DIA Style Manual
for Intelligence Production
Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to have the impact and inspire the confidence they warrant, they need to be delivered in a well-crafted package.

This manual is the authoritative reference to help us create that package. It sets Agency standards for written intelligence production, minimizing the guesswork on capitalization, numbers, abbreviations, and other style points. Consequently, intelligence producers can focus on crafting effective arguments to support analytic judgments.

The DIA Style Manual for Intelligence Production has been in use for decades. The manual’s executive agent, the Directorate for Analysis, refines the guidance as Intelligence Community standards develop and the language evolves. The U.S. Government Printing Office Style Manual served as the basis for most of the guidance in this manual, and other references provided additional direction, notably The Gregg Reference Manual.

As professional analysts, we focus every day on maintaining subject matter expertise, but communicating that expertise requires us to maintain excellent writing skills. DIA must convey a Defense Intelligence message that is concise, precise, and compelling. This manual is a key tool in our arsenal as we execute our mission and ensure we meet the highest possible standards.
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CHAPTER 1:

Unlike the rest of this style manual, which focuses on "house style" issues, this chapter presents practical advice for authors and editors to consider in intelligence-related writing.

Good writers and editors need to be familiar with foundational grammar rules, such as subject-verb agreement, but they also need to recognize what is and is not a hard-and-fast rule. Many people remember learning that they should not split infinitives or end a sentence with a preposition, but both are "rules" modern usage references largely dismiss.

The organizers decided to immediately address parking for employees and guests.

Moving the adverb "immediately" anywhere else in this sentence would make the meaning less clear. The natural place for an adverb is directly in front of the word it describes. Bottom line: avoid split infinitives if you prefer, but don't make a sentence awkward or confusing by doing so. The same guidance applies to ending a sentence with a preposition.

Similarly, writers and editors need to recognize an error as opposed to a style or context decision.

- Failing to capitalize a word at the beginning of a sentence is an error, but not capitalizing a person's title when it is separated from the name is a style choice (see Chapter 3).
- Spelling out numbers less than 10 in some cases but using numerals for them in others may appear to be a consistency error, but a closer look may show the presentation is in keeping with style guidance to use numerals for all numbers in a sentence when any are equal to or greater than 10 (see Chapter 4).
- Treating words such as none and majority as plural may appear to be a subject-verb agreement error, but these words can be treated as either singular or plural, depending on the context (see Chapter 5).

This guide offers numerous examples of preferred presentation and answers many questions that come up in intelligence writing, but it does not cover every situation. For additional guidance, use a good all-around reference on the mechanics of writing, such as The Gregg Reference Manual. It contains detailed guidance, with numerous examples, on punctuation, grammar, and usage. However, keep in mind that the DA Style Manual for Intelligence Production takes precedence on style issues, such as capitalization and compounding.

Studies of writing today advise authors to keep both sentences and paragraphs short—not necessarily because readers can't deal with more complex writing, but because shorter sentences and paragraphs are easier to read and can be understood more quickly.

Traditionally, writers have used a paragraph to show the development of a single thought. For a complex thought, though, the paragraph's length could become quite imposing. Moreover, for a publication with type in columns, paragraphs seem even longer because fewer words fit on a line. There's a real risk, then, that several long paragraphs will resemble a solid block of type.

Short Sentences

Short sentences—fewer than 20 words—make your readers' task easier. Use caution, though; too many short sentences can make your writing choppy. Good writers mix long and short sentences for variety. Just wrap it up when those longer sentences reach about 30 words.
The key is to look for minor changes within the thought of the long paragraph and to break the paragraph at those points. The unity and coherence of the thought aren’t likely to suffer. Breaking material into shorter paragraphs is simply a better way of packaging ideas— one that uses white space to show readers minor shifts in organization, helping to speed them through their reading.

When organizing material in intelligence products, keep in mind that the topic sentence (first sentence) is the most important part of a paragraph. The topic sentence should be straightforward, encapsulating the message of the paragraph up front. Don’t lead a topic sentence with a dependent clause, especially one that begins with a contrary term, such as although, despite, or however. Such clauses can impede the reader’s ability to absorb the main point. Use subsequent sentences in the paragraph to fill out the story.

A heading can announce the topic of a section, or it can do more—focusing readers’ attention on the main point of the section. Avoid labels like “Background” or “Introduction.” Look instead for headings that provide the gist of a section, especially headings that express the point in a way that invites readers to continue reading. Don’t try too hard to grab attention, though; cute titles or headings can detract from the professionalism of your presentation.

For long studies, there’s another consideration: levels of headings. You have to be wary of the organizational complexity you try to portray with the headings. For the most part, writers of books only occasionally go beyond two levels of headings. Readers are likely to become confused if you try to portray three or four levels of headings throughout a long document.

Make your outline as complex as you need to help you organize the points and subpoints in what you write. However, when you actually write, use headings to highlight only the most important points, and focus readers’ attention with the wording of those headings.

Passive voice is one of the less desirable features of bureaucratic writing. Passive constructions are more wordy than corresponding active constructions and can generate other wordiness—especially sentences beginning with “It is” and “There are.” In addition, passive voice is indirect, reversing the natural order of spoken English, and it lacks the vigor inherent in active voice. Finally, passive constructions often mask the actor. Imagine being told, “Your fate will be decided tomorrow.” Your reaction is to demand, “By whom?” Passive voice makes it all too easy for writers to omit the “by” part of a thought, and this evasiveness in particular is a mark of bureaucratic writing.

The natural order for an English sentence [actor action acted upon] requires active voice:

\[
\text{The sailor} \quad \text{rowed} \quad \text{the boat}
\]

\[
\text{(actor)} \quad \text{(action)} \quad \text{(acted upon)}
\]

A sentence in passive voice reverses that order:

\[
\text{The boat was rowed by the sailor.}
\]

\[
\text{(acted upon)} \quad \text{(action)} \quad \text{(actor)}
\]

Recognizing these constructions in more complicated sentences still is quite simple; that’s why grammar-checking software can locate passive verbs quite well. Only a passive sentence will receive “yes” answers to all of the following tests:
• Is the subject of the sentence acted upon?
• Does the sentence combine a form of to be with the past participle of a main verb? The simple forms of to be are is, am, are, was, and were. Compound forms are will be, is being, and has been. Past participles of main verbs usually end in ed or en (except for irregular verbs such as shot). Thus, passive verbs look like these: is divided, was shaken, has been shot.

• If the actor appears in the sentence, is it in the prepositional phrase by someone or something? Or, if the actor doesn’t appear in the sentence, does the sense of the sentence imply by someone or something?

Don’t Confuse Passive Voice and Past Tense
Both active and passive forms of a verb can appear in present, past, or even future tenses:

Active:	takes, took, will take
Passive: is taken, was taken, will be taken

Far too often, writers accept passive voice because they can’t think how to write in the active voice; in such cases, passive is more accidental than intentional. You can prevent this lack of control in your own writing by learning the following three methods to convert passive voice into active:

• Reverse the object and the subject.
  Passive: The greatest area coverage is offered by open-wire lines.
  But: Open-wire lines offer the greatest area coverage.

• Delete the past participle main verb, leaving the form of to be as the only verb.
  Passive: The processing plants are located in the north.
  But: The processing plants are in the north.

• Change the verb. For example, received is an active counterpart of was given.
  Passive: About 17,000 people are employed in research institutes.
  But: About 17,000 people work in research institutes.

Is passive voice always wrong? No, of course not. Passive constructions have legitimate uses:

• When the object of the action is more important than the actor.
• When the actor is obvious, unimportant, or unknown.

But be careful! You can stretch those justifications to cover most sentences if you try hard enough. Even when the object of an action is more important than the actor, a verb in passive voice may not be necessary. Notice that the second and third methods for activating the passive do not require you to alter the subject of the sentence. Instead, both of these methods change the verb. A good rule of thumb, then, is to use the passive voice only when you have a strong reason.

Like passive voice, imperative constructions (it is, it was, it will be, there are, there were, there will be) lengthen a sentence, delay the point, mask responsibility, and force the subject to follow the verb.
The fix is often simple:

Emphasis:	There was a second explosion that killed three soldiers.

Emphasis: A second explosion killed three soldiers.

Emphasis:	It is probable that voter turnout will be heavy.

Emphasis: Voter turnout probably will be heavy.
Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching -ion, -tion, -ment, -ence, and -ence.

Weak: Chemical attacks are in violation of the treaty.
Strong: Chemical attacks violate the treaty.
Weak: North Korea has made a commitment to resume talks.
Strong: North Korea has committed to resuming talks.

Qualifiers are often necessary for accuracy in intelligence writing, but multiple qualifiers impede clarity. Words that already express a degree of judgment—for instance, imply, indicate, and suggest—should not be combined with qualifiers such as may, likely, and probably.

Not: The lull in attacks may indicate the rebels are ready to negotiate.
But: The lull in attacks indicates the rebels are ready to negotiate.
On: The lull in attacks may mean the rebels are ready to negotiate.

When we discuss clichés, we usually think of overused comparisons like “blind as a bat” or “older than dirt”—phrases most of us know to avoid. However, clichés also can be stale words or phrases that indicate concepts in intelligence writing. Watch out for terms such as “paradigm” or “center of gravity”; they can be the words you need at times, but overuse can turn them into unhelpful catchphrases.

Along similar lines, avoid jargon that is familiar to a particular community but not to your entire audience. If an editor needs a term explained, chances are many other readers will as well.

As you choose the terms for your intelligence papers, be sure the concepts are fresh, accurate, and appropriate. Think twice about using a term just because you've seen it in a number of other papers—it may not be the right wording for your product.

Parallelism is particularly important for headings and bulleted lists. Readers expect headings to be in parallel form. Parallelism is even more important in lists, since their purpose is to emphasize a pattern of organization.

Readers grasp parallel ideas more quickly when they are in parallel form. Nouns should be parallel with nouns, active verbs with active verbs, infinitive phrases with infinitive phrases, subordinate clauses with subordinate clauses, and so on.

Not: The general's success has resulted from the allegiance of his troops and how he has treated the civilians in his region to gain their acceptance. [Noun paralleled with clause.]
But: The general's success has resulted from the allegiance of his troops and the acceptance of the civilians in his region. [Noun paralleled with noun.]
Not: As a soldier he had been in Japan, fighting in Vietnam, and following his general to the Middle East. [Verb paralleled with participles.]
But: As a soldier he had been in Japan, had fought in Vietnam, and had followed his general to the Middle East. [Verb paralleled with verbs.]

When it will help make the parallelism clear, repeat a preposition, an article, a helping verb, the to of an infinitive, or the introductory word of a long phrase.
Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, intercept drug shipments, or destroy processing laboratories.

*But:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to intercept drug shipments, or to destroy processing laboratories.

Placement of restrictive modifiers such as almost, every, just, merely, most, nearly, only, primarily, and principally requires care. Look at the effect of placement for *only* in "This plant produces lug nuts."

