Official Communications
   The Montgomery Advertiser
   The Phantom of the Opera
   Star Trek
   United States Government v. Bill Gates

   NOTE: When you use these titles in the plural, set the plural ending in Roman type.
   There were five Journals and two Times on the shelf.

2. In place of the underscore to distinguish or give greater prominence to certain words, phrases, or sentences. Both the underscore and italics are acceptable, but not in the same document. Use sparingly.

   Air Force doctrine has been the subject of much debate.
   Air Force doctrine has been the subject of much debate.

3. In printed material to distinguish the names of ships, submarines, aircraft, and spacecraft. Italicize the name only, not initials or numbers preceding or following the name. (In typed material, the underscore is generally used for this purpose.) Do not italicize the class or make of ships, aircraft and spacecraft; and names of space programs.

   USS America
   Nautilus
   B-1B Lancer
   Friendship 7
   frigate
   U-boat
   Concorde
   Columbia
   Spruance
   KILO
   Boeing 707
   Gemini II

4. In typed material to distinguish foreign words not part of the English language. Once an expression has become part of the English language (in the dictionary), italics is unnecessary.

   blitzkrieg
   Luftwaffe
   vis-à-vis
   com d’été
   vakfiye
   poêle
   le cheval
   Perestroika

5. When punctuation (except parentheses and brackets) marks immediately follow the italicized word, letter character, or symbol.

   What is meant by random selection?
   Point: one-twelfth of a pica
   Luke 4:16a
   see 12b!

   “Few men are lacking in capacity, but they fail because they are lacking in application.”
   – Calvin Coolidge
USE PARENTHESES ...

1. To enclose explanatory material (a single word, a phrase or an entire sentence) that is independent of the main thought of the sentence.

   The ACSC students (542 of them) will begin classes the second week of June.
   The results (see figure 3) were surprising.

2. To set off nonessential elements when commas would be inappropriate or confusing and dashes would be too emphatic.

   Mr. Henry Anderson, Jr., is the general manager of the Montgomery (Alabama) branch.
   [Parentheses are clearer than commas when a city-state expression is used as an adjective.]
   All the classes will meet three days a week (Mondays, Tuesdays and Thursdays). [Parentheses are used in place of commas because the nonessential element contains commas.]
   I suggest you contact Edward Clinton (a true professional) for his recommendation. [Parentheses used in place of dashes to de-emphasize the nonessential element.]
   Contact Ms. Louise Robinson—the manager of the house in Tuscaloosa—and ask her if a room is still available. [Dashes are used in place of parentheses for emphasis.]

3. To enclose enumerating letters or numerals within a sentence.

   Our goals are to (1) reduce the number of curriculum hours, (2) eliminate the 90-minute lunch period, and (3) reduce the number of personnel needed to accomplish the mission.
   Also, include the following when you file your medical costs: (a) hotel charges, (b) meal costs (including gratuities), and (c) transportation costs.

4. To enclose numbers or letters identifying certain sections of an outline. In outlining, if you have a paragraph numbered 1, you must have a paragraph numbered 2; if you have a subparagraph a, you must have a b subparagraph.

   1. xxxxx
      a. xxxxx
         (1) xxxxx
         (a) xxxxx

5. To enclose a nickname or a descriptive expression when it falls between a person’s first and last names. However, when it precedes or replaces a person’s first name, simply capitalize it.

   George Herman (Babe) Ruth
   Major William F. (Clark) Kent
   Stonewall Jackson
   the Iron Duke

   “And what he greatly thought, he nobly dared.”
   — Homer
Punctuation

ALONG WITH OTHER PUNCTUATION ...

6. If an item in parentheses falls within a sentence, place comma, semicolon, colon, or dash outside (never before) the closing parenthesis.

   I’ll see you later (probably Friday), but remember to collect your money.
   I’ll attend the meeting (as I said I would); however, you’ll have to go to the next one as I have another commitment.
   She’s passionate about two important issues (and strives to support them): homeless children and a clean environment.

7. Use a period before a closing parenthesis only when the parenthetical sentence stands on its own or when the closing parenthesis is preceded by an abbreviation containing punctuation.

   The results were surprising. (See the analysis at附录 2.)
   Many heights of flowers (e.g., 6 in., 12 in., 36 in.) will be featured in the show.

8. Put a question mark or quotation mark before a closing parenthesis only when it applies to the parenthetical item and the sentence ends in a different punctuation.

   The Pentagon (you’ve been there, haven’t you?) is a fascinating office building.
   Doris Williams said she would go. (In fact, her exact words were, “Go golfing? You bet! Every chance I get!”)

9. When using an exclamation mark or question mark to emphasize or draw attention to a particular word within a sentence.

   You call this fresh(!) food.
   They said they will buy us four(?) machines.

SPACING WHEN USING PARENTHESES ...

—opening
- One space before when parenthetic matter is within a sentence.
- No space before when using exclamation or question marks to emphasize or draw attention to a particular word within a sentence.
- Two spaces before when parenthetic matter follows a sentence (when parenthetic matter starts with a capital and closes with its own sentence punctuation)—unless manuscript format and using right justified, then one space before.
- No space after.

—closing
- No space before.
- One space after when parenthetic matter is within a sentence.
- Two spaces after when parenthetic matter is itself a complete sentence and another sentence follows—unless manuscript format and using right justified, then one space after.
- No space after if another punctuation mark immediately follows.

NOTE: The *Tongue and Quill* favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE A PERIOD …

1. To end declarative and imperative sentences.

   His work is minimally satisfactory.
   Don’t be late.

2. To end an indirect question or a question intended as a suggestion or otherwise not requiring an answer.

   She wanted to know how to do it.
   He asked what the job would entail.
   Tell me how they did it.

3. With certain abbreviations. Most abbreviations today are written without punctuation (see Abbreviations, pages 309-315).

   Ms.    Miss [not an abbreviation]  Sr.    no.  [number; could be confused with the word no]
   Mr.    Dr.     e.g.       in.  [inch; could be confused with the word in]
   Mrs.   Jr.     i.e.       etc.

4. To form ellipses (three periods that indicate a pause or faltering speech within a sentence, or an omission of a portion of quoted material). (See Ellipsis on page 291.)

5. In vertical lists and outlines.

   a. Use a period after each item in a vertical list when at least one of the items is a complete sentence. When the list completes a sentence begun in the introductory element, omit the final period unless the items are separated by other punctuation.

      After listening intently to the defense attorney’s closing remarks, the jury was convinced of three things:
      (1) Witnesses lied.
      (2) False evidence had been presented.
      (3) The defendant deserved a new trial.

      After listening to the defense attorney’s closing remarks, the jury was convinced that
      (1) several witnesses had perjured themselves,
      (2) false evidence was presented and
      (3) the defendant deserved a new trial.

      The following aircraft were lined up on the runway:
      B-1B
      T-38
      F-16
      F-117
b. Use periods after numbers and letters in an outline when the letters and figures are not enclosed in parentheses. If you have a numbered 1 paragraph, you must have a numbered 2; if you have a subparagraph a, you must have a b subparagraph; and so on. For Air Force publications, follow guidance in AFI 33-360, Volume 1.

1. outline sample
2.
   a.
   b.
      (1)
      (2)
      (a)
      (b)

ALONG WITH OTHER PUNCTUATION ...

6. With parenthetical phrases. Place a period inside the final parenthesis only when the item in the parentheses is a separate sentence or when the final word in the parenthetical phrase is an abbreviation that is followed by a period.

   I waited in line for 3 hours. (One other time I waited for over 5 hours.)
   One other committee member (namely, Dr. Glen Spivey, Sr.) plans to vote against the amendment.

7. With quotation marks with the period placed inside a closing quotation mark.

   She said, “I'll go with you.”

8. With a dash only when used with an abbreviation that contains periods.

   Tony Lamar’s desk is 48 in.—his is the only odd-sized desk.

SPACING WHEN USING A PERIOD...

- Two spaces after the end of a sentence—unless manuscript format and using right justified, then on space after.
- No space before unless an ellipsis (see Ellipses, page 291).
- One space after an abbreviation with a period within a sentence.
- No space after a decimal point or before within two numbers.
- No space after when another punctuation mark immediately follows (closing quotation mark, closing parenthesis, comma following an “abbreviation” period).
- Two spaces after a number or letter that indicates an enumeration (rule 5b).

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.

“... unless you're on one.”
— The Quill

— 302 —
QUESTION MARK

USE A QUESTION MARK ...

1. To indicate the end of a direct question.

   Did he go with you?
   Will you be able to attend?

2. With elliptical (shortened) questions and to express more than one question within a sentence.

   You rang? For what purpose?
   Was the speaker interesting? Convincing? Well versed?
   Who approved the sale? When? To whom? For what amount?

3. After an independent question within a larger sentence.

   The question “Who will absorb the costs?” went unanswered.
   When will the reorganization take place? will surely be asked.

4. To express doubt.

   They plan to purchase three(?) new Pentium computers with individual scanners for us.
   Jackie Baltzell and Gayle Magill have been associated with her since 1990(?)

ALONG WITH OTHER PUNCTUATION ...

5. Use a question mark before a closing parenthesis only when it applies solely to the parenthetical item and the sentence ends in a different punctuation mark.

   At our next meeting (it’s on the 16th, isn’t it?), we’ll elect a new president. As the gun opened fire (was it a .50-caliber gun?), all movement ceased. [Question marks were used within parentheses because sentences require a period at the end.]
   Are tickets still available (and can I get two), or is it too late? [Question mark is omitted within parentheses because sentence ends with a question mark.]

6. A question mark is placed inside the closing quotation mark only when it applies to the quoted material or when the same punctuation is required for both the quotation and the sentence as a whole.

   She asked, “Did you enjoy the trip?” [Question mark belongs with quoted material.]
   Why did he ask, “When does it start?” [Question mark is same as ending punctuation.]
   Did you say, “I’ll help out”? [Quoted material is not a question; therefore, question mark applies to the sentence as a whole.]

7. When a question within a sentence is set off by dashes, place the question mark before the closing dash.

   The new class—isn’t it called Super Seminar?—begins tomorrow.
SPACING WHEN USING A QUESTION MARK...

- Two spaces after the end of a sentence—unless manuscript format and using right justified, then one space after (see page 302, spacing).
- No space after when another punctuation mark immediately follows (closing quotation mark, closing parenthesis, closing dash).

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.

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English ... A Changing Language

*Awful, terrible* once meant “fear inspiring.”

*Barn* once meant “barley-place.”

*Doom* once meant “any legal judgment.”

*Girl* once was used to refer to a child of either sex.

*Hussy* once meant “housewife.”

*Marshall* once meant “stable boy” (one who looked after mares).

*Meat* once meant “food.”

*Nice* once meant “ignorant.”

*Nimble* once meant “good at taking things.”

*Shrewd* once meant “wicked.”

*Silly* once meant “fortunate.”

*Smart* once meant “causing pain.”

*Starve* once meant “die.”

*Villain* once meant “farm worker.”

–found in *Building Better English*
USE QUOTATION MARKS ...

1. To enclose the exact words of a speaker or writer. With few exceptions, a quotation must be copied exactly as it appears in the original. If the quotation is woven into the flow of the sentence, do not use punctuation preceding the opening quotation mark. When words interrupt a quotation, close and reopen the quotation.

   Robert Frost said, “The brain is a wonderful organ; it starts working the moment you get up in the morning and doesn’t stop until you get to the office.”
   Why does she insist on saying “It just won’t work”? 
   “A pint of sweat” says General George S. Patton, “will save a gallon of blood.”

   NOTE: Do not set off indirect quotations.
   Why does she insist on saying that it just won’t work?

2. To enclose slogans or mottoes, but not signs or notices.

   He had a “do or die” attitude. He has a No Smoking sign in his car.
   “All’s well that ends well” is a popular slogan. There is a Gone Fishing notice on his door.

3. To enclose words or phrases used to indicate humor, slang, irony, or poor grammar.

   They serve “fresh” seafood all right—fresh from the freezer!
   For whatever reason, she just “ain’t talkin’.”

   NOTE: When using quotation marks with other punctuation, the comma and period are always placed inside the closing quotation marks; the semicolon is always placed outside the closing quotation marks; the dash, exclamation mark, and question mark are placed according to the structure of the sentence (see guidelines on pages 288, 292, and 303).

4. With words and phrases that are introduced by such expressions as cited as, classified, designated, entitled, labeled, marked, named, signed, the term, the word when the exact message is quoted. Capitalize the first word when it begins a sentence, when it was capitalized in the original, when it represents a complete sentence, or when it is a proper noun.

   The card was signed “Your friend, Diane.”
   The article was entitled “How to Write English That is Alive.”
   “Fragile” was stamped on the outside of the package.
   The report is classified “secret” and can’t be distributed.
   Our organization received an “Outstanding” Quality Air Force Assessment (QAFA) rating.

   NOTE: Do not enclose these expressions: called, known as, so-called, etc.

   The flower was called an American Beauty rose.
   The boy whose name is “Bill Kent” was known as Clark Kent.
   The so-called secret report can now be distributed.
5. To enclose the title of any part (chapter, lesson, topic, section, article, heading) of a published work (book, play, speech, symphony, etc.). The title of the published work should be underlined in typed material and italicized in printed material.

   The Appendix 1 section in AFH 33-337 is “The Mechanics of Writing.”
When you read “Air Force Writing Products and Templates” section of The Tongue and Quill, keep in mind …

6. To enclose titles of complete but unpublished works such as manuscripts, dissertations and reports.

   We need to get a copy of the “The Evolution of a Revolt” document as soon as possible. The title of his dissertation is “Why Smoking Should be Banned from All Public Places.”

7. To enclose the titles of songs and radio and television shows.

   They sang “The Star Spangled Banner” before the game began. “M.A.S.H.” is still being shown on TV.

8. To denote inches.

   6″ × 15″ [use inch (″) mark and multiplication (×) mark if using typewriter or computer that has these keys]

9. To enclose a nickname or descriptive expression when it falls between a person’s first and last names. However, when it precedes or replaces a person’s first name, simply capitalize it.

   George Herman “Babe” Ruth
   the Iron Duke
   Stonewall Jackson
   Major William F. “Clark” Kent

10. To enclose misnomers, slang expressions, nickname, coined words, or ordinary words used in an arbitrary way.

    His report was “bunk.” It was a “gentlemen’s agreement.”
    The “invisible government” is responsible. but He voted for the lameduck amendment.

SPACING WHEN USING QUOTATION MARKS...

—opening

• Two spaces before when quoted matter starts a new sentence or follows a colon—unless manuscript format and using right justified, then one space before.
• No space before when a dash or an opening parenthesis precedes.
• One space before in all other cases.
• No space after.

—closing

• No space before.
• Two spaces after when quoted matter ends the sentence—unless manuscript format and using right justified, then one space after (see page 302, spacing).
• No space after when another punctuation mark immediately follows (semicolon, colon).
• One space after in all other cases.

NOTE: The Tongue and Quill favors two spaces after the end of a sentence. Rather to use one space or two is left up to the individual or organization. Either way is acceptable.
USE A SEMICOLON ...

1. To separate independent clauses not connected by a coordinating conjunction (and, but, for, or, nor, and so), and in statements too closely related in meaning to be written as separate sentences.

   The students were ready; it was time to go.
   It’s true in peace; it’s true in war.
   War is destructive; peace, constructive.

2. Before transitional words and phrases (accordingly, as a result, besides, consequently, for example, furthermore, hence, however, moreover, namely, nevertheless, on the contrary, otherwise, that is, then, therefore, thus, and yet) when connecting two complete but related thoughts and a coordinating conjunction is not used. Follow these words and phrases with a comma. Do not use a comma after hence, then, thus, so and yet unless a pause is needed.

   Our expenses have increased; however, we haven’t raised our prices.
   Our expenses have increased, however, and we haven’t raised our prices.
   The decision has been made; therefore, there’s no point in discussing it further.
   The decision has been made so there’s no point in discussing it.
   The general had heard the briefing before; thus, he chose not to attend.
   Let’s wait until next month; then we can get better result figures.

3. To separate items in a series that contain commas (when confusion would otherwise result).

   If you want your writing to be worthwhile, organize it; if you want it to be easy to read, use simple words and phrases; and, if you want it to be interesting, vary your sentence and paragraph lengths.

   Those who attended the meeting were Colonels Jim Forsyth, Dean of Education; Michael Harris, Dean of Distance Learning; Mark Zimmerman, Chairman of Leadership and Communications Studies; and Phil Tripper, Chairman of Joint Warfare Studies.

4. To precede words or abbreviations that introduce a summary or explanation of what has gone before in the sentence.

   We visited several countries on that trip; i.e., England, Ireland, France, Germany, and Finland.
   There are many things you must arrange before leaving on vacation; for example, mail pickup, pet care, yard care.

SPACING WHEN USING A SEMICOLON...

No space before.
One space after.
FUNNY SIGNS

1. IN A LAUNDROMAT: Automatic washing machines. Please remove all your clothes when the light goes out.

2. IN A LONDON DEPARTMENT STORE: Bargain Basement Upstairs

3. IN AN OFFICE: Would the person who took the step ladder yesterday kindly bring it back or further steps will be taken.

4. IN ANOTHER OFFICE: After the tea break, staff should empty the teapot and stand upside down on the draining board.

5. ON A CHURCH DOOR: This is the gate of Heaven. Enter ye all by this door. (This door is kept locked because of the draft. Please use side entrance)

6. OUTSIDE A SECOND-HAND SHOP: We exchange anything—bicycles, washing machines etc. Why not bring your wife along and get a wonderful bargain.

7. QUICKSAND WARNING: Quicksand. Any person passing this point will be drowned. By order of the District Council.

8. NOTICE IN A DRY CLEANER’S WINDOW: Anyone leaving their garments here for more than 30 days will be disposed of.

9. IN A HEALTH FOOD SHOP WINDOW: Closed due to illness.

10. SPOTTED IN A SAFARI PARK: Elephants Please Stay In Your Car

11. SEEN DURING A CONFERENCE: For anyone who has children and doesn’t know it, there is a day care on the first floor.

12. NOTICE IN A FIELD: The farmer allows walkers to cross the field for free, but the bull charges.

13. MESSAGE ON A LEAFLET: If you cannot read, this leaflet will tell you how to get lessons.

14. ON A REPAIR SHOP DOOR: We can repair anything (Please knock hard on the door—the bell doesn’t work).

15. SPOTTED IN A TOILET IN A LONDON OFFICE BLOCK: Toilet out of order. Please use floor below.
ABBREVIATING

ABCs

a-,bre-'ve-'a-shən
A shortened form of a written word or phrase used in place of the whole.