*Not:* This plant produces lug nuts. [No other plant produces them.]
*But:* This plant only produces lug nuts. [The plant doesn’t do anything else with them, such as marketing.]
*Or:* This plant produces only lug nuts. [The plant produces nothing else.]

As a general rule, put modifiers close to whatever they modify. "Close to" can be before or after the thing modified, so long as the sentence makes sense.

*Not:* The agreement provided for military equipment which was signed recently.
*But:* The agreement, which was signed recently, provided for military equipment.
*Or:* The recently signed agreement provided for military equipment.

Pay particular attention to a modifier that begins a sentence. Dangling modifiers can occur anywhere in a sentence but are most common at the beginning. Readers expect an introductory word or phrase modifier to refer to the subject of the sentence. When the modifier cannot logically modify the subject, the modifier "dangles."

*Not:* When completely filled out and checked, the taxpayer should sign the form.
*But:* When the form is completely filled out and checked, the taxpayer should sign it.
*Or:* After completely filling out and checking the form, the taxpayer should sign it.

Note, however, that some introductory phrases express a general truth rather than modifying the subject of the sentence. These introductory phrases do not dangle.

Given the importance of the operation, the staff studied a number of scenarios.
To sum up, we all agree to support the change.

Sudden, illogical shifts within a sentence or passage obscure the meaning and hamper reading:

*Not:* The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]
*But:* The farmer was intimidated by threats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]

*Not:* Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]
*But:* Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]
**Note:** The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from troops to camp.]

**But:** The troops hurried up the mountain path and soon saw the camp. [One subject only.]

**Not:** The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from soldier to confinement as active voice shifts to passive voice.]

**But:** The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]

**Not:** Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]

**But:** Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]

**Not:** The United Nations deserves encouragement. Indeed, they deserve more than that. [If *United Nations* takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]

**But:** The United Nations deserves encouragement. Indeed, it deserves more than that. [United Nations and it correspond in number.]

**Not:** Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]

**But:** Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]

**Work Toward a Common Goal: Readability**

Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:

- All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation.
- At the same time, editors need to keep their changes focused on readability. Rather than altering the author’s voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.
CHAPTER 2:
—Strunk and White, The Elements of Style
CHAPTER 2:
Abbreviations can be acronyms, shortenings, brevity codes, or organizational designators. This chapter treats them all generally as abbreviations.

Abbreviations can simplify presentation in a document, but too many of them make reading and understanding difficult. Readers are faced with a code known to the writer but unfamiliar or unknown to them—a source of irritation at best, but frequently an obstruction to communication. For this reason you should use abbreviations sparingly and only when you can be sure their meaning is clear for your readers.

Even in tables and graphics, where space is a consideration, avoid abbreviating unless the full terms will not fit. Changes in layout or type point size may preclude using abbreviations.

Common sense dictates these rules:

• Use an abbreviation only if it will simplify a document. Just because an abbreviation exists is not justification for using it. Establishing an abbreviation and then using it only once seldom justifies forcing readers to translate your abbreviations. If you are not going to repeat an abbreviation frequently, do not use it.

Also, keep in mind that making use of context in a paper may eliminate the need to establish an abbreviation when the abbreviation will not be needed repeatedly. Consider the following example:

Infrastructure modifications were evident in the Very Important Military District (VIMD), consistent with the VIMD’s high priority in defense planning.

Establishing “VIMD” appears to be justified: the abbreviation will replace four words (a reasonable saving), and clearly the abbreviation is going to be used again, since it appears again in the same sentence. However, in this case rewording the sentence to make use of the context the sentence already establishes will eliminate the need for establishing the abbreviation:

Infrastructure modifications were evident in the Very Important Military District, consistent with that district’s high priority in defense planning.

• Limit your use of abbreviations to appropriate places. Avoid using all but the most common abbreviations in key judgments or executive summaries, titles and headings, and tables of contents.

• Avoid using an abbreviation for a person’s name. For example, refer to Kim Jong Un on secondary reference as Kim, not KJU.

When To Introduce an Abbreviation
Common wisdom says to introduce an abbreviation with the first occurrence of the corresponding term in a document. Taken literally, this leads to unnecessary abbreviations in key judgments and summaries and frequently results in an abbreviation’s being introduced long before its next occurrence.

The best time to introduce an abbreviation is the first time you use the corresponding term in a portion of a document in which the abbreviation will appear frequently.

For example, a product dealing with military capabilities often discusses a force’s organization—showing relationships among a number of subordinate entities in the force structure—and then each of the subordinate entities. If the writer introduces abbreviations for the entities in the discussion of the hierarchy, readers may be faced with 10 to 20 abbreviations in a few sentences. Expecting readers to absorb those abbreviations and recognize them later is unreasonable. The writer would do better to introduce each abbreviation in the discussion of the subordinate entity, when the abbreviation will reappear shortly after its introduction.
Occasionally readers are more familiar with an abbreviation than they are with the abbreviated term. For example, in a discussion of special forces, readers are more likely to recognize SEAL than the full term sea/land (which communicates little without further explanation). In such a case, use the abbreviation for clarity.

The most common way of introducing an abbreviation is to state the full term and then, immediately after it, to include the abbreviation in parentheses:

A motorized rifle division (MRD) reportedly....

The Federal Aviation Administration (FAA)....

When an abbreviation is better known than the term itself, you may want to reverse their positions, placing the term in parentheses after the abbreviation. This may be the case if the abbreviation is derived from the initial letters of a foreign term rather than the English translation.

The Cuban FAR (Revolutionary Armed Forces)....

During operations in Chechnya, Russia’s GRU (General Staff Main Intelligence Directorate) ensured....

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (Département de Renseignement et de Sécurité).

Sometimes you may need to establish an abbreviation more than once in a document:

- In a long document, when a large amount of text intervenes between the introduction (and first repeated use) of the abbreviation and later repeated use of the same abbreviation.
- In a collection of articles. Because readers often look at only some of the articles or read them in an order different from that of the publication that collects them, abbreviations do not carry over well from article to article. You will need to establish necessary abbreviations in each article, independent of the use of the same abbreviations in other articles.

Capitalization in an abbreviation does not indicate that the words of the corresponding term also must be capitalized. Capitalize the initial letters of appropriate words in the related term if they are proper nouns, and use lowercase for the words if they are common nouns.

The aircraft returned to Argut Naval Air Station (NAS).

The aircraft returned to the naval air station (NAS).

Authors frequently become confused about capitalization when they write about operational systems. The test still is whether the term is being used as a proper noun or only as a generic term.

The American Multiple-Launch Rocket System (MLRS) differs from other multiple rocket launchers (MRLS).

Capitalization also is an issue in establishing abbreviations. For years two different systems for establishing abbreviations have existed side by side—a situation that sometimes causes confusion. One system capitalizes only letters for important words, leaving those for unimportant words like of in lowercase form. The other system capitalizes all the letters in the abbreviation, whether they stand for important or unimportant words.

- Today the predominant system is to use capitals for all the letters in an abbreviation. If you establish an abbreviation in an intelligence product, use capital letters throughout the abbreviation.
Nevertheless, well established legacy abbreviations with some lowercase letters, such as DoD for the U.S. Department of Defense, are still in use today while similar abbreviations, such as DOE for Department of Energy, have all uppercase letters.

An abbreviation formed from a foreign term is not italicized, though the foreign term may be. Normally you will not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like, because our business—assessing intelligence information dealing with foreign governments and their defense and security organizations—uses numerous foreign terms as a part of our writing. However, if you are providing the original language words to explain the formation of an abbreviation, italics are appropriate for the foreign words.

Russia’s Spetsnaz (from voiska spetsialnogo naznacheniya, or "troops of special designation") had special missions.

Subordinate to Algeria’s Ministry of National Defense is its Department of Intelligence and Security, or DRS (Département de Renseignement et de Sécurité).

Very few abbreviations require periods. The exceptions are the traditional nonmilitary ranks or titles (Mr., Mrs., Ms., Dr., Prof.) and no. (for “number,” to distinguish it from the answer or command no). In addition, use periods with U.S. The abbreviations i.e. (“that is”) and e.g. (“for example”) also require periods, however, many people confuse these abbreviations, so using them is discouraged.

Most abbreviations are established in the singular form. Therefore, when you introduce (or use) an abbreviation, pay attention to whether the term is singular or plural. If the term is singular, the abbreviation should be as well; if the term is plural, the abbreviation usually will have to be changed to make it plural.

... earth-penetrator weapons (EPWs).
... within the military regions (MRs).
SA-7 and SA-14 surface-to-air missiles (SAMs) are among the world inventory of shoulder-fired SAMs.

Particularly for military forces, an abbreviation often equates to a plural thing—for example, “ANDSF” for “Afghan national defense and security forces.” However, usually the abbreviation itself, after it is established, is singular and requires a singular verb.

Afghan national defense and security forces (ANDSF) continue to improve their ability....

Here the subject Afghan national defense and security forces requires a plural verb (continue) and a plural pronoun (they). Thus, “ANDSF” represents a plural entity. Nevertheless, when ANDSF itself is used as a subject, the abbreviation is singular and requires a singular verb and singular pronoun:

However, the ANDSF is not yet prepared to hold its own in....

Forming Plurals of Abbreviations
When an abbreviation ends in an uppercase letter, form the plural by adding a lowercase s, without an apostrophe.

ICBMs, SAMs, MiGs, INFs

However, if the abbreviation ends in lowercase letters, form the plural by adding ’s (apostrophe + lowercase s).

cy’s

These are rare in general military intelligence writing but sometimes occur in scientific or technical publications. Do not confuse them with plurals of lowercase abbreviations for units of measure, which are not changed to plural form.

not 500 km’s or 500 kms but 500 km
Furthermore, even though an abbreviation may stand for an entity that we know to consist of many people, references to the abbreviation cannot be the pronouns they or their. This problem occurs frequently in intelligence writing in discussion of a political party or organization (which obviously is a group of people):

Not: The CCP decided to implement their decisions after....
But: The CCP decided to implement its decisions after....

When the abbreviation is used instead as a modifier for a plural noun—for example, in CCP members—the abbreviation no longer determines the number, so a plural pronoun reference is appropriate to refer to the plural noun:

The CCP members decided to implement their decisions after....

Because of what they stand for, a few abbreviations are only plural. When it stands for “tactics, techniques, and procedures,” TTP is one of these. Because TTP in this sense is plural, we cannot write “A new TTP proved successful.” Instead, we would need to write “A new tactic [or technique, or procedure] proved successful.”

As with the terms they represent, most abbreviations can be used in the possessive form.
If the abbreviation is being used as a singular possessive, add an apostrophe and a lowercase s.
If the application requires a plural possessive, add the apostrophe after the lowercase s that forms the plural of the abbreviation.

Singular possessive: The MRD’s leaders....
Plural possessive: The MRDs’ leaders....