—Webster’s Tenth New Collegiate Dictionary

What’s the appropriate abbreviation? Can I abbreviate in this document? How do I write it—all capital letters, all lowercase letters, or caps and lowercase letters? Can I use just the abbreviation or must I spell it out? How do I make it plural—add an s, or an ’s? Where do I go for answers?

Though these questions are insignificant when compared with some Air Force problems, thousands of people confront these issues on a daily basis. To clear the smoke surrounding the use of abbreviations, we’ve listed some types of abbreviations used in Air Force writing and some general guidelines regarding their proper use.
ACRONYMS: Pronounceable words formed by combining initial letter(s) of the words that make up the complete form. Most acronyms are written in all caps without punctuation, but some are so commonly used they are now considered words in their own right.

- AAFES (Army and Air Force Exchange Service)
- NATO (North Atlantic Treaty Organization)
- POW (prisoner of war)
- laser (light amplification by simulated emission of radiation)
- Modem (modular/demodulator)
- SALT (strategic arms limitation talks)
- scuba (self-contained underwater breathing apparatus)
- ZIP code (Zone Improvement Plan code)

BREVITY CODES: Combinations of letters—pronounced letter by letter—designed to shorten a phrase, sentence or group of sentences.

- CFC (Combined Federal Campaign)
- DDALV (days delay en route authorized chargeable as leave)
- DOD (Department of Defense)
- PCS (permanent change of station)
- TDY (temporary duty)
- CNN (Cable Network News)

NOTE: When brevity codes begin with b, c, d, g, j, k, p, q, t, u, v, w, y, or z, the indefinite article a is used. With a, e, f, h, i, l, m, n, o, r, s, or x, use an.

CONTRACTIONS: Shortened forms of words in which an apostrophe indicates the deletion of letters.

- can’t (cannot)
- don’t (do not)
- I’ll (I will)
- I’m (I am)
- I’ve (I have)
- isn’t (is not)
- it’s (it is)
- let’s (let us)
- mustn’t (must not)
- they’re (they are)
- we’re (we are)
- won’t (will not)
- wouldn’t (would not)
- you’ve (you have)
ABBREVIATIONS IN GENERAL:

- Use in informal documents, manuals, reference books, business and legal documents, scholarly footnotes, etc., when needed to save space. Avoid using in formal documents when style, elegance and formality are important.
- In formal writing “United States” is a noun (The United States and Canada were founding …); “US” is an adjective (US policy regarding …).
- Use sparingly, correctly and consistently.
- Spell out the word (or words) the first time used and enough times within the document to remind readers of its meaning.
- Use a figure to express the quantity in a unit of measure (without a hyphen in a unit modifier) when using an abbreviation. [3 mi, 55 mph, 50 lb, 33 mm film]
- Write abbreviations “first,” “second,” “third,” “fourth,” etc., as 1st, 2d, 3d, 4th, etc.
- Use when there’s a choice between using an abbreviation and a contraction. [gov vs gov’t]
- Use the shortest form that doesn’t jeopardize clarity when there’s more than one way to abbreviate a word or phrase. [con, cont, contd]
- Avoid beginning a sentence with an abbreviation (except Mr., Mrs., Ms., Dr.), acronyms and brevity codes.
- Avoid using in main headings.
- Avoid using words that are offensive, profane or repulsive when assigning acronyms, brevity codes and contractions.
- Write without punctuation unless confusion would result. [The abbreviation for inch (in.) might be confused with the word in, the abbreviation for number (no.) might be confused with the word no, etc.]
- Write abbreviations for single words in lowercase letters. [hospital - hosp; letter - ltr]
- Use the same abbreviation for singular and plural forms after spelling it out. [area of responsibility (AOR) - areas of responsibility (AOR)]
- When ambiguity could result, form the plural with a lowercase s and never use an apostrophe to form the plural. [letters - ltrs; travel requests - TRs; area of operations - AO; areas of operations - AOs]
- Do not cap the words just because the acronym or brevity code is capped. Check a source book, the library or the office of responsibility for the correct form. [OJT - on the job training; OPSEC - operations security; JIPC - joint imagery production complex; JCS - Joint Chiefs of Staff]
- Contact the office of primary responsibility for its proper use when writing articles, manuals, handouts, instructions, performance reports, award citations and narratives, and unit histories.
- Find out if your organization has a preference and use it. Otherwise, consult the latest dictionary or use the Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, for terms and definitions.
- Use the “/” (slash) when punctuating some abbreviations. [with – w/ or without – w/o; input/output – I/O]
- SPELL IT OUT if there’s still doubt!
SOME ABBREVIATIONS USED BY AIR FORCE WRITERS …

<table>
<thead>
<tr>
<th>Days</th>
<th>Months</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Jan</td>
<td>1999</td>
</tr>
<tr>
<td>Mon</td>
<td>Feb</td>
<td>2000</td>
</tr>
<tr>
<td>Tues</td>
<td>Mar</td>
<td>2001</td>
</tr>
<tr>
<td>Wed</td>
<td>Apr</td>
<td>2002</td>
</tr>
<tr>
<td>Thurs</td>
<td>May</td>
<td>2003</td>
</tr>
<tr>
<td>Fri</td>
<td>Jun</td>
<td>2004</td>
</tr>
<tr>
<td>Sat</td>
<td>Aug</td>
<td>2005</td>
</tr>
</tbody>
</table>

**Air Force Ranks**

- Airman Basic (AB)
- Airman (Amm)
- Airman First Class (A1C)
- Senior Airman (SrA)
- Staff Sergeant (SSgt)
- Technical Sergeant (TSgt)
- Master Sergeant (MSgt)
- Senior Master Sergeant (SMSgt)
- Chief Master Sergeant (CMSgt)
- Chief Master Sergeant of the Air Force (CMSAF)
- Second Lieutenant (2d Lt)
- First Lieutenant (1st Lt)
- Captain (Capt)
- Major (Maj)
- Lieutenant Colonel (Lt Col)
- Colonel (Col)
- Brigadier General (Brig Gen)
- Major General (Maj Gen)
- Lieutenant General (Lt Gen)
- General (Gen)

**ZIP Code, State and Possession Abbreviations**

| Alabama   | AL | Ala | Montana   | MT | Mont |
| Alaska    | AK |     | Nebraska  | NE | Nebr |
| Arizona   | AZ | Ariz| Nevada    | NV | Nev  |
| Arkansas  | AR |     | New Hampshire | NH |     |
| California | CA | Calif | New Jersey | NJ |      |
| Colorado | CO | Colo| New Mexico | NM | NMex |
| Connecticut | CT | Conn | New York | NY |      |
| Delaware | DE | Del | North Carolina | NC |      |
| Florida | FL | Fla | North Dakota | ND | NDak |
| Georgia | GA | Ga  | Ohio      | OH |      |
| Hawaii    | HI |     | Oklahoma  | OK | Okla |
| Idaho     | ID |     | Oregon    | OR | Oreg |
| Illinois | IL | Ill | Pennsylvania | PA | Pa   |
| Indiana   | IN | Ind | Rhode Island | RI |      |
| Iowa      | IA |     | South Carolina | SC |      |
| Kansas    | KS | Kans| South Dakota | SD | SDak |
| Kentucky  | KY | Ky  | Tennessee  | TN | Tenn |
| Louisiana | LA | La  | Texas     | TX | Tex  |
| Maine     | ME |     | Utah      | UT |      |
| Maryland  | MD | Md  | Vermont   | VT | Vt   |
| Massachusetts | MA | Mass | Virginia | VA | Va   |
| Michigan | MI | Mich | Washington | WA | Wash |
| Minnesota | MN | Minn| West Virginia | WV | Wva  |
| Mississippi | MS | Miss | Wisconsin | WI | Wis  |
| Missouri | MO | Mo  | Wyoming    | WY | Wyo  |
| American Samoa | AS |     | Northern Mariana Islands | MP |     |
| District of Columbia | DC |     | Palau | PW |      |
| Federated States of Micronesia | FM |     | Puerto Rico | PR |      |
| Guam | GU |     | Virgin Islands | VI |      |
| Marshall Islands | MH |     |           |    |      |
### Field Operating Agencies