Generally the adjective form of the abbreviation is preferable; it can be substituted for both the singular and plural possessive forms:

Adjective form: The MRD leaders....

When you introduce an abbreviation, avoid establishing it in its possessive form. Usually you can avoid that situation by using the abbreviation as an adjective, or you can put the abbreviation in a prepositional phrase. However, if you do establish an abbreviation when the words for it are in the possessive form, the abbreviation also needs to appear in the possessive form.

Until: The Royal Air Force’s (RAF’s) aircraft....
Use: The Royal Air Force (RAF) aircraft....
Or: The aircraft of the Royal Air Force (RAF)....

You can join a prefix or suffix to an abbreviation with a hyphen. Do not capitalize the prefix or suffix unless it indicates a proper noun form.

anti-NATO stance CFE-mandated reductions
pro-UN position START-related reforms

However, the participial and negative forms of MIRV are formed without hyphens:

a MIRVed ICBM
an unMIRVed version of the ICBM
deploying nonMIRVed missiles
When you need to form a multiple-word compound at the same time you are introducing an abbreviation, hyphenate after the parentheses enclosing the abbreviation.

interference with Global Positioning System (GPS)-related technology

If possible, avoid a construction such as this by restructuring the passage; in this case, for example, with "interference with technology related to the Global Positioning System (GPS)."

Depending on how you use an abbreviation in a sentence, a definite article (the) or an indefinite one (a or an) may need to precede the abbreviation. If you would use the in front of the term the abbreviation stands for, you usually will need the in front of the abbreviation.

The surface-to-air missile was fired....
The SAM was fired....
The ground controlled intercept operator chooses....
The GCI operator chooses....
Task Force Marte reported....
TFM reported....

Use of the with abbreviations is not a hard-and-fast rule, but be aware of common practice. Particularly for organization names, the is used with abbreviations pronounced as individual letters (initialisms) more often than with abbreviations pronounced as words (acronyms), especially multisyllable words. For instance, the is generally used with the OCM and the FARC but not with AMISOM, NATO, and ISAF.

For abbreviations representing Intelligence Community and Defense Intelligence Enterprise agencies and organizations (DIA, NSA, CIA, NGIC, etc.) and the combatant commands (USCENTCOM, etc.), delete the from in front of the abbreviation for general intelligence writing, including most correspondence.

DIA estimates....
... coordination with CIA, NSA, and USSTRATCOM

Deleting the from in front of an abbreviation also is appropriate for the abbreviation representing the organization of which the writer is a part. For example, an author who is a member of DIA's Directorate for Analysis (DI) could write something like the following:

When dealing with Defense Intelligence Enterprise organizations, DI will....

Using a or an with abbreviations is trickier. For an abbreviation, including an acronym or letter/number group, pronounced as a word (such as "HOT" and "IMINT"), use a if the abbreviation begins with a consonant sound or an aspirated h ("a HOT missile") and an if the abbreviation begins with a vowel sound ("an IMINT collector"). For abbreviations for which you pronounce the letters and numbers themselves:

- Use a when the group begins with b, c, d, g, j, k, p, q, t, u, v, w, y, or z: "a DIA employee," "a UN worker."
- Use an when the group begins with a, e, f, h, i, l, m, n, r, s, or x: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

A or An?

When choosing between using a or an with an abbreviation, consider the abbreviation itself, not an expansion of the abbreviation. For example, for discussion of a frequency-hopping (FH) radar, because we would pronounce the letters of the abbreviation, we would write "an FH radar," as an is appropriate before an abbreviation beginning with f; we would not choose "a FH radar" even though a would be appropriate before "frequency."
You have to consider the expansion of an abbreviation when deciding what words can follow it. Be careful to avoid redundancy when you use abbreviations.

AC current = alternating current current
START treaty = Strategic Arms Reduction Treaty treaty
LOC lines = lines of communication lines
AWACS system = airborne warning and control system system
CAC card = common access card card

Nix GOx Abbreviations
Avoid using abbreviations like GOP for "government of Pakistan [or Panama, Peru, Paraguay, etc.]") in a finished intelligence product. Abbreviations such as these are useful in message traffic and similar reporting, but they are out of place in finished intelligence products, especially those for senior-level customers.

Use what The World Factbook calls the conventional short form for a country name (rather than the conventional long form): "China" rather than "People's Republic of China," "North Korea" rather than "Democratic People's Republic of Korea," "South Korea" rather than "Republic of Korea," etc. Congo is a bit more complicated because of the need to distinguish between the two countries. For the Democratic Republic of the Congo, establish the abbreviation "DRC," which The World Factbook lists as the conventional short form for the country's name; "Congo (Kinshasa)" also is acceptable. For the Republic of the Congo, The World Factbook provides "Congo (Brazzaville)" as the conventional short form.

Spell out most country names, whether you use them as nouns or adjectives—except the United States, the United Kingdom, and the United Arab Emirates. Spell out United States and United Kingdom (and United Nations) when you use them as nouns, but use the abbreviations for the adjective forms. If you need multiple references to the United Arab Emirates, establish UAE early in a paper.

The United States sold....
U.S. arms sales....
... contracts involving the United Kingdom.
... UK contracts.

For members of the U.S. military, use rank/rate abbreviations as the individual Military Services use them. For all militaries, use the abbreviation in front of a name, but spell out the rank in lowercase elsewhere: "Maj Gen Gonzales of the Mexican Air Force plans to visit shortly after his promotion to lieutenant general." Also spell out the rank in plural form: "Captains Arroyo and Valdez."

U.S. Army Officers/Warrant Officers

general of the Army (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
chief warrant officer 5 (W 5)
chief warrant officer 4 (W 4)
chief warrant officer 3 (W 3)
chief warrant officer 2 (W 2)
warrant officer 1 (W 1)

U.S. Navy and Coast Guard Officers/Warrant Officers
fleet admiral (special)
admiral (O-10)
vice admiral (O-9)
rear admiral, upper half (O-8)
rear admiral, lower half (O-7)
captain (O-6)
commander (O-5)
lieutenant commander (O-4)
lieutenant (O-3)
lieutenant, junior grade (O-2)
ensign (O-1)
chief warrant officer (W-5)
chief warrant officer (W-4)
chief warrant officer (W-3)
chief warrant officer (W 2)
warrant officer (W 1) [no longer used]

U.S. Air Force Officers
general of the Air Force (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
[U.S. Air Force does not have warrant officers]

U.S. Marine Corps Officers/Warrant Officers
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)
chief warrant officer 3 (W 3)
chief warrant officer 2 (W 2)
warrant officer 1 (W 1)

**U.S. Army Enlisted Personnel**

sergeant major of the Army (E-9)
command sergeant major (E-9)
sergeant major (E-9)
first sergeant (E-8)
master sergeant (E-8)
sergeant first class (E-7)
staff sergeant (E-6)
sergeant (E-5)
corporal (E-4)
specialist (E-4)
private first class (E-3)
private (E-2)
private (E-1)

**U.S. Navy and Coast Guard Enlisted Personnel**

U.S. Navy and Coast Guard enlisted personnel are identified by paygrade (rate) and occupational specialty (rating). These specialties and their combinations with rates are too numerous to list here. For ratings, see [NIPRNET](https://www.navy.mil/navydata/navy_legacy.asp?id=259). Rates are as follows:

master chief petty officer of the Navy (E-9)
master chief petty officer of the Coast Guard (E-9)
fleet/force/command master chief petty officer (E-9)
master chief petty officer (E-9)
senior chief petty officer (E-8)
chief petty officer (E-7)
 petty officer first class (E-6)
 petty officer second class (E-5)
 petty officer third class (E-4)
 seaman (E-3)
 seaman apprentice (E-2)
 seaman recruit (E-1)

**U.S. Air Force Enlisted Personnel**

chief master sergeant of the Air Force (E-9)
command chief master sergeant (E-9)
first sergeant (E-9)
chief master sergeant (E-9)
first sergeant (E-8)
senior master sergeant (E-8)
first sergeant (E-7)
master sergeant (E-7)
technical sergeant (E-6)
staff sergeant (E-5)
senior airman (E-4)
airman first class (E-3)
airman (E-2)
basic airman (E-1)
U.S. Marine Corps Enlisted Personnel

- sergeant major of the Marine Corps (E-9)
- sergeant major (E-9)
- master gunnery sergeant (E-9)
- first sergeant (E-8)
- master sergeant (E-8)
- gunnery sergeant (E-7)
- staff sergeant (E-6)
- sergeant (E-5)
- corporal (E-4)
- lance corporal (E-3)
- private first class (E-2)
- private (E-1)

Foreign Military Officers

For foreign military officers, regardless of branch of service, use the following abbreviations for ranks:

- admiral
- admiral (first grade)
- admiral of the fleet
- admiral (second grade)
- air chief marshal
- air commander
- air commodore
- air marshal
- air vice marshal
- army general
- brigadier
- brigadier general
- captain
- captain first rank
- captain second rank
- chief warrant officer
- colonel
- colonel general
- colonel major
- commander
- commodore
- corps general
- director general
- division general
- ensign
- field marshal
- first lieutenant
- fleet admiral
- flight lieutenant
- flying officer
- general
- general-colonel
- general (first grade)
general lieutenant
general lieutenant colonel
general major
general of the air force
general of the army
general (second grade)
group captain
lieutenant
lieutenant colonel
lieutenant colonel general
lieutenant commander
lieutenant general
lieutenant junior grade
major
major general
marshal
marshal of aviation
marshal of the Royal Air Force
marshal of the Soviet Union
pilot officer
rear admiral
second lieutenant
senior colonel
senior lieutenant colonel
squadron leader
squadron vice admiral
staff air marshal
staff air vice marshal
staff brigadier general
staff general
staff lieutenant general
staff major general
staff rear admiral
vice admiral
vice marshal
warrant officer
wing commander

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense.

Ranges are in kilometers.

The opening was several meters wide.

As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form. In tables, abbreviations are appropriate for all units of measure because of space limitations. Abbreviations for units of measure do not have periods and are not changed to plural form. Unit modifiers involving units of measure require hyphens. (For a full explanation of unit modifiers, see Chapter 7; for complete coverage of number usage, see Chapter 4.)
a 50-km road segment
a section of road that stretched 50 kilometers
a 500-NM range
a 3-cm-diameter pipe

Because of the risk of ambiguity, avoid single-letter abbreviations (e.g., m, k, l, t, v, w).

Change:
a segment of 300 m on Route A
Loc:
a 300-meter segment on Route A
On:
a Route A segment of 300 meters

Some offices have preferred to use mt or MT for metric ton(s). These abbreviations, however, present problems.

- As a prefix, m equates to "milli," and t is the symbol for metric ton(s), making mt equate to "milli-metric ton(s)," which is somewhat nonsensical.
- In addition, using mt or MT invites confusion with Mr, which equates to "megaton(s)."