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Agency for Modeling and Simulation</td>
<td>AFAMS</td>
</tr>
<tr>
<td>AF Audit Agency</td>
<td>AFAA</td>
</tr>
<tr>
<td>AF Base Conversion Agency</td>
<td>AFBCA</td>
</tr>
<tr>
<td>AF Center for Environmental Excellence</td>
<td>AFCEE</td>
</tr>
<tr>
<td>AF Center for Quality and Management Innovation</td>
<td>AFCSQMI</td>
</tr>
<tr>
<td>AF Civil Engineer Support Agency</td>
<td>AFCESA</td>
</tr>
<tr>
<td>AF Communications Agency</td>
<td>AFCA</td>
</tr>
<tr>
<td>AF Cost Analysis Agency</td>
<td>AFCAAA</td>
</tr>
<tr>
<td>AF Flight Standards Agency</td>
<td>AFFSA</td>
</tr>
<tr>
<td>AF Historical Research Agency</td>
<td>AFHRA</td>
</tr>
<tr>
<td>AF History Support Office</td>
<td>AFHSO</td>
</tr>
<tr>
<td>AF Inspection Agency</td>
<td>AFIA</td>
</tr>
<tr>
<td>AF Legal Services Agency</td>
<td>AFLSA</td>
</tr>
<tr>
<td>AF Logistics Management Agency</td>
<td>AFLMA</td>
</tr>
<tr>
<td>AF Medical Operations Agency</td>
<td>AFMOA</td>
</tr>
<tr>
<td>AF Medical Support Agency</td>
<td>AFMSA</td>
</tr>
<tr>
<td>AF National Security, Emergency Preparedness Office</td>
<td>AFNSEPO</td>
</tr>
<tr>
<td>AF News Agency</td>
<td>AFNEWS</td>
</tr>
<tr>
<td>AF Office of Special Investigations</td>
<td>AFOSI</td>
</tr>
<tr>
<td>AF Operations Group</td>
<td>AFOG</td>
</tr>
<tr>
<td>AF Personnel Center</td>
<td>AFPC</td>
</tr>
<tr>
<td>AF Personnel Operations Agency</td>
<td>AFPOA</td>
</tr>
<tr>
<td>AF Program Executive Office</td>
<td>AFPEO</td>
</tr>
<tr>
<td>AF Real Estate Agency</td>
<td>AFREA</td>
</tr>
<tr>
<td>AF Review Boards Agency</td>
<td>AFRBA</td>
</tr>
<tr>
<td>AF Safety Center</td>
<td>AFSC</td>
</tr>
<tr>
<td>AF Service Agency</td>
<td>AFSAV</td>
</tr>
<tr>
<td>AF Studies and Analyses Agency</td>
<td>AFSSA</td>
</tr>
<tr>
<td>AF Technical Applications Center</td>
<td>AFTAC</td>
</tr>
<tr>
<td>AF Intelligence Agency</td>
<td>AIA</td>
</tr>
<tr>
<td>Air National Guard Readiness Center</td>
<td>ANGRC</td>
</tr>
<tr>
<td>Air Reserve Personnel Center</td>
<td>ARPC</td>
</tr>
<tr>
<td>Air Force Weather Agency</td>
<td>AFWA</td>
</tr>
<tr>
<td>Joint Services Survival, Evasion, Resistance and Escape Agency</td>
<td>JSSA</td>
</tr>
</tbody>
</table>

### Phonetic Alphabet

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alfa</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
</tr>
<tr>
<td>J</td>
<td>Juliett</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
</tr>
<tr>
<td>O</td>
<td>Oscar</td>
</tr>
<tr>
<td>P</td>
<td>Papa</td>
</tr>
<tr>
<td>Q</td>
<td>Quebec</td>
</tr>
<tr>
<td>R</td>
<td>Romeo</td>
</tr>
<tr>
<td>S</td>
<td>Sierra</td>
</tr>
<tr>
<td>T</td>
<td>Tango</td>
</tr>
<tr>
<td>U</td>
<td>Uniform</td>
</tr>
<tr>
<td>V</td>
<td>Victor</td>
</tr>
<tr>
<td>W</td>
<td>Whiskey</td>
</tr>
<tr>
<td>X</td>
<td>Xray</td>
</tr>
<tr>
<td>Y</td>
<td>Yankee</td>
</tr>
<tr>
<td>Z</td>
<td>Zulu</td>
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### Academic Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>BA</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>BS</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>MA</td>
</tr>
<tr>
<td>Master of Science</td>
<td>MS</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>PhD</td>
</tr>
<tr>
<td>Doctor of Law</td>
<td>LLD</td>
</tr>
<tr>
<td>Doctor of Medicine</td>
<td>MD</td>
</tr>
<tr>
<td>Doctor of Dentistry</td>
<td>DDS</td>
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</table>

### Secondary Address Unit Indicators

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>APT</td>
</tr>
<tr>
<td>Building</td>
<td>BLDG</td>
</tr>
<tr>
<td>Department</td>
<td>DEPT</td>
</tr>
<tr>
<td>Floor</td>
<td>FL</td>
</tr>
<tr>
<td>Room</td>
<td>RM</td>
</tr>
<tr>
<td>Suite</td>
<td>STE</td>
</tr>
</tbody>
</table>
### Latin Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.M.</td>
<td>ante meridiem before noon</td>
</tr>
<tr>
<td>c. or ca</td>
<td>circa about, approximately</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia for example, for instance</td>
</tr>
<tr>
<td>et al.</td>
<td>et allii, et alia and other people/things</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera and so on, and other things</td>
</tr>
<tr>
<td>ib, ibid.</td>
<td>ibidem in the same place</td>
</tr>
<tr>
<td>i.e.</td>
<td>id est that is to say</td>
</tr>
<tr>
<td>loc. cit.</td>
<td>loco citato in the place cited/mentioned</td>
</tr>
<tr>
<td>op. cit.</td>
<td>opere citato in the work cited/mentioned before</td>
</tr>
<tr>
<td>P.M.</td>
<td>post meridiem after noon</td>
</tr>
<tr>
<td>P.S.</td>
<td>post scriptum after writing</td>
</tr>
<tr>
<td>Pro tem.</td>
<td>pro tempore for the time, temporarily</td>
</tr>
<tr>
<td>Q.E.D.</td>
<td>quod erat demonstrandum which was to be shown</td>
</tr>
<tr>
<td>Sc.</td>
<td>sic thus used, spelt, etc.</td>
</tr>
<tr>
<td>v.</td>
<td>versus vs. against</td>
</tr>
<tr>
<td>v.v.</td>
<td>vice versa the other way around</td>
</tr>
</tbody>
</table>

### Units of Measure

<table>
<thead>
<tr>
<th>Unit</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>gallon</td>
<td>gal</td>
</tr>
<tr>
<td>hertz</td>
<td>hz</td>
</tr>
<tr>
<td>kilogram</td>
<td>kg</td>
</tr>
<tr>
<td>miles per hour</td>
<td>mph</td>
</tr>
<tr>
<td>70 Degrees Celsius</td>
<td>°C</td>
</tr>
<tr>
<td>revolutions per minute</td>
<td>rpm</td>
</tr>
<tr>
<td>inch</td>
<td>in.</td>
</tr>
<tr>
<td>foot</td>
<td>ft</td>
</tr>
<tr>
<td>mile</td>
<td>mi</td>
</tr>
<tr>
<td>kilometer</td>
<td>km</td>
</tr>
<tr>
<td>millimeter</td>
<td>mm</td>
</tr>
<tr>
<td>pounds per square inch</td>
<td>psi</td>
</tr>
<tr>
<td>nautical miles</td>
<td>NM</td>
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</table>

### Direct Reporting Units

<table>
<thead>
<tr>
<th>Unit</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Doctrine Center</td>
<td>AFDC</td>
</tr>
<tr>
<td>AF Operational Test and Evaluation Center</td>
<td>AFOTEC</td>
</tr>
<tr>
<td>AF Security Forces Center</td>
<td>AFSC</td>
</tr>
<tr>
<td>United States Air Force Academy</td>
<td>USAFA</td>
</tr>
<tr>
<td>11th Wing</td>
<td>11 WG</td>
</tr>
</tbody>
</table>

### Major Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Combat Command</td>
<td>ACC</td>
</tr>
<tr>
<td>Air Education and Training Command</td>
<td>AETC</td>
</tr>
<tr>
<td>AF Materiel Command</td>
<td>AFMC</td>
</tr>
<tr>
<td>AF Reserve Command</td>
<td>AFRC</td>
</tr>
<tr>
<td>AF Space Command</td>
<td>AFSPC</td>
</tr>
<tr>
<td>AF Special Operations Command</td>
<td>AFSOC</td>
</tr>
<tr>
<td>Air Mobility Command</td>
<td>AMC</td>
</tr>
<tr>
<td>Pacific Air Forces</td>
<td>PACAF</td>
</tr>
<tr>
<td>United States Air Forces in Europe</td>
<td>USAFE</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>app</td>
<td>appendix</td>
</tr>
<tr>
<td>art</td>
<td>article</td>
</tr>
<tr>
<td>b</td>
<td>born</td>
</tr>
<tr>
<td>bk</td>
<td>book</td>
</tr>
<tr>
<td>c</td>
<td>copyright</td>
</tr>
<tr>
<td>ca</td>
<td>circa</td>
</tr>
<tr>
<td>cf</td>
<td>confer, compare</td>
</tr>
<tr>
<td>ch</td>
<td>chapter (in legal references only)</td>
</tr>
<tr>
<td>chap</td>
<td>chapter (plural: chaps)</td>
</tr>
<tr>
<td>col</td>
<td>column (plural: cols)</td>
</tr>
<tr>
<td>comp</td>
<td>complier (plural: comps); complied by</td>
</tr>
<tr>
<td>d</td>
<td>died</td>
</tr>
<tr>
<td>dept</td>
<td>department (plural: depts)</td>
</tr>
<tr>
<td>div</td>
<td>division (plural: divs)</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia, for example (use without etc.)</td>
</tr>
<tr>
<td>ed</td>
<td>edition, edited by editor (plural: eds)</td>
</tr>
<tr>
<td>et al</td>
<td>et alii, and others</td>
</tr>
<tr>
<td>et seq</td>
<td>et sequens, and the following</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera, and so forth</td>
</tr>
<tr>
<td>fig</td>
<td>figure (plural: figs)</td>
</tr>
<tr>
<td>fl</td>
<td>flourit flourished (for use when birth and death dates are not known)</td>
</tr>
<tr>
<td>i.e.</td>
<td>id est, that is (use with etc.)</td>
</tr>
<tr>
<td>ibid</td>
<td>ibidem, in the same place idem, the same (refers to persons, except in law citations; not to be confused with ibid)</td>
</tr>
<tr>
<td>id</td>
<td>idem, the same</td>
</tr>
<tr>
<td>infra</td>
<td>below</td>
</tr>
</tbody>
</table>
something to consider …

Build effective sentences with active voice, less garbage, positive tone (pages 23-24) and correct words ~ see pages 73-87

Drafting an effective paragraph with transitional devices ~ see pages 68-73

Writing your draft ~ see pages 64-90

Editing your work ~ see pages 91-103
Air Force writers and reviewers spend an excessive amount of time trying to determine the appropriate use of capital letters (and abbreviations and numbers, as well). Everybody seems to want it a different way. Authoritative sources don’t even agree! Put a half dozen style manuals in front of you and compare the rules—two out of the six might agree in some cases.

**The reason for using capital letters is to give distinction or add importance to certain words or phrases.** “But,” you might say, “I thought it was important and should be capitalized, but the Command Section kicked it back to be changed to lowercase letters.” It’s unfortunate, but, if someone else is signing the document, that person has the last word. **The best advice we can give you is to find out what style your organization prefers and use it consistently.**

Although we can’t possibly cover every situation, what follows is designed to provide some measure of consistency within the Air Force. You must ensure consistency within everything you write or type. **A word of caution:** When you’re preparing Air Force publications, performance reports, forms/IMTs, awards, or other unique packages, consult the appropriate manuals or the office of primary responsibility to determine their unique requirements; e.g., Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms.*
FIRST WORDS

1. CAPITALIZE THE FIRST WORD…

   a. of every sentence.

      Twenty-one people attended the secret presentation given by the chief of staff.
      Nonessential government employees were furloughed from 14 to 19 November 2002.

   b. of every sentence fragment treated as a complete sentence.

      Really?  No!  So much for that.
      More discussion.  No agreement.  Another hour wasted.

   c. of direct questions and quotations placed within a sentence even if quotation marks
      are not used.

      The commander asked this question:  How many of you are volunteers?
      The order read “Attack at dawn.”

   d. of items shown in a list (using numbers, letters, or display dots) when a complete
      sentence introduces them.

      The commander listed the following responsibilities of liaison officers:
      a. Become familiar with the situation.
      b. Know the mission.
      c. Arrange for communications.

   e. in the salutation and complimentary closing of a letter.

      Dear Mr. McBride       Sincerely       Respectfully yours

   f. after a hyphen when the hyphenated word is followed by a proper noun or
      adjective.

      non-Latin speaking people

   g. after a colon when the

      (1) word is a proper noun or the pronoun I.

      Two courses are required:  English and Economics.

      (2) word is the first word of a quoted sentence.

      When asked by his teacher to explain the difference between a sofa and a love seat, the
      nursery school boy had this to say:  “Don’t reckon I know, ma’am, but you don’t put your
      feet on either one.”

      (3) expression after the colon is a complete sentence that is the dominant or more
      general element.

      A key principle:  Nonessential elements are set off by commas; essential elements are
      not set off.

      (4) material following the colon consists of two or more sentences.

      There are several drawbacks to this:  First, it ties up our capital for three years.  Second,
      the likelihood of a great return on our investment is questionable.
(5) material following the colon starts on a new line.

They gave us two reasons:
1. They received the order too late.
2. It was Friday and nothing could be done until Monday.

(6) material preceding the colon is an introductory word (NOTE, CAUTION, WANTED, HINT, or REMEMBER).

WANTED: Three editorial assistants who know computers as well as editing and typesetting.

h. each line in a poem. (Always follow the style of the poem, however).

I used to write quite poorly.
My boss said it made him ill.
But now he’s feeling better
’Cuz I use The Tongue and Quill!
- T Sgt Keyes

2. DO NOT CAPITALIZE...

a. the first word of a sentence enclosed in parentheses within another sentence unless the first word is a proper noun, the pronoun I, the first word of a quoted sentence, or begins a complete parenthetical sentence standing alone.

The company finally moved (they were to have vacated 2 months ago) to another location.
One of our secretaries (Carolyn Brown) will record the minutes of today’s meeting.
This is the only tree in our yard that survived the ice storm. (It’s a pecan tree.)

b. part of a quotation slogan or motto if it is not capitalized in the original quotation.

General MacArthur said that old soldiers “just fade away.”

c. items shown in enumeration when completing the sentence that introduces them.

Liaison officers must
a. become familiar with the situation,
b. know the mission and
c. arrange for communications.
[Notice punctuation]

d. the first word of an independent clause after a colon if the clause explains, illustrates or amplifies the thought expressed in the first part of the sentence.

Essential and nonessential elements require altogether different punctuation: the latter should be set off by commas, whereas the former should not.

e. after a colon if the material cannot stand alone as a sentence.

I must countersign all cash advances, with one exception: when the amount is less than $50.
Three subjects were discussed: fund raising, membership, and bylaws.
PROPER NOUNS AND COMMON NOUNS

1. Capitalize all proper names (the official name of a person, place or thing).

   Porie and Tourcoing
   Judy Phillips-McDonald
   the Capitol in DC
   US Constitution
   Anglo-Saxon
   Rio Grande River
   the capital of Maine is ...
   the Constitution
   Cliff Brow
   Stratford-on-Avon
   Mönchengladbach
   the Alamo

2. Capitalize a common noun or adjective that forms an essential part of a proper name, but not a common noun used alone as a substitute for the name of a place or thing.

   Statue of Liberty; the statue
   Air War College; the college
   Washington Monument; the monument
   Potomac River; the river
   Berlin Wall; the wall
   Vietnam Veterans Memorial; the memorial

3. If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is not capitalized.

   Union Station; union passenger station
   Eastern States; eastern farming states

4. Capitalize names of exercises, military operations, military concepts, etc.

   Exercise GLOBAL SHIELD
   Principles of War
   Air and Space Superiority
   Information Superiority
   Operation ENDURING FREEDOM
   New Vision; Global Reach, Global Power
   Precision Engagement
   Agile Combat Support

TITLES OF LITERARY AND ARTISTIC WORKS AND HEADINGS

1. Capitalize all words with four or more letters in titles and artistic works and in displayed headings.

2. Capitalize words with fewer than four letters except...

   a. Articles: the, a, an
   b. Short conjunctions: and, as, but, if, or, nor
   c. Short prepositions: at, by, for, in, of, off, on, out, to, up

   NOTE: Capitalize short verb forms like Is and Be, but not to when part of an infinitive.

   How to Complete a Goal Without Really Trying
   “Reorganization of Boyd Academy Is Not Expected to Be Approved”

3. Capitalize all hyphenated words, except articles and short prepositions; coordinating conjunctions; second elements of prefixes (unless proper noun or proper adjective); and flat, sharp and natural after musical key symbols.

   English-Speaking
   Large-Sized Mat
   Over-the-Hill Sayings
   Run-of-the-Mill
   Post-Prezhev
   Twenty-first Century
   Non-Christians
   Self-explanatory
   One-eighth
   Follow-Through
   Ex-Governor
   E-flat Concerto
4. Capitalize articles, short conjunctions and short prepositions when:
   
a. the first and last word of a title.
   “A Son-in-Law to Be Proud Of”

b. the first word following a dash or colon in a title.
   Richard Nixon—The Presidential Years  Copyright Issues of the Air Force: A Reexamination

c. short words like in, out and up in titles when they serve as adverbs rather than as prepositions. These words may occur as adverbs in verb phrases or in hyphenated compounds derived from verb phrases.
   “IBM Chalks Up Record Earnings for the Year”
   “Wilmington Is Runner-Up in the Election”
   “Sailing up the Rhein”

d. short prepositions like in and up when used together with prepositions having four or more letters.
   “Driving Up and Down the Interstate”
   “Events In and Around Town”

NAMES OF GOVERNMENT BODIES, EMPLOYEES, NATIONAL AND INTERNATIONAL REGIONS, DOCUMENTS

1. Capitalize, except when used in a general sense…

   a. full and shortened names of national and international organizations, movements, and alliances and members of political parties.

   Republican Party  republicanism, communism
   Republican platform; Republican
   Eastern bloc; Communist bloc  Bolshevik; Bolshevists
   Democratic Party; Federalist Party  Common Market; Holy Alliance
   Communist Party; Communist  Federalist; Russian Federation; Supreme Soviet

   b. full and shortened names of US national governmental and military bodies.

   US Government  the Federal Government, government workers
   Department of Defense (DOD)  US Navy, Navy; Marine Corps, the corps
   Defense Department  House of Representatives, the House
   armed forces, armed services  Reserve Component, Active Component
   National Command Authorities  Joint Chiefs of Staff, the joint chiefs
   Department of the Air Force  executive branch
   Air Force Reserve, reserve officer, reservist  Air National Guard, the Guard

NOTE: If Army, Navy, or Air Force can be used logically for Marines, use M. If the word soldier or soldiers logically fits it, use m.