For these reasons, we need to use the international symbol of t for metric ton(s), even though this abbreviation has only a single character. Of course, using the words metric ton or metric tons avoids the abbreviation issue.

Percent and Other Symbols
Do not abbreviate or use the symbol for percent except to save space in tables or graphics, where the symbol % may be used if required. However, even in these cases do not abbreviate unless the term will not fit. Similarly, do not use symbols such as ~ (about or roughly), < (less than), or > (greater than) unless the spelled out term will not fit. In tables where symbols are appropriate, minimize clutter by putting symbols in column headings if possible, rather than in individual cells.

Do not abbreviate the names of months and days except to save space in tables and graphics. However, even in these cases do not abbreviate unless the full terms will not fit.

Use the following abbreviations if they are required:

<table>
<thead>
<tr>
<th>Days</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>January</td>
</tr>
<tr>
<td>Monday</td>
<td>February</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April</td>
</tr>
<tr>
<td>Thursday</td>
<td>May</td>
</tr>
<tr>
<td>Friday</td>
<td>June</td>
</tr>
<tr>
<td>Saturday</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td>August</td>
</tr>
<tr>
<td></td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
</tbody>
</table>
The list that follows contains abbreviations for use in DIA intelligence products. This list is included for standardization of preferred usage, to show uppercase and lowercase forms, and to permit marking abbreviations that may be used without being introduced in the text of a product. This list does not preclude use of the Department of Defense Dictionary of Military and Associated Terms and IntelliPedia's "Acronyms" page, which present many abbreviations not covered here.

The following abbreviation list sometimes shows multiple uses for the same abbreviation, and all of them can be considered "preferred" abbreviations. Common sense, however, indicates that you cannot use the same abbreviation for multiple purposes in the same paper. For example, even though BW can stand for either "biological warfare" or "biological weapon," it must not stand for both things in the same piece of writing.

The abbreviation list employs two symbols:

- A superscript dagger symbol (†) marks an abbreviation that should be used instead of the words the abbreviation stands for. Very few abbreviations show this marking.
- An asterisk (*) after an abbreviation indicates that you can use the abbreviation without introducing it if you can be certain that intended users of a product will understand the abbreviation. When you have any doubt about whether your consumers will understand an abbreviation, spell out the term on first use in your publication, even if the abbreviation is marked with an asterisk in the following list.

Caution: Because a production element has been reading numerous bits of information that use an abbreviation and analysts from that element are writing a number of papers using an abbreviation, analysts frequently believe that everyone else must be familiar with the abbreviations they commonly see and use. However, for perspective, consider the following. The Free Dictionary, on the Internet at <http://www.thefreedictionary.com/>, has an "Acronym Finder" that lists expansions for letter sets, and it includes military expansions among the many possible "translations" for an abbreviation. As of 1 December 2015, this website produced 43 expansions for "PTG," one of which equated to the expansion in our listing; 191 expansions for "SSP," none of them matching the one in our listing; and 105 for "ADA," one of which was the one in our listing. For this reason, we need to be careful when deciding whether to establish an abbreviation. Do not consider an asterisk with an abbreviation to be a license to never establish the abbreviation.

- Correspondence going to high-level customers normally will need to have all abbreviations established. For example, the personnel directly supporting the DIA Command Element usually require that all abbreviations be established for papers going to or through members of the Command Element. High level customers receive large numbers of documents and have little time to review any of them. They are generalists for many subjects, not subject matter experts. Even though they may have been exposed to abbreviations Defense Intelligence analysts commonly see and use, expecting these high-level customers to remember all the abbreviations analysts are capable of using simply is not realistic.
- As an experienced editor in one of the Agency's scientific and technical intelligence production centers has noted, basic documents produced in the centers frequently go to inexperienced customers as well as to those who might be familiar with abbreviations. Establishing most abbreviations in basic intelligence products, therefore, is both a courtesy and a wise course of action.
- You can never go wrong by establishing an abbreviation, whereas not establishing it may cause problems.
angstrom(s)
anaircraft
Abdullah Azzam Brigades
antiaircraft artillery
Asaib Ahl al-Haq
air-to-air intercept
antitank improvised explosive device
air-to-air missile
air-to-air refueling
Ansar al-Sharia
Ansar al-Sharia in Tunisia
anti-air warfare
airbase [in the proper name of a U.S. OCONUS airbase.
Air Base—for example, Incirlik Air Base]
airborne battlefield command and control center
antiballistic missile
airborne
airborne command post
alternating current
aircraft
airborne-controlled intercept
Army Counterintelligence Center
acoustic intelligence
alternate command post
armored cavalry regiment
armored command and reconnaissance vehicle
artillery command and reconnaissance vehicle
air-cushion vehicle
armored combat vehicle
aircraft warning and control
anticarrier warfare
air defense
air defense artillery
air defense antitank system
air defense command center
air defense district
automatic direction finding
degaussing/departing ship
air defense identification zone
air defense operations center
advanced
air defense exercise
air defense zone
ammunition ship
active electronically scanned array
armored engineer vehicle
airborne early warning
airborne early warning and control
stores ship
air force base
automatic frequency control
medium auxiliary floating drydock (non-self-propelled)
Air Force Intelligence Analysis Agency
Air Force Information Operations Center
Air Force Intelligence, Surveillance and Reconnaissance Agency
airfield
Armed Forces Medical Intelligence Center [now NCMI—National Center for Medical Intelligence]
Air Force Office of Special Investigations
Air Force Operational Test and Evaluation Center
aerial point of debarkation
air-point-of-departure
al-Qaida
al-Qaida in the Arabian Peninsula
al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]
al-Qaida in the Lands of the Islamic Maghreb
al-Qaida in the Indian Subcontinent
repair ship
Arab Satellite Communications Organization
armored reconnaissance carrier; cable repairing ship
Nationalist Republican Alliance [El Salvador]
antiradiation missile
advanced remotely piloted vehicle
salvage ship
artillery
armored recovery vehicle; armored reconnaissance vehicle
submarine tender
as soon as possible
advanced synthetic-aperture radar system
antisatellite
anti-ship ballistic missile
anti-ship cruise missile
advanced SEAL/swimmer delivery system
auxiliary SEAL/swimmer delivery vehicle
Association of Southeast Asian Nations
African Standby Force
Abu Sayyaf Group
above sea level
air-to-surface missile
alternate supply route
submarine rescue ship
advanced short-range air-to-air missile
antisubmarine rocket
antisurface ship warfare
antisurface warfare
armored support vehicle
antisubmarine warfare
antitank, antiterrorism
auxiliary ocean tug
Army Tactical Missile System
antitactical ballistic missile
air traffic control
mini-armored troop carrier
Bureau of Alcohol, Tobacco, Firearms, and Explosives:
fleet ocean tug
antitank gun
antitank guided missile
Acquisition, Technology, and Logistics
asynchronous transfer mode
Atlantic-to-the-Urals [region]
advanced technology vehicle:
all-terrain vehicle
African Union
autonomous underwater vehicle
armored vehicle
aviation logistic support ship
armored vehicle-launched bridge
airborne warning and control system
absent without leave
water transport [ship]
all-weather
miscellaneous auxiliary [ship]
training ship

B

barrel(s)
criminal band
[from banda criminal]
battalion artillery group
battlefield air interdiction
billion cubic meters
barrel(s) per day
battle damage assessment
brigade

Basic Encyclopedia
Belgium, Netherlands,
Luxembourg
Board on Geographic
Names
barrel(s) per hour
Battlefield Information
Collection and Exploitation
System
United Nations Integrated
Office in Burundi
basic input/output system
bit(s) per second
building
beyond line of sight
battalion landing team
ballistic missile defense
ballistic missile defense system
ballistic missile early
warning system
battalion
broad ocean area
United Nations Peacebuilding
Support Office in the Central
African Republic

Base Realignment and
Closure
Brazil, Russia, India, China,
and South Africa
Border Tunneling Activity
Detection System
battery
bushel(s)
beyond visual range
biological warfare,
biological weapon
Biological Weapons
Convention

C

Celsius
command and control
command, control, and
communications
command, control, commu-
nications, and computers
command, control, and com-
munication countermeasures
command, control, commu-
nications, and intelligence
command, control, commu-
nications, computers,
and intelligence
command, control, commu-
nications, computers,
intelligence, surveillance,
and reconnaissance
combined-arms army
common access card
Central American
Common Market
carrier air group
caliber
Canada-United
Kingdom United States
Canada United States
combat air patrol
(former) Controlled Access
Program Coordination
Office (see SHIP)
Caribbean Community
close air support
cavalry
chemical and
biological defense
confidence building measure
chemical, biological,
and radiological
chemical, biological,
radiological, and nuclear
chemical, biological,
radiological, nuclear,
and explosives
cluster bomb unit
chemical and biological
warfare; chemical and
biological weapon
command center;
command ship
command and control boat;
camouflage, concealment,
and deception; charge
coupled device
commander’s critical
information requirement
counter-countermeasure
combatant command
[see COCOM]
Chinese Communist Party
closed-circuit television;
China Central Television
compact disc
Centers for Disease
Control and Prevention
coastal defense cruise missile
Chief of Defence
Intelligence (Canada)
recordable compact disc
compact disc—
read-only memory
rewriteable compact disc
Communications and
Electronics Command
Central America
circular error probable
countermeasure
Conventional Armed Forces
in Europe
cavalry fighting vehicle
centigram(s)
guided-missile cruiser;
coast guard [or Coast Guard]
nuclear-powered
guided-missile cruiser
common ground station
aviation cruiser
guided-missile
aviation cruiser
chief of defense
change of
operational control
counterintelligence
Central Intelligence Agency
Central Intelligence Agency
Crime and Narcotics Center
combat information center;
combat intelligence center
Conference on Interaction
and Confidence-Building
Measures in Asia
Consolidated Intelligence
Guidance
commander in chief
Combined Intelligence
Operations Center
Commonwealth of Independence States
Counterintelligence Support Program
close-in weapon system
Chairman of the Joint Chiefs of Staff
core knowledge online
light cruiser
command to line of sight
centimeter(s)
square centimeter(s)
cubic centimeter(s)
Central Military Commission [China]
Cyber Mission Force
counterterrorism
computer network attack
Comprehensive National Cybersecurity Initiative
computer network defense
computer network exploitation
computer network operations; Chief of Naval Operations company
commanding officer
course of action
combat operations center
combatant command
(common usage) [Note: The Department of Defense Dictionary of Military and Associated Terms reserves COCOM for the command authority of a combatant command, using CCMO as the abbreviation for combatant command.]
congressional delegation
combined operations group; center of gravity
community of interest
counterinsurgency
Community Online Intelligence System for End Users and Managers
communications exercise
communications intelligence
computer security
communications satellite
communications security
concept of operations
contingency plan; concept plan
continental United States
continuity of operations
Council of Representatives [Iraq]; contracting officer representative
commercial off the shelf command post
Comprehensive Peace Agreement [Sudan]
central processing unit
command post exercise
collection requirement
close range ballistic missile
combat support
combat search and rescue
confidence- and security-building measure
carrier strike group
nonpowered causeway section (non-self-propelled)
combat service support; Central Security Service [NSA—often shown as NSA/CSS]
Combined Security Transition Command Afghanistan
Collective Security Treaty Organization
command and staff exercise
capstone threat assessment
Comprehensive Test
Ban Treaty
counter-threat-finance
intelligence
conventional takeoff
and landing
multipurpose aircraft carrier
attack aircraft carrier
nuclear powered attack
aircraft carrier
V/STOL aircraft carrier
light aircraft carrier
nuclear-powered
multipurpose aircraft carrier
tracked reconnaissance
combat vehicle
chemical warfare; chemical
weapon; continuous wave
Chemical Weapons
Convention
command-wired improvised
explosive device
calendar year
copy