   Michael Johnson enlisted in the Marines.
   a Marine landing
   three marines
   a company of Marines
c. titles of government employees.

- US President, the President
- Presidential campaign
- Congressman Everett; a congressman
- Navy officer; naval officer
- Service component command chaplain
- the Bush Administration, the Administration
- commander in chief
- Russian President
- US Senate; a senator; Senator Clinton
- Secretary of State
- service chiefs; chief of staff
- British Prime Minister

d. full titles of departments, directorates and similar organizations.

- Department of Labor, the department
- Center for Strategic Studies, the agency
- Air War College, the college
- Directorate of Data Processing, the directorate
- Special Plans Division, the division
- Squadron Officer School, the school

e. full titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, etc., but lowercase army, navy, air force, etc., when part of a general title for other countries.

- Continental army; Union army
- Royal Air Force; British air force
- Russian government
- People’s Liberation Army
- Fifth Army; the Eighth; the army
- British navy; the navy
- US Air Force, the Air Force; Navy’s air force
- Red China’s army; the army

f. full names of judicial bodies.

- Supreme Court, the Court
- California Supreme Court
- Circuit Court of Elmore County
- Cabinet members
- traffic court, judicial court
- state supreme court
- county court; circuit court

** NAMES OF STATE AND LOCAL GOVERNMENT BODIES **

1. Capitalize the full names of state and local bodies and organizations, but not the shortened names unless mentioned with the name of the city, county, or state.

- Virginia Assembly; the assembly
- Montgomery County Board of Health; the Board of Health of Montgomery County; the board of health will …

2. Capitalize the word state only when it follows the name of a state or is part of an imaginative name.

- New York State is called the Empire State.
- The state of Alaska is the largest in the Union.
- After an assignment overseas, we returned to the States.

3. Capitalize the word city only when it is part of the corporate name of the city or part of an imaginative name.

- Kansas City; the city of Cleveland, Ohio, is …
- Chicago is the Windy City; Philadelphia, the City of Brotherly Love
4. Capitalize *empire, state, country*, etc., when they follow words that show political divisions of the world, a county, a state, a city, etc., if they form an accepted part of it; lowercase if it precedes the name or stands alone.

11th Congressional District  his congressional district
Fifth Ward  the ward
Indiana Territory  the territory of Indiana
Roman Empire  the empire
Washington State  the state of Washington

**ACTS, AMENDMENTS, BILLS, LAWS, PUBLICATIONS, TREATIES, WARS**

Capitalize the titles of official acts, amendments, bills, laws, publications, treaties and wars, but not the common nouns or shortened forms that refer to them.

Social Security Act  Intermediate-Range Nuclear Forces Treaty
US Code, Vol 28, Sec 2201-2  Gulf War; Seven Years’ War
Fifth Amendment  Tet offensive; Cuban Missile Crisis
the income tax amendment  Korean War; Korean conflict
GI bill; Bill of Rights, food stamp bill  antitrust law; the law
Sherman Antitrust Law  World War II, WWII; the two world wars
Air Force Manual 33-326; the manual  Battle of the Bulge; Berlin Airlift; the airlift
Treaty of Versailles, Jay Treaty; the treaty

**PROGRAMS, MOVEMENTS, CONCEPTS**

1. Capitalize the names of programs, movements, or concepts when used as proper nouns, but not when used in a general sense or latter day designations.

Medicare Act; medicare payments  Civil Rights Act; a civil rights leader
Socialist Labor Party; socialism  Veterans Administration; veteran benefits
Warfare Studies Phase; the phase  Nation-States

*NOTE:* Also capitalize their *imaginative* names.

the New Deal  The New Frontier  Pacific Rim
the Great Society  the War on Poverty  Iron Curtain

2. Capitalize terms like *democrat, socialist* and *communist* when they signify formal membership in a political party, but not when they merely signify belief in a certain philosophy.

a lifelong democrat [person who believes in the principles of democracy]
a lifelong Democrat [person who consistently votes for the Democratic Party]
independent voters  leftists
the right wing  fascist tendencies

3. Do not capitalize nouns and adjectives showing political and economic systems of thought and their proponents, except when derived from a proper noun.

bolshevism  communism  communist
democracy  fascism  fascist
socialism  socialist  Marxism-Leninism
MILITARY RANK, MEDALS, AWARDS

1. Capitalize military rank when it is used with a proper name, but not when it stands alone.

   Colonel Larry D. Grant and his secretary, Linda Wilson; the colonel
   We have 30 majors and 26 lieutenant colonels.
   She’s a staff sergeant in the Air Force.

   NOTE: After initially identifying by full grade and name, use only the surname with the short grade title. Do not mix abbreviations with full words (Lt Col, not Lt Colonel).

   Brigadier General Richard S. Glenn, Brig Gen, General or Gen Glenn
   Master Sergeant Stephanie Reed, MSgt or Sgt Reed
   Chief Master Sergeant Susan Sharp, Chief Sharp

2. Capitalize specific names of medals and awards.

   Medal of Honor   Distinguished Flying Cross   congressional medal
   Nobel Prize     Pulitzer Prize            Oscars and Emmys
   Purple Heart    Legion of Merit            Croix de Guerre

TITLES

1. Capitalize official titles of honor and respect when being used with a proper name or in place of a specific proper name.

   a. national officials such as the President, Vice President, cabinet members, the heads of government agencies, and bureaus.

      President Bush; the President’s speech   every President, Presidential campaigns
      Vice President Cheney                   Secretary of State
      Attorney General                        Director of FBI
      Commissioner of …                      Chief Justice

   b. state officials.

      the Governor                           the Lieutenant Governor
      the attorney general                    the senator

   c. foreign dignitaries.

      the Queen (of England)                 Prime Minister
      The Chancellor of Germany ...          Prince of Wales

   d. international figures.

      the Pope                               the Secretary General of the United Nations.

2. Capitalize any title (even if not of high rank) when it is used in direct address, except madam, miss, or sir if it stands alone without a proper name following.

   Please tell me, Colonel, what risks are involved in this campaign.
   I need to take some leave today, sir.
   I asked the colonel what risks were involved in this campaign.

3. Also capitalize imaginative names used to refer to specific organizations.

   Big Blue [IBM]                          the Big Board [the NY Stock Exchange]
   Ma Bell [AT&T]                          the Baby Bells [the US regional phone companies]
4. Do not capitalize:

a. **organization officials.**

   The commander will visit …
   The secretary’s minutes were read and approved. [formal minutes]

b. **job titles when they stand alone.**

   Marion Conroy has been promoted to the position of senior accountant.

c. **general terms of classification.**

   The Commandant of ACSC; an intermediate service school commandant
   Have your director of research call me.
   Squadron Leader David Bye of the Royal Air Force
   Samuel A. South, USAF, Retired, went …; Samuel A. South retired from …
   United States senator
   a state governor
   every king
   any ambassador
   The 2d Security Forces Squadron Commander; the squadron commander

d. **former, late, ex-, or -elect when used with titles.**

   the late President Truman   ex-President Bush   Mayor-elect Bawley

e. **family titles when preceded by my, your, his, her, our, and their and describe a family relationship.**

   Let me ask my mother and dad if that date is open for them.
   Do you think your brother Bobby would like to meet my sister Fern?
   Frank wants us to meet his Uncle John. (Here Uncle John is a unit.)
   Frank wants us to meet his uncle, John Cunningham.

f. **the at the beginning of a title, except when actually part of the title or when used as part of an official name or title at the Secretariat or Air Staff level.**

   For extensive details check the *Encarta '99.*
   Major Gregg's article was published in *The New York Times.*
   The Adjutant General    The Inspector General
   The Judge Advocate General    The Surgeon General

5. Do not capitalize when titles follow a personal name or used in place of a personal name.

a. **departments within an organization.**

   Some civilians in Air Command and Staff College that will help you are: Linda Wilson, commandant’s secretary; Shirley Keil, protocol officer; Glen Spivey, educational advisor; and Lisa McDay, Yuna Braswell, and Rebecca Bryant, typesetters.
   I’m applying for a job in your Directorate of Education and Curriculum.
   The vacancy in our directorate has been filled.
b. local governmental officials and those of lesser federal and state, except in writing intended for a limited readership where the intended reader would consider the official to be of high rank.

Francis Fahey, mayor of Coventry, Rhode Island, appeared before a House committee today. The mayor spoke forcefully about the... [national news service release.]
The Mayor promised only last fall to hold the city sales tax at its present level. [editorial in a local newspaper.]
I have written for an appointment with the attorney general and expect to hear from his office soon.
I would like to request an appointment with the Attorney General. [memo to the state attorney general’s office.]

COLLEGES, UNIVERSITIES, ORGANIZATIONS, COMMITTEES, AGENCIES

| University of Alabama; the university       | Air Command and Staff College; the college       |
| National Labor Relations Board; the board  | Organization of American States; the organization |
| Veterans Administration; the administration | Committee on Foreign Affairs; the committee       |
| 42d Air Base Wing; the wing                | the National Security Agency; the agency         |

**NOTE:** When using the abbreviated form of a numbered organization (e.g., ABW versus Air Base Wing), do not use th, st, or d with the number. When writing it out in its entirety (Supply Squadron versus SUPS), add the th, d, or st to the number.

- 42d Air Base Wing or 42 ABW
- 42d Supply Squadron or 42 SUPS
- 101st Air Refueling Wing or 101 ARW

**NOTE:** The preferred style is to use the long method in written text and the shortened method in address elements, charts, graphs, notes, and bibliography.

Maxwell Air Force Base, Alabama, has … or Maxwell AFB, Alabama, is …
Maxwell AFB AL 36112-3648 or HQ USAF CO 80840-6254 [address use only]
Maxwell AFB, Ala [notes, bibliography]

ACADEMIC DEGREES AND COURSE TITLES AND SUBJECTS

1. Capitalize the names of specific course titles, but not areas of study.

   American History 201 meets on Tuesdays and Thursdays.
   Esther is teaching kindergarten at Daniel Prattville Elementary and is taking EDL 609, Personnel Admin.
   Psychology of Career Adjustment will be offered next quarter.
   The Leadership and Command course employs an approach to further …

2. Capitalize academic degrees following a person’s name and when the complete title of the degree is given, but not when they are used as general terms of classification.

- H. A. Schwartz, Doctor of Philosophy
- master’s degree; bachelor’s degree
- BA, MA, PhD, LLD, MD, DDS, EdS
- Master of Arts
- Bachelor of Arts Degree in Computer and Information Sciences
- bachelor of arts degree
NOUNS WITH NUMBERS AND LETTERS

Do not capitalize nouns followed by numbers or letters unless using full titles and then the first word and all-important words are capitalized.

- annex A
- appendix D
- article 2
- attachment 2
- book XI
- building 1402
- chapter 5
- chart 10
- DD Form 282
- exhibit A
- figure 7
- line 4
- map 1
- note 1
- page 269
- paragraph 3
- part II
- room 154
- rule 3
- size 8
- subtask 3.1.1
- tab 2
- table 10
- task 3.1
- verse 3
- volume 1
- Annex A, Components
- Tab 2, Directory of Terms

COMPASS DIRECTIONS

1. Capitalize compass directions when referring to specific regions or when the direction is part of a specific name, but not when merely indicating a general direction or location:

   a. general direction/location.

   - travel north on I-65
   - southeastern states
   - the west side of town
   - East Side; Twin Cities

   b. specific regions or a part of the world.

   - vacation in the Far East
   - brought up in the Deep South; but there are clouds forming in the south
   - visit Northern Ireland and New England
   - Central Europe; the Continent [Europe]
   - Sun Belt; West Coast; North Pole

   c. part of a specific name.

   - Southland Dairy Company
   - Northeast Manufacturing Corporation

2. Capitalize words such as northern, southern, eastern, and western when referring to people in a region and to their political, social or cultural activities, but not when merely indicating a general location or region.

   - Southern hospitality
   - Midwesterner
   - Eastern bankers
   - Western Hemisphere
   - the South
   - the Northern vote
   - southern California
   - northern Maine

CELESTIAL BODIES

Capitalize the names of planets (Jupiter, Mars), stars (Polaris, the North Star), and constellations (the Big Dipper, the Milky Way). However, do not capitalize the words sun, moon, and earth unless they are used with the capitalized names of other planets or stars.

- With this weather, we won’t see the sun for a while.
- We have gone to the ends of the earth to reorganize this unit.
- Compare Mars, Venus and Earth.
DAYS OF THE WEEK, MONTHS, HOLIDAYS, EVENTS, PERIODS, SEASONS

Capitalize the days of the week, months, holidays, historic events and periods. Do not capitalize seasons or latter-day designations.

Sunday; Monday
January; February
Veterans Day; New Year’s Day
Battle of the Bulge; World War II
Roaring Twenties; Gay Nineties; Roaring 20s
Dark Ages; Middle Ages; Ice Age; the Restoration
spring, summer, fall, winter
age of steam; nuclear age; space age; rocket age

NOTE: A numerical designation of an era is lowercased if it’s not part of a proper noun; i.e., twenty-first century, the nineteen hundreds.

RACES, PEOPLES, LANGUAGES

Capitalize races, peoples, and languages.

the Sioux; Mandarin Chinese
English; French; Finnish; German
African-American; black; Caucasian; white
Hispanic; Latin American; Mexican

COMMERCIAL PRODUCTS

Capitalize trade names, variety names and names of market grades and brands, but not the common nouns following such names.

Elmer’s glue; Krazy Glue
Microsoft Windows software
Macintosh computers; McIntosh apples
Xerox; Photostat; photocopy; fax
American Beauty rose
Choice lamb chops; White oats
Kleenex tissue; 501 Levi jeans
Band-Aid; Ace bandage; Ping-Pong, table tennis
Scotch tape; Post-It notes; Magic Maker; White-Out
Ivory soap; Coca-Cola; Coke; cola drink

RELIGIOUS REFERENCES

1. Capitalize all references to a supreme being.

God
the Lord
the Supreme Being
the Messiah
the Almighty
the Holy Spirit
Allah
Yahweh

2. Capitalize personal pronouns referring to a supreme being when they stand alone, without an antecedent nearby.

Give praise unto Him.
His loving care
Thy mercy
Seek the Lord for His blessing.
My Father
Our Father

3. Capitalize references to persons revered as divine.

the Apostles
John the Baptist
the Prophet
Buddha
the Blessed Virgin
Saint Peter
4. Capitalize the names of religions, their members, and their buildings.

- Reform Judaism
- Mormon
- Saint Mark’s Episcopal Church
- Zen Buddhism
- Methodists
- Temple Beth Shalom
- the Roman Catholic Church [the entire institution]
- the Roman Catholic church on Bell Road [indefinite reference to a specific building]

5. Capitalize references to religious events.

- the Creation
- the Exodus
- the Second Coming
- the Crucifixion
- the Flood
- the Resurrection

6. Capitalize names of religious holidays.

- Passover
- Christmas
- Hanukkah

7. In general, do not capitalize references to specific religious observances and services.

- bar mitzvah
- baptism
- the Eucharist
- seder
- christening
- the Mass

8. Capitalize (do not quote or underscore) references to works regarded as sacred.

- the New International Bible
- the Koran
- the Ten Commandments
- biblical sources
- the Talmud
- the Sermon on the Mount
- the Revised Standard Version
- the Torah
- Psalms 23 and 25; Psalms 23-24
- the Old Testament
- the Our Father
- Kaddish
- the Book of Genesis
- the Lord’s Prayer
- Hail Mary
- Philippians 1:3
- the Apostle’s Creed
- Psalms 23 and Joshua 9: 1-2, 5

“A man stopped in at a truck stop for a cup of coffee. When the waitress set it in front of him, he decided to strike up a conversation. ‘Looks like rain,’ he said. The waitress snapped back, ‘It tastes like coffee, doesn’t it?’”

— Anonymous
STOP, LOOK AND LISTEN

punctuation fluctuation and capitalization frustration

EHHD at pages 273-307—the mechanics of writing

EBL M>G for more to come … on numbers

LMHI ) EHHD : G = EBL M>G to rule books on punctuation and capitalization.
It is impossible to establish an entirely consistent set of rules governing the use of numbers—we’ve tried! When expressing numbers, keep in mind the significant difference in the appearance of numbers. Figures will grab your attention immediately because they stand out more clearly from the surrounding words, while numbers expressed in words are unemphatic and look like the rest of the words in the sentence. **Figures emphasize; words de-emphasize.**

The following guidelines cover the *preferred* Air Force style of expressing numbers. Remember, however, that personal and organizational preference, and appearance may override these guidelines. If your organization has a preferred style—use it. If not, read on….

- In **general**, numbers 10 and above should be expressed in figures, and numbers one through nine should be expressed in words.

- In **scientific** and **statistical** material, all numbers are expressed in figures.

- In high-level **executive correspondence** and **nontechnical, formal, or literary manuscripts, citation, decoration, memo to the general, textbook, and articles**, spell out all numbers through one hundred and all round numbers that can be expressed in two words (one hundred, five thousand, forty-five hundred). All other numbers are written in figures (514). Turn to the next few pages and research the ones with checks (√) to know which to spell out in this style. It is appropriate, though, to use numbers in tables, charts, and statistical material.
FIGURE STYLE

1. The following categories are almost always expressed in figures, unless high-level executive correspondence and nontechnical, formal, or literary manuscripts. Those with checkmarks (√) are to be spelled out if in high-level executive correspondence and nontechnical, formal, or literary manuscripts. Also when you abbreviate a unit of measure in a unit modifier, do not use a hyphen.

TIME √

- payable in 30 days
- waiting 3 hours
- a note due in 6 months
- 15 minutes later

AGE √

- a 3-year-old filly
- a boy 6 years old
- 52 years 10 months 5 days old
- a 17-year-old German girl

CLOCK TIME

- at 9:30 a.m. Eastern Standard Time; after 3:15 p.m. Greenwich Mean Time, after 15:15 Z
- 6 o’clock [do not use a.m. or p.m. with o’clock]
- 0800 [do not use the word hours when expressing military time]

MONEY

- a $20 bill
- $5,000 to $10,000 worth; $2 million
- $3 a pound
- $9.00 and $10.54 purchases
- it costs 75 cents [if sentence contains other monetary amounts requiring the dollar sign, use $.75]
- a check for $125 [if sentence contains other monetary amounts requiring the cents, use $125.00]
- US $10,000
- Can $10,000
- Mex $10,000
- DM 10,000
- £10,000
- ¥10,000

- 10,000 US dollars
- 10,000 Canadian dollars
- 10,000 Mexican dollars
- 10,000 West German deutsche marks
- 10,000 British pounds
- 10,000 Japanese yen

NOTE: To form the British pound on the typewriter, type a capital L over a lowercase f. To form a Japanese yen, type a capital Y over an equal (=) sign.