D

defense attaché office
Defense Advanced Research
Projects Agency
defense attaché
decibel(s)
decibel referenced to
1 square meter
direct current
Defense Cooperation
Agreement
Defense Counterintelligence
and HUMINT Center [now
DIA Directorate for Operations]
Director of Central
Intelligence [position no
longer exists]
Defense Civilian Intelligence
Personnel System
Defense Clandestine Service
deputy director; destroyer
denial and deception
guided-missile destroyer
aviation destroyer (ASW)
Deputy Director of National
Intelligence for Analysis
dynamic domain name system
distributed denial of service
disarmament, demobilization,
and reintegration
Directorate of Defense
Research and Engineering;
director, Defense Research
and Engineering
damage expectancy;
directed energy
Drug Enforcement
Administration
Defense Special Missile
and Aerospace Center
degree(s)
U.S. Deputy Secretary
of Defense
department
detachment
directed-energy weapon
Intelligence Community
Deputies Executive Committee
direction finding
desired ground zero
Democratic Republic of the Congo
digital radiofrequency memory
Defense Security Cooperation Agency
Defense Satellite Communications System
Defense Switched Network
Defense Support Program
deep submergence rescue vehicle (self-propelled)
Defense Security Service
deep-submergence vehicle (self-propelled)
dynamic threat assessment
Disruptive Technology Innovations Partnership
drug trafficking organization
Defense Threat Reduction Agency
Defense Technology Security Administration
deep underground facility
digital video disc
deadweight ton(s)
drop zone/landing zone

E

electronic attack
[formerly ECM—
electronic counter-countermeasures]
electronic counter-countermeasures
[now EP—electronic protection]
electronic countermeasures
[now EA—electronic attack]
Economic Community of West African States

escape and evasion
essential element of information
exclusive economic zone
explosively formed penetrator
extremely high frequency
Egyptian Islamic Jihad
Economist Intelligence Unit
enemy killed in action
extremely low frequency
electronic intelligence element
National Liberation Army (Colombia)
electronic mail
emission control
emissions intelligence
electromagnetic pulse
exception to National Disclosure Policy
electro-optical; executive order
electronic order of battle
explosive ordnance disposal
ELINT ocean reconnaissance satellite
Earth observation satellite
electro-optical warfare
electronic protection
[formerly ECMI—
electronic counter-countermeasures]
El Paso Intelligence Center
explosively pumped iodine laser
ELINT Parameter Limits
earth-penetrator weapon
extended range
effective radiated power

Fahrenheit
field artillery
forward air controller
fuel-air explosive
fuel-air incendiary
Federal Agency for Government Communications and Information (Russia)
Revolutionary Armed Forces of Colombia
Armed Forces of the Democratic Republic of the Congo
Federally Administered Tribal Areas (Pakistan)
Federal Bureau of Investigation
Foreign Broadcast Information Service [see OSC]
fir control
functional combatant command
Foreign Counterintelligence Program
Food and Drug Administration
foreign disclosure officer
forward edge of the battle area
Federal Emergency Management Agency
fuel enrichment plant
frigate
folding fin aerial rocket
guided-missile frigate
corvette
frigate (reserve training)
gram(s); acceleration
of gravity
Group of Seven (major
industrial nations): United
States, United Kingdom,
Canada, France, Germany,
Italy, Japan
Group of Seven plus Russia
Group of 20: 19 of the
world's largest economies
plus the European Union
guards artillery division
gallon(s)
guided bomb unit
ground controlled approach
Gulf Cooperation
Council; geographic
combatant command
Global Command
and Control System
Government
Communications
Headquarters [United
Kingdom]
ground controlled intercept
Global Combat
Support System
Global Counterterrorism Force
General Defense
Intelligence Program
gross domestic product,
geosynchronous Earth orbit
geospatial intelligence
general headquarters
gigahertz
General Intelligence
Directorate
Global Information Grid
General Intelligence
Training System
Greenland Iceland United
Kingdom
ground-launched
cruise missile
ground line of
communication
Global Navigation
Satellite System
general military intelligence
guards motorized
RIFC division
Greenwich Mean Time
[see Coordinated Universal Time
(UTC), also called Zulu in
the U.S. military]
gross national product
ground order of battle
government-owned,
contractor-operated
gas oil separation plant
Geotagged Open-Source
Search Intelligence Program
government-off-the-shelf
general purpose
Global Positioning System
group
gross registered ton(s)
General Staff Main Intelligence
Directorate [Russia]
General Staff
ground support equipment
Global System for Mobile
Communications
General Security of Military
Information Agreement
Global Strategic
and Tactical Relay
guards tank division
Guantanamo Bay
geospatial transfer orbit
gas turbine powerplant
hour(s)
hectare(s)
hardened aircraft bunker
humanitarian assistance and disaster relief
high altitude, low opening
Islamic Resistance
Movement [Note: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, HAMAS generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]
high-speed antiradiation missile
hardened aircraft shelter
Homing-All-the-Way Killer
hazardous materials
HUMINT Control System
hardened and deeply buried target
high-definition television
high explosive
high-explosive antitank
high-explosive incendiary
high-energy laser
helicopter
high-altitude electromagnetic pulse
highly elliptical orbit
heavy equipment transporter
highly enriched uranium
high frequency
high-frequency direction finding
hypersonic glide vehicle
higher high water
Hezb-e-Islami Gulbuddin
High-Mobility Artillery Rocket System
human immunodeficiency virus
helicopter landing area
helicopter landing area/drop zone
higher low water
helicopter landing zone
homemade explosive
heavy machingun
high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
height of burst
howitzer
horsepower
high-power microwave
hydroelectric powerplant
headquarters
Haqqani Network
Homeland Security Council
high-speed sealift [vessel]
high speed vessel
head-up display
Harakat-ul-Jihad-i-Islami
Harakat ul-Jihad-i-Islami
Bangladesh
human intelligence
heating, ventilation, and air conditioning
homegrown violent extremist
high-value individual
high-value target
highway
hertz
information assurance
integrated air defense system
International Atomic Energy Agency
in accordance with
Iberian Atlantic (region)
Iberian-Atlantic (Command, NATO; now SOUTHFLANT)
Iraqi Baath Party
Intelligence Community
International Civil Aviation Organization
intercontinental ballistic missile
International Criminal Court
Intelligence Community directive; initiative; communication deception
Immigration and Customs Enforcement
International Contact Group
International Court of Justice (commonly called World Court)
information cutoff date; intelligence cutoff date
intelligence collection requirement
International Committee of the Red Cross
Independent Election Commission [Afghanistan]
improvised explosive device
Implementation and Followup Committee for National Reconciliation [Iraq]
identification, friend or foe
instrument flight rules
infantry fighting vehicle
inspector general
Islamic Group
Improved Homing All-the-Way Killer
Independent High Electoral Commission [Iraq]
Interagency Intelligence Committee on Terrorism
intelligence information report; imaging infrared
Islamic Jihad Union
instrument landing system
info memo
International Military Education and Training
International Monetary Fund
imagery intelligence
International Maritime Organization
imagery satellite
International Criminal Tribunal for the former Yugoslavia
infantry combat vehicle
International Development Association
Israel Defense Forces
internally displaced person
International Energy Agency
Islamic Movement of Uzbekistan; inertial measurement unit
inch(es)
square inch(es)
cubic inch(es)
information need
Iraqi National Alliance
improvised nuclear device
indefinite
infantry
intermediate-range nuclear force, Intermediate-Range Nuclear Forces [Treaty]
information security
International Mobile Satellite Organization [originally International Maritime Satellite Organization]
[State Department] Bureau of Intelligence and Research
inertial navigation system
Intelligence and Security Command [U.S. Army]
intelligence
International Telecommunications Satellite Organization
International Criminal Police Organization
intelligence report
intelligence summary
information operations
initial operational capability
International Olympic Committee
Internet protocol
intelligence preparation of the battlespace
intelligence production requirement
infrared
Irish Republican Army
improved rocket-assisted munition
intermediate-range ballistic missile
infrared countermeasures
inhibited red fuming nitric acid
Islamic Revolutionary Guard Corps [Iran]
Islamic Revolutionary Guard Corps—Qods Force [Iran]
infrared intelligence
INHERENT RESOLVE Kinetic Support
infrared search and track
Intelligence Reform and Terrorism Prevention Act
International Security Assistance Force
Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]
Iraqi security forces
Directorate General for Inter Services Intelligence [Pakistan]
Islamic State of Iraq and the Levant [widely known in the news media as ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]
Improved semisubmersible infiltration landing craft [Improved Infiltration Boat]
International Organization for Standardization
Information Security Oversight Office
Internet service provider
intelligence, surveillance, and reconnaissance
intelligence, surveillance, target acquisition, and reconnaissance
information technology
International Traffic in Arms Regulations
Information Telegraph Agency of Russia
International Telecommunications Satellite Organization initial threat warning assessment in the vicinity of in view of information warfare indications and warning interagency working group; intelligence working group unclassified miscellaneous unit [naval]

J

joint analysis center
Joint Atomic Energy Intelligence Committee judge advocate general Jund al-Khilafah joint air-to-surface standoff missile Jemaah Anshurut Tauhid joint country force assessment Joint Chiefs of Staff junction joint capabilities technology demonstration joint duty assignment Joint Direct-Attack Munition

Joint Document Exploitation Center–Afghanistan Justice and Equality Movement; Jash-e-Mohammad Joint Electronic Warfare Center