MEASUREMENTS √

- 110 meters long
- 5,280 feet
- about 8 yards wide
- 23 nautical miles
- 2 feet by 1 foot 8 inches
- 8 1/2- by 11-inch paper
- 200 horsepower
- 15,000 miles

DATES

- 5 June 2004 or 5 Jun 04 [when abbreviating the month, also abbreviate the year]
- from 4 April to 20 June 2005
- July, August and September 2004

- 21st of July
- Fiscal Year 2004, FY04, the fiscal year
- Academic Year 2003, AY03, the academic year
- Class of 2004 or Class of ’04
- on the 13th send it to
DIMENSIONS, SIZES, TEMPERATURES

- a room 4 by 5 meters
- a 15- by 30-foot room
- size 6 tennis shoes
- thermometer reads 16 degrees

PERCENTAGES, RATIOS, PROPORTIONS, SCORES, VOTING RESULTS

- a 6 percent discount [use % in technical writing, graphs, charts]
- a 50-50 chance
- an evaluation of 85
- Alabama 14, Auburn 17
- a vote of 17 to 6
- a proportion of 5 to 1; a 5-to-1 ratio
- 20/20 or twenty-twenty vision

LATITUDE AND LONGITUDE

a. In nontechnical text:
   - the polar latitudes
   - from 10º20´ north latitude to 10º20´ south latitude
   - longitude 50º west

b. In technical work and tables:
   - lat 32º25´20´´ N
   - long 85º27´60´´ W
   - The map showed the eye of the hurricane to be at 32º25´60´´ N, 85º27´60´´ W.

NUMBERS REFERRED TO AS NUMBERS AND MATHEMATICAL EXPRESSIONS

- pick a number from 1 to 10
- multiply by 1/4
- number 7 is considered lucky
- No. 1—You’re No. 1 in my book.

ABBREVIATIONS, SYMBOLS, SERIAL NUMBERS, DOCUMENT IDENTIFIERS

- $25
- paragraph 3
- serial number 0958760
- lines 5 and 13
- 46-48 AD
- attachment 2
- Proverbs 3:5-7
- pages 273-278

UNIT MODIFIERS AND HYPHENATIONS

- 5-day week
- 110-metric-ton engine
- 10-foot pole
- 8-year-old car
- 1 1/2-inch pipe; 1½-inch pipe; not 1-1/2

2. When a sentence contains numbers used in a related series and any number in the series is 10 or more, express all numbers in the series in figures (except the first word of the sentence if it is a number). When a number is always a figure, it doesn’t change the other numbers to figures in the same sentence.

   - Six children ate 9 hamburgers, 14 hot dogs, and 6 Popsicles.
   - Our office has five officers, two sergeants and six civilians.
   - Our tiny office, which is only 200 square feet, contains five desks, two bookcases and five people.

3. Numerical designations of military units are written as follows:

   a. Air Force units. Use figures to designate units up to and including wings. Use figures for numbered air forces only if using the abbreviation AF.

      - 19th Logistics Group; 19 LG
      - Ninth Air Force, 9 AF
      - 347th Wing; 347 WG
      - 42d Mission Support, 42 MSS
      - but 19TH LOGISTIC GROUP (address label)
NOTE: Refer to AFMAN 33-326 for proper address elements, and keep in mind when you abbreviate the organizational name (CSG, TFW, AD, AF, etc.) do not use \textit{st}, \textit{d}, or \textit{th} with the number.

b. Army units. Use figures to designate all army units except corps and numbered armies. Use Roman numerals for corps and spell out numbered armies.

\begin{itemize}
  \item 2d Army Group
  \item III Corps
  \item 7th AAA Brigade
  \item First Army
  \item 2d Infantry Division
  \item 92d Infantry Regiment
\end{itemize}

c. Marine Corps units. Apply same rules as army units.

d. Navy units. Use figures to designate all navy units except fleet.

\begin{itemize}
  \item Seventh Fleet Carrier Group 8
  \item VF31
\end{itemize}

4. Numbers expressed in figures are made plural by adding \textit{s} alone.

\begin{itemize}
  \item in the 1990s
  \item temperature in the 80s
  \item four 10s in the deck
  \item two F-16s at the base
\end{itemize}

NOTE: To plural a number that is used as part of a noun, place the \textit{s} on the noun and not the number: DD Forms 282; but “file the 282s.”

WORD STYLE

5. Spell out numbers from 1 through 9; use figures for numbers 10 and above in ordinary correspondence.

I need nine copies of this article.
At the conference, we got over 11 comments to start a new …

6. Spell out numbers that introduce sentences. A spelled out number should not be repeated in figures (except in legal documents).

Twelve people volunteered for the job; not twelve (12) people …
Eight children participated in the relay race.

7. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty miles away is Auburn University.
Five to ten people will probably respond.

NOTE: Related numbers in the same set are also treated alike.

The $12,000,000 building had a $500,000 tower. [Not written as \textit{$12 \text{ million}$} because of its relation to \textit{$500,000$.}]
We mailed 50 invitations and only received 5 RSVPs.

8. Spell out numbers in formal writing and numbers used in proper names and titles along with serious and dignified subjects such as executive orders and legal proclamations.

the Thirteen Colonies
The Seventy-eighth Congress
the first Ten Amendments
threescore years and ten
9. Spell out fractions that stand alone except with unit modifier.
   one-half of the vote; but 1/2-inch pipe (unit modifier) or ½-inch pipe
   six-tenths of a mile

NOTE: A mixed number (a whole number plus a fraction) is written in figures except at the
   beginning of a sentence.
   1 1/2 miles; ½ miles; not 1-1/2 miles

   One and a half miles

10. Spell out compound modifiers and numbers of 100 or less that precede hyphenated
    numbers.

   three 10-foot poles
   one hundred 1-gallon cans
   three 1 1/2-inch pipes; three 1½-inch pipes
   120 1-gallon cans
   twenty 5-year-old children
   two 4-hour sorties

11. Spell out rounded and indefinite numbers.

   the early nineties; but the early 1990s
   hundreds of customers
   a woman in her fifties
   the twentieth century
   nineteenth-century business customs
   approximately six thousand soldiers

12. For typographic appearance and easy grasp of large numbers beginning with million,
    use words to indicate the amount rather than 0s (unless used with a related number).

   $12 million
   $6,000,000 and later 300,000 …
   $2.7 trillion
   less than $1 million
   2 1/2 billion or 2½ billion
   $300,000 (not $300 thousand)

13. Form the plurals of spelled-out numbers as you would the plurals of other nouns—by
    adding s, es or changing the y to i and adding es.

   ones twos sixes
twenties fifties nineties

STRIKE A BLOW FOR FREEDOM!!

Are all these rules making you numb? Why don’t we put some sense in this silly nonsense and
   take it upon ourselves as rational men and women to make our own rule that will let us win at
   this numbers game. How about …

   “Always express numbers as figures unless the number starts the sentence,
   or unless the use of figures would confuse the reader … or would look weird.”
   —The Quill’s Law of Numerical Bingo

The simplicity of it is downright ingenious. Think how many pages out of the inconsistent
   grammar books we could eliminate. Save a forest! Be a leader!
ROMAN NUMERALS

Roman numerals are used most frequently to identify the major sections of an outline. They’re also used (in lowercase form and in italics—i, ii, iii) to number pages in the front sections of books. The following table shows Roman numerals for some Arabic figures.

A dash above a letter tells you to multiply by 1,000.

<table>
<thead>
<tr>
<th>Roman Numerals</th>
<th>Arabic Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>I...............1</td>
<td>XXIX..........29</td>
</tr>
<tr>
<td>II.............2</td>
<td>XXX..........30</td>
</tr>
<tr>
<td>III............3</td>
<td>XXXV .........35</td>
</tr>
<tr>
<td>IV............4</td>
<td>XXXIX .......39</td>
</tr>
<tr>
<td>V.............5</td>
<td>XL ............40</td>
</tr>
<tr>
<td>VI...........6</td>
<td>XLV ...........45</td>
</tr>
<tr>
<td>VII...........7</td>
<td>XLIX ..........49</td>
</tr>
<tr>
<td>VIII.........8</td>
<td>L ..........50</td>
</tr>
<tr>
<td>IX.........9</td>
<td>LV ..........55</td>
</tr>
<tr>
<td>X.........10</td>
<td>LXI ..........59</td>
</tr>
<tr>
<td>XV.........15</td>
<td>LX ..........60</td>
</tr>
<tr>
<td>XIX........19</td>
<td>LXV ..........65</td>
</tr>
<tr>
<td>XX.........20</td>
<td>LXIX ........69</td>
</tr>
<tr>
<td>XXV.......25</td>
<td>LXX ..........70</td>
</tr>
</tbody>
</table>

DATES

1600 - MDC
1900 - MCM
1997 - MCMXCVII
2000 - MM

Other combinations of Roman numerals are derived by prefixing or annexing letters. Prefixing a letter is equivalent to subtracting the value of that letter, while annexing is equivalent to adding the value.

49 is L minus X plus IX: XLIX
64 is L plus X plus IV: LXIV