[joint] Joint Improvised Explosive Device Defeat Organization [new JIDA]

joint intelligence operations center Joint Intelligence Operations Center–Afghanistan Joint Information Operations Warfare Command Joint Intelligence Preparation of the Operational Environment Joint Military Intelligence Training Center joint operations center Joint Operational Intelligence Information System jet petroleum Jaysh Rijal al-Tariq al-Naqshbandiyah (Army of the Naqshbandiyah Order) Joint Staff Japan Self-Defense Force Joint Strike Fighter Joint Stategic Weapon
Joint Surveillance Target Attack Radar System
joint task force
Joint Task Force–Global Network Operations
Joint Tactical Information Distribution System
Jamaat-ud-Dawa
Joint-Use Intelligence Analysis Facility
Joint U.S. Military Advisory Group
Joint Warfare Analysis Center
Joint Worldwide Intelligence Communications System
kilometer(s)
[North] Korean People’s Army
kilometer(s) per hour
[see also km/h]
Kurdistan Regional Government [Iraq]
kips per square inch
kiloton(s)
kilovolt(s)
kilowatt(s)
kilowatt-hour(s)
liter(s)
laboratory
Line of Actual Control
[de facto boundary between India and China]
land-attack cruise missile
Lebanese Armed Forces
local area network
Land Satellite (commercial multispectral)
Low-Altitude Navigation and Targeting Infrared for Night light artillery rocket
light amplification by simulated emission of radiation
laser intelligence
light antitank weapon
pound(s)
assault landing craft
air cushion landing craft
amphibious command ship
launch control facility

degrees Kelvin [Note: used without degree symbol (°) or word degree]
Kurdistan Democratic Party [Iraq]
Kosovo Force
kilogram(s)
Kongra Gel [also called Kurdistan People’s Congress, formerly Kurdish Workers’ Party (PKK)]
Kataib Hizballah
kilohertz
killed in action
kinetic-kill vehicle
kilometer(s)
square kilometer(s)
cubic kilometer(s)
kilometer(s) per hour
[see also kph]
knot(s)
mechanized landing craft (U.S. Navy definition: medium landing craft [definition commonly used with navies of other countries])
air cushion medium landing craft
personnel landing craft
air cushion personnel landing craft
littoral combat ship
utility landing craft
air cushion utility landing craft
landing craft, vehicle, personnel
launch detection satellite
law enforcement agency
law enforcement force: Law Enforcement Forces [Iran]
low Earth orbit
low-enriched uranium
low frequency
large
laser guided bomb
laser guided munition
laser guided weapon
amphibious assault ship
amphibious assault dock
lower high water
low intensity conflict
light detection and ranging
Libyan Islamic Fighting Group
amphibious cargo ship
lower low water
liquefied natural gas
Library of National Intelligence liaison officer
last name unknown
low-observable
line of communication
Line of Control
Linked Operations Intelligence Centers Europe
long range aid to navigation
line of sight
logistics over the shore
liquid oxygen
amphibious transport
large phased-array radar
amphibious transport dock
liquefied petroleum gas
amphibious assault ship (helicopter)
low profile vehicle
Long Range Aviation [Russia]
Lord’s Resistance Army
long range air-to-air missile
long range cruise missile
dock landing ship
swimmer delivery vehicle
medium landing ship
light SEAL/swimmer support craft
tank landing ship
Lashkar-e-Tayyiba
Limited Test Ban Treaty
Limited [as part of a firm’s proper name]
laser target designator
Liberation Tigers of Tamil Eelam
long wavelength infrared
landing zone
medium extended air defense system
medical evacuation
[abbreviation accepted as a standard English word]
medical intelligence
Marine expeditionary force
Mujahedin-e Khalq
mobile erecton-launcher
medium Earth orbit
Military Equipment Parameters and Engineering Database
Southern Cone Common Market
merchant ship
Middle East Stability Force
meteorological satellite
Marine expeditionary unit
medium frequency
Multinational Force and Observers
milligram(s)
Military Grid Reference System
coastal minehunter
air-cushion coastal minehunter
minehunting ship
mean high water neaps
mean high water springs
megahertz
(statute) mile(s)
square mile(s)
missing in action
Military Intelligence Board
military intelligence battalion
mechanized infantry
combat vehicle
Modernized Integrated Database
Mikoyan aircraft
(formerly Mikoyan i Gunesich Design Bureau)
mile(s) per hour
(see also mph)
meaconing, intrusion, jamming, or interference
Moro Islamic Liberation Front
military satellite communications
Military Strategic and Tactical Relay [System]
minute(s); minimum
United Nations Mission in the Central African Republic and Chad
United Nations Mission for the Referendum in Western Sahara
United Nations Stabilization Mission in Haiti
Military Intelligence Program
multiple independently targetable reentry vehicle
MiG V special operations craft
milliliter(s)
mean lower low water
Multiple Launch Rocket System
mean low water neaps
mean low water springs
millimeter(s)
mind layer
square millimeter(s)
cubic millimeter(s)
medium range multirole combat aircraft
millimeter wave
multinational force
Multinational Force: Iraq
(became USF-I on 1 January 2010)
Moro National Liberation Front
middle name unknown
memorandum of agreement
main operating base: missile order of battle; mobilization
Ministry of Defense
(preferred: Defense Ministry)
modification [used in missile designators, such as “CSS-5 Mod 4”]
Ministry of Defense and Armed Forces Logistics [Iran]
motor gasoline
Ministry of Intelligence and Security [Iran]
monitor [riverine warfare craft]
United Nations Organization Mission in the Democratic Republic of the Congo
mortar
memorandum of understanding
military operations in urban terrain
mixed oxide
military police; maritime patrol
megaPascal(s)
maritime patrol aircraft
maritime pre-positioning ship, aviation
maritime pre-positioning ship, cargo
maritime pre-positioning ship, dock
miles per hour [see also mi/h]
Popular Movement for the Liberation of Angola
military region
mine-resistant, ambush-protected [vehicle]
medium-range ballistic missile
motorized rifle company
motorized rifle division
multiple rocket launcher
motorized rifle regiment
multirole tanker transport
millisecond(s)
meter(s) per second
minesweeping boat
coastal minesweeper
coastal minesweeper (old)
minesweeper, drone
fleet minesweeper (steel hull)
minehunter
inshore minesweeper
Missile and Space Intelligence Center
mean sea level
minesweeping barge
river minesweeper
money service provider
main supply route
specialized minesweeper
medium SEAL/swimmer support craft
megaton(s)
Missile Technology Control Regime
moving target indicator
master terminal unit
motorized infantry
Multinational Space-Based Imaging System
merchant vessel
megawatt(s)
megawatt(s) electrical
mid-wavelength infrared
mean water level
missile warning receiver
megawatt(s) thermal
not applicable; not available
North Atlantic Council
North American Free Trade Agreement
named area of interest
Nonaligned Movement
Naval Medical Research Unit [U.S.]
naval air station
National Aeronautics and Space Administration
National Air and Space Intelligence Center
North Atlantic Treaty Organization
navigation aid
navigation satellite
nuclear, biological, and chemical
national command authority; nuclear command authority
National Counterintelligence Center
Naval Criminal Investigative Service
National Center for Medical Intelligence [formerly AFMIC—Armed Forces Medical Intelligence Center]
noncommissioned officer
noncommissioned officer in charge
nitrogen tetroxide \([\text{N}_2\text{O}_4]\) also shown as dinitrogen tetroxide
nuclear intelligence
night-vision device
night-vision goggles
North-West Frontier Province [Pakistan] [now Khyber Pakhtunkhwa]
nuclear-weapons-free zone
nuclear weapon storage site

Organization of American States
order of battle
overtaken by events
offensive counterair
outside the continental United States
operational conversion unit
Office of the Director of National Intelligence
Organization for Economic Cooperation and Development
Operation ENDURING FREEDOM
Office of the High Commissioner for Human Rights
Office of the High Representative
officer in charge, Organization of the Islamic Conference
Operation IRAQI FREEDOM
on the job training
operations and maintenance
operational maneuver group
operational mentoring and liaison team
Office of the Martyr Sadr
Office of Naval Intelligence
overhead nonimaging infrared out of area
Organization for the Prohibition of Chemical Weapons
Organization of Petroleum Exporting Countries
opposing force(s)
office of primary interest
overhead persistent infrared operation plan
office of primary responsibility
operations security
operational tempo
optical intelligence
Open Source Center [formerly FBIS—Foreign Broadcast Information Service]
Organization for Security and Cooperation in Europe
Office of the Secretary of Defense
open-source intelligence
operational test and evaluation
over-the-horizon
over-the-horizon backscatter [radar]
over-the-horizon radar
over-the-horizon targeting
operational training unit
Office of the Under Secretary of Defense for Intelligence
ounce(s)
permanent five members
of the UN Security Council
(United States, United
Kingdom, France,
China, Russia)
permanent five members
of the UN Security Council
plus Germany
Palestinian Authority;
probability of arrival
permissive action link
People’s Armed
Police [China]
precision-approach radar;
phased-array radar
phased-array tracking radar
intercept on target
Phased-Array
Warning System
patrol boat
air-cushion patrol boat
drone patrol boat
guided-missile patrol boat
hydrofoil patrol boat
river patrol craft
training patrol boat
postboost vehicle
personal computer;
coastal patrol craft
fast patrol craft
fast air-cushion patrol craft
fast guided-missile
patrol craft
fast hydrofoil patrol craft
fire-support patrol craft
hydrofoil patrol craft
permanent change of station
probability of damage;
pulse duration
personal digital assistant
President’s Daily Brief
portable document format
personal electronic device
penetration aid
Popular Front for the
Liberation of Palestine
Popular Front for the
Liberation of Palestine–
General Command
Partnership for Peace
patrol combatant
guided-missile
patrol combatant
air-cushion guided-missile
patrol combatant
hydrofoil patrol combatant
precision-guided munition
doctor of philosophy
patrol combatant missile
(hydrofoil) [hydrofoil guid-
ed-missile patrol combatant]
photographic intelligence
Palestine Islamic Jihad
passive infrared; priority
intelligence requirement
personally identifiable information
public key infrastructure
(former) Kurdistan Workers’
Party [see PKK]
peacekeeping operation
People’s Liberation
Army [China]
Palestine Liberation Front
Palestine Liberation
Organization
platoon
part(s) per million
post meridian (after noon)
river monitor [naval craft];
perception management
project management office;
program management office
point of contact
point of entry
petroleum, oils, and lubricants
Popular Front for the
Liberation of Saguia
el-Hamra and Rio de Oro
pre-positioning of material
configured to unit sets
President of the
United States
prisoner of war
Palestinian Popular
Resistance Committees
production requirement
Performance Review
Authority (DCIPS)
pulse repetition frequency
pulse repetition interval
provincial reconstruction
team
large patrol ship
guided missile patrol ship
pound(s) per square inch
Proliferation Security Initiative
pierced-steel planking
training patrol ship
public switched
television network
psychological operations
pint(s)
torpedo boat
drone torpedo boat
fast patrol craft
missile attack boat
air cushion missile attack boat
hydrofoil missile attack boat
hydrofoil torpedo boat
push to talk
partially underground
Patriotic Union of
Kurdistan [Iraq]
physical vulnerability
primary war headquarters

Q

question(s) and answer(s)
quality control
Quadrennial Defense
Review
quart(s)

R

radiation absorbed dose
radio detection and ranging
radio communications
radar intelligence
radio-relay
radar absorbing material;
random access memory
regional command
reset-control agent
Regional Command
Capital [Afghanistan]
Regional Command
East [Afghanistan]
radio-controlled improvised
explosive device
recoilless rifle
Regional Command
North [Afghanistan]
radar cross section
Regional Command
South [Afghanistan]
Regional Command
West [Afghanistan]
round(s)
research and development
research, development, and acquisition
radiological dispersal device
radio direction finding
round(s) per minute
research, development, testing, and evaluation
radioelectronic combat
reconnaissance
reference
regiment
retired [used with rank]
radiofrequency
request for information
radiofrequency identification
request for proposal
radiofrequency weapon
remote ground facility
radar homing and warning
rigid hulled inflatable boat
reduction in force
rocket launcher
response memo;
risk management,
rock-mass rating
rules of engagement
roll-on/roll-off
rocket-propelled grenade
revolution(s) per minute
remotely piloted vehicle
rapid reaction force

RESOLUTE SUPPORT
Mission Afghanistan
render-safe procedure
Really Simple Syndication
reconnaissance, surveillance, and target acquisition
route
rail transfer point;
rail transshipment point
remote terminal unit;
remote telemetry unit
reentry vehicle
radar warning receiver
runway

second(s)
Supreme Allied
Commander, Europe [NATO]
Supreme Allied Commander (er),
Atlantic [NATO]
semi-automatic command
to line-of-sight
Southern African
Development Community
safing, arming, fuzing,
and firing
surface-to-air missile
surface-to-air missile
order of battle
special access program
search and rescue;
synthetic aperture radar
severe acute
respiratory syndrome
strategic air-to-surface
missile
satellite communications
satellite navigation
satellite reconnaissance
advance notice
Space-Based Infrared System
space-based laser
space-based radar
supervisory control and
data acquisition
sensitive compartmented
information
sensitive compartmented
information facility
Supreme Council for the
Islamic Revolution in Iraq
[now ISCI: Islamic Supreme
Council of Iraq]
Shanghai Cooperation
Organization
supply chain risk manage-
ment
self contained underwater
breathing apparatus
senior defense intelligence
analyst
source directed requirement
SEAL/swimmer delivery
vehicle, strategic
delivery vehicle
suppression of enemy
air defenses
sca/air/land
[U.S.] Secretary of Defense
Secretariat of National
Defense [Mexico: includes
Mexico's Army and Air Force]
Secretary of the
Navy [Mexico]
survival, evasion, resistance,
and escape
survival, evasion, resistance,
escape, and recovery
Senior Executive Service
special forces
Stabilization Force
Supreme Headquarters Allied
Powers, Europe [NATO]
supersonic
ship-launched ballistic missile
short range air defense
special intelligence:
International System of Units
[commonly called the metric
system]
senior intelligence analyst
signals intelligence
semisubmersible infiltration
landing craft [infiltration boat]
subscriber identity module
single-channel ground and
airborne radio system
senior intelligence officer
Single Integrated
Operational Plan
Secret Internet Protocol
Router Network
situation report
Sendero Luminoso
[or Shining Path]
standoff land-attack missile
side-looking airborne radar
submarine launched ballistic
missile
sea-launched cruise missile
service life
extension program
superlow frequency
Sudanese Liberation
Movement/Army
sea line of communication
space launch vehicle
side-loadable warping tug
small
scientific and technical; science and technology
standardization agreement [NATO]
system threat assessment report
Strategic Arms Reduction Treaty
scientific and technical intelligence
special technical operation
short takeoff and landing
short takeoff and vertical landing
Strategic Transition Plan [South Korea]
space tracking and surveillance system
secure telephone unit
submarine rocket
surface warfare
suicide vehicle-borne improvised explosive device
suicide vest improvised explosive device
Foreign Intelligence Service [Russia]
Southwest Africa People's Organization
special warfare craft
special warfare craft, light
special warfare craft, medium
static war headquarters
short-wavelength infrared

T

metric ton(s) (tonne[s])
technology transfer
[see also TT]
tank army
tactical air army
tactical air navigation
telegraph automation
relay equipment
tactical antiradiation missile
tactical air-to-surface missile
tactical air support for maritime operations
to be announced
to be determined
theater ballistic missile;
tactical ballistic missile;
tunnel-boring machine
theater ballistic missile defense
tactical cruise missile
transmission control protocol/Internet protocol
Taepo Dong 2
time division multiplexed
time division multiple access
temporary duty
test and evaluation
technical intelligence
transporter-erector-launcher
transporter-erector-launcher and radar
telemetry intelligence
Transitional Federal Government [Somalia]
targeting forward-looking infrared
terrain-following radar
target
terminal high altitude air defense
toxic industrial chemical
Terrorist Identities Datamart
Environment
tank
Tomahawk land-attack missile
Tomahawk land-attack missile/conventional
Tomahawk land attack missile/nuclear
transporter-launcher and radar
treaty-limited equipment
theater missile defense
theater nuclear force
time of arrival
table of organization and equipment
term of reference
time on target
tube-launched, optically tracked, wire-guided
[anti-tank missile]
metric ton(s) per day
thermal powerplant
tank regiment
temporary restricted area
Training and Doctrine Command [U.S. Army]
technical reconnaissance bureau
Transportation Security Administration
Threat System Management Office
technology transfer
[see also T2]
Threshold Test Ban Treaty
tactics, techniques, and procedures; Tehrik-e Taliban Pakistan

televisioun theater of military operations
al-Tawhid wal-Jihad in West Africa [also known as Movement for Unity and Jihad in West Africa (MUJWA)]

United Arab Emirates
unmanned aerial vehicle
under construction
unmanned combat aerial vehicle
uranium conversion facility
Unified Command Plan
unsymmetrical dimethyl hydrazine
underwater demolition team
uranium enrichment facility
uranium tetrafluoride
uranium hexafluoride
Underground Facility Analysis Center
underground
underground facility
unmanned ground vehicle
ultrahigh frequency
unidentified
United Kingdom
ultralarge crude carrier
ultralow Frequency
unmanned launch vehicle
Rural Mobile Patrol Unit [Bolivia]
United Nations
United Nations Assistance Mission in Afghanistan
United Nations Assistance Mission for Iraq
African Union
United Nations Hybrid Operation
in Darfur
Union of South
American Nations
United Nations Command
United Nations
Disengagement
Observer Force
United Nations
Development Program
United Nations
Environment Program
United Nations
Educational, Scientific, and
Cultural Organization
United Nations Peacekeeping
Force in Cyprus
United Nations
Population Fund
United Nations High
Commissioner for Refugees
United Nations
Children's Fund
United Nations Industrial
Development Organization
United Nations Interim
Force in Lebanon
United Nations Integrated
Office in Sierra Leone
United Nations Integrated
Peacebuilding Office in
Sierra Leone
unknown
United Nations Interim
Administration Mission
in Kosovo
United Nations Mission
in Liberia
United Nations
Mission in Nepal
United Nations
Mission in South Sudan
United Nations Integrated
Mission in Timor-Leste
United Nations Military
Observer Group in India
and Pakistan
United Nations Operation
in Cote d'Ivoire
United Nations Office
on Drugs and Crime
United Nations
Peacebuilding Support
Office in Guinea-Bissau
United Nations Observer
Mission in Georgia
United Nations Office
for Project Services
United Nations Office
for West Africa
United Nations Political
Office for Somalia
United Nations Regional
Centre for Preventive
Diplomacy in Central Africa
United Nations Relief
and Works Agency for
Palestinian Refugees in
the Near East
United Nations
Security Council
Office of the United Nations
Special Coordinator for the
Middle East Peace Process
Office of the United
Nations Special Coordinator
for Lebanon
United Nations Security
Council resolution
United Nations Truce
Supervision Organization
uniform resource locator
United States
W [Adding an initial W to an abbreviation for a naval ship or craft indicates a coast guard ship or craft; thus, a WLCU is an LCU (utility landing craft) assigned to a coast guard or coast-guard-like force.]

yard(s)
square yard(s)
cubic yard(s)
year(s)

Zulu [see Coordinated Universal Time (UTC); also known as Greenwich Mean Time]
Ziyad al-Jarrah Battalions

X executive assistant
transmitter
executive officer
CHAPTER 3:
—Bill Walsh, Yes, I Could Care Less: How to Be a Language Snob Without Being a Jerk
CHAPTER 3:
The trend in American publishing has been to reduce the amount of capitalization in text. Proper nouns still are capitalized, of course, but often words derived from them are printed with lowercase without damage to clarity or significance.

Begin each sentence with a capital letter.

Begin each item in an indented listing with a capital letter. This applies to bulleted lists, lists marked with em-dashes or en-dashes or other symbols in place of bullets, numbered lists, and nonbulleted lists and it applies whether the items are full sentences, clauses, phrases, or single words.

The rule applies to the following types of indented lists:
- Lists marked with bullets (•) numbers, or other symbols (such as ») that are equivalents of bullets.
- Lists marked with em-dashes or en-dashes.
- Lists that are indented but that lack initial markings.

Note: This rule generally has not been applied in this style manual so that fragmentary samples can illustrate desired combinations of uppercase and lowercase letters.

Capitalize proper names, also known as proper nouns.

Many authors feel a need to treat a common noun (the type of noun that identifies one or all of the members of a class of persons, places, things, qualities, or actions) as a proper noun (the type of noun that identifies a unique person, place, thing, quality, or action) because the author is writing about the thing or things a common noun represents. For example, an author discussing activities at a forward operating base in Afghanistan may feel a need to capitalize forward operating base because that type of thing is the focus of the author’s attention. Nevertheless, the noun (or noun phrase) remains a common noun—and should not be capitalized—unless the author uses the name of a specific item from the class (a proper noun), such as Forward Operating Base Kala Gush.

    Capitalizing Plurals
    Capitalize the plural form of a common noun when it follows the proper adjective portion of two or more proper names.
    - Baltic and Black Seas
    - Tigris and Euphrates Rivers
    - Helsinki and Turku Naval Bases
    - Helmand and Kandahar Provinces

Forward Operating Base Kala Gush
    but a forward operating base; three forward operating bases

Ninawa Reconstruction Team
    but a provincial reconstruction team; two provincial reconstruction teams

Karbala Provincial Council
    but a provincial council; affecting all provincial councils

UN Security Council Resolution 1600
    but a UN Security Council resolution; UN Security Council resolutions

Most decisions on capitalizing names are concerned with common nouns that occur as parts of proper names, derivatives of proper names, and particles with names.
Capitalize common nouns as parts of proper names but not when the common noun is separated from the rest of the name by a word or phrase or when the common noun stands for the name of the place or thing.

- The Persian Gulf is an exception because of its prominence in military writing. Thus, we write "the Gulf War," "Gulf states," etc. Use lowercase for gulf as a common noun referring to any other gulf—for example, "Operations in the Gulf of Aden have increased because of pirates' activities in the gulf."

Quebec Province; Province of Quebec; Quebec, Canada's separatist province; the province
the Panama Canal; the canal
the Volga River; the river
Volgograd Command Post and Barracks; the command post; the barracks in Volgograd
Gwadar Port; the port
Puerto Quetzal; the port
Target Intelligence Conference; the conference
the Gulf of Aden; the gulf
the English Channel; the channel
Korean Peninsula; the peninsula

Capitalize treaty when it is part of the proper noun title or shortened title of a signed treaty; however, use lowercase for the word treaty when it is part of the name of an agreement that is not yet signed. Use lowercase for treaty when it stands alone for an agreement.

the Conventional Armed Forces in Europe Treaty; the CFE Treaty; the treaty
A conventional forces in Latin America treaty has never been developed.
The treaty was signed in 1975 but was not approved by the legislatures of all participating nations until 1984.
treaty limited equipment

Use lowercase for constitution in most cases. Use initial capitalization only when referring to the U.S. Constitution.

Capitalize the proper name portion of names that retain an association with their origin.

- Bailey bridge (a bridge type)
- Castroite sympathies
- degrees Celsius
- degrees Fahrenheit
- Doppler effect
- Internet websites
- neo-Stalinism
- Castroite
- Islamization
- Leninist doctrine
- Marxism
- Morse code
- World Wide Web

Use lowercase for derivatives of proper names when they have acquired independent meanings.

(The U.S. Government Printing Office Style Manual, available on NIPRNET, contains a more extensive list.)

- anglicize
- angstrom unit
- arabic numerals
- arctic clothing
- arsenean well
- bohemiang
- india ink
- italicize
- italic type
- jeeps (as vehicle type, not trade name)
- joule
- macadamized road
- pitot tube
- plaster of paris
- quixiling
- quixotic
- quonset hut
- roentgen
bowie knife  mach  roman candle
braided  madras cloth  roman numerals
degaussing  manila envelope  roman type
diesel engine  mason jar  sanforize
fuller's earth  mecca [as place of interest, not city]  utopia
gargantuan  molotov cocktail  vaseline
gauss  neon light  venturi tube
german silver  newton  vulcanize
gothic type  pasteurize  watt
geruculean task  philistine  website
holland cloth  pitman arm  zeppelin

Capitalize trade names that have not been forced into the generic language. However, unless you know a particular item is the genuine trade article, you'll do better to substitute the generic term.

air-cushion vehicle or hover craft [unless it is a real Hovercraft]

fiberglass [unless it is Owens-Corning Fiberglass]
a copy or photocopy [unless it is a Xerox copy]
a vacuum container [unless it is a real Thermos]
clear thermoplastic sheet [unless it really is Poxglas]

Use lowercase for international and national currencies, even though a number of them may appear to be based on proper names, such as the euro, the bolivar, and the balboa.

afghani  dollar  peso
bolopo  euro  pound
bolivar  franc  ruble
deutsche mark  lira  rupee

Capitalize the or its equivalent in a foreign language when it is part of an official name. When the name is used as an adjective, an uncapitalized the may precede it, despite the redundancy for a non-English name.

The Hague, the Second Hague Conference
El Salvador, the El Salvador situation
The Bahamas, the Bahamas Tourist Office
The Gambia, the Gambia mapping project

For many place names, convention calls for a lowercase the, especially with names of regions, island groups, rivers, and mountain ranges; place names that are in plural form; and place names that are adjective-noun compounds.

the North Caucasus  the Ural Mountains
the Midwest  the Netherlands
the Spratly Islands  the United States
the Tigris River  the United Kingdom

Do not capitalize the when it begins the name of a newspaper or other periodical; the name of a vessel, aircraft, or train; or the name of a firm. This rule applies even though The may appear as part of a newspaper's name or its masthead, as part of a vessel's name, or as part of a business's name.
In many European names, d', de, de la, de, da, la, l', von, van der, van, and so forth normally are not capitalized except at the beginning of a sentence. The convention for the same particles for individuals born in English-speaking countries varies widely; try to find out how the individual capitalizes his or her name, but use the lowercase form if that information is not available.

**Arabic Persons’ Names.** When al- is part of a person’s name in Arabic, include the al- when writing out the individual’s full name the first time, as in “Arabic judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan.” For subsequent references to the same individual, drop the al-, as in this secondary reference in the same paper: “Diplomats have noted that Abadi expects the plan to include three phases.” Also, note the hyphen with the al- in “Haydar al-Abadi”:

Intelligence Community (IC) guidance requires first that IC agencies follow spellings of individuals’ names as they appear in *The World Factbook* no matter what transliteration practices might indicate. For the many Arabic names that do not appear in *The World Factbook*, IC guidance directs that agencies follow an IC standard for transliteration of Arabic. This standard calls for hyphens to “connect name elements within a name,” as in “Abd al Rahman” and “Abu al Bashir.” However, hyphens are not used in names that include Allah as part of the name (as in “Abdallah” or “Nasirullah”), or names marked by the lineage/family marker Al (as in “Al Saud”), though this latter situation is rare and occurs mostly with names of individuals in Gulf Arab royal houses.


**Arabic Place Names.** Presentation of al- and similar elements associated with place names in Arabic follows different rules—those of the Board on Geographic Names (BGN), which the National Geospatial-Intelligence Agency (NGA) uses for most of the Middle East. For Arabic place names, al- appears with an uppercase A, and no hyphen joins Al to the rest of the name, as in “Al Basrah” and “Al Qahhariah” in Iraq.

A further difference exists between the IC standard for presenting Arabic personal names and the BGN’s standard for spelling Arabic place names that include al. The IC standard for personal names transliterates the definite article al- as it is written in Modern Standard Arabic (MSA) —“al-” with a hyphen. The BGN transliterates the definite article al- in place names as it is pronounced in MSA. In MSA pronunciation, al- is “assimilated” when followed by one of the ‘/14’ “sun letters,” When preceding the letter nun, for example, al- is pronounced “an”—“al-nun.” Therefore, the BGN renders an Iraqi city as “An Najaf” rather than “Al Najaf.” Similar examples are “As Sulaymaniyyah,” “Ar Ramadi,” “Ash Shamiyyah,” “Ad Diwaniyyah,” and so forth.

NGA maintains a searchable database of place names using BGN standards on NIPRNET: <https://www.geonames.nga.mil/namesgaz/>. Search this database with “Options” set for “No Diacritics” and “BGN Standard” when you are seeking only BGN-approved spellings of place names.

**Arabic Business/Organization Names.** For names of businesses or business-related organizations with Arabic portions in their names, follow the presentation style for al-, al, Al, or Al- as that element appears in the source of the information. Businesses and business-related organizations use a variety of styles for presenting such an element, as company literature, business websites, and business directories demonstrate. If multiple sources show conflicting styles for the same business or organization and you have no way of finding out what the company or organization itself prefers, use Al- as the default.

Dresser Al-Rushaid Valve & Instrument Ltd  Dallah al Baraka Group
Ras Al Khaimah Gas Commission    Dr. Al Qaﬁ Law Firm
Arabic Names Occurring Within Sentences. When an Arabic name with al- as part of the name begins a sentence, the first letter of al must be capitalized. However, when a name with al- as part of the name occurs within a sentence, keep the al- in its lowercase form. Of course, if Al has initial capitalization, as in a place name, the Al will have initial capitalization whether it begins a sentence or occurs within the sentence.

- Al Qaeda in Iraq had maintained a presence since....
- When al Qaeda in Iraq sent fighters into....
- Operations in Al Basrah began during....

Arabic Names in Titles or Headings. When an Arabic name with al- as part of the name appears in a title or heading, keep the al- in lowercase form unless the name begins the title/heading or appears immediately after a colon that connects a subtitle/subheading to a main title/heading:

- Al-Qaeda in the Arabian Peninsula Resizing Its Forces in the South
- A Volatile South: Al-Qaeda in the Arabian Peninsula Resizing Its Forces
- Iraqi Government Operations Against al Qaeda Fighters

Capitalize the proper name of a national governmental body as well as the shortened form of the proper name. Use lowercase for generic equivalents of the proper names and for shortened forms of the names of administrative bodies.

- the U.S. Congress; the Congress; a congressional delegation
- the British Parliament; the Parliament; the British legislature
- the Colombian Congress; the Congress; the Colombian legislature; the Colombian parliament
- the Icelandic Althing; the Icelandic parliament; the Icelandic legislature
- the Ecuadorian National Congress; the Congress; the legislature
- the Austrian Federal Assembly; the congress; the parliament
- the Pakistani Ministry of Law and Justice; the ministry
- the Mexican National Public Safety Council; the council

Use lowercase for government (except U.S. Government) or its equivalent and for administration.

- the U.S. Government; the British government; the government of Italy;
- the national government; the Brown government; the government; the Obama administration; the administration

For the United States only, use initial capitalization for Cabinet.

- the U.S. Cabinet; President Obama’s Cabinet; the Cabinet
For the United Kingdom and the Commonwealth of Independent States, capitalize Commonwealth as part of the proper name and standing alone as a substitute for the full name.

the British Commonwealth; the Commonwealth; Commonwealth negotiations
the Commonwealth of Independent States; the Commonwealth: Commonwealth military issues

For subnational governmental bodies, capitalize only the full proper name: avoid shortened forms that might be confused with shortened forms of national equivalents.

the Commonwealth of Virginia; the commonwealth
the Maryland House of Delegates; the state legislature
the Quebec Parliament; the provincial parliament
the Jerusalem Municipal Council; the municipal council
the Karbala Provincial Council; the council

The names of a nation's military and police forces or services depend on how the nation's forces are structured. Do not assume that a nation's force names mirror those of the United States.

For the United States, capitalize Armed Forces when the term appears with the nation's name, but use lowercase if the name is separated from it.

the U.S. Armed Forces; the Armed Forces of the United States; the capabilities of the U.S. Armed Forces
but The capabilities of the armed forces have improved.

For the rest of the world, use lowercase for armed forces, unless armed forces is part of the proper name.

the Argentine armed forces; the armed forces of Argentina; the armed forces
the Lebanese Armed Forces; the armed forces

Note: This guidance also applies when an acronym is being established for use in subsequent references to the military:

The structure of the Argentine armed forces (AAF) ...

Capitalize the full proper name of a military force, military service, or national police force as well as a shortened form of the proper name. Use lowercase for generic terms related to force names and for names of forces that are being considered but that have not yet been developed. Terms such as army, navy, air force, and marines will be generic labels if a nation's proper names for its forces use other terms or if a nation's military structure is too small to include a developed army, navy, and so on.

the U.S. Army; the Army; Army fighting vehicles [controlled by the U.S. Army]
the U.S. Navy; the Navy; Navy surface ships [controlled by the U.S. Navy]
but naval; naval weapons [generic reference]; naval vessels [generic reference]
the U.S. Marine Corps; the U.S. Marines; the Marines; a Marine; a Marine landing craft [controlled by the U.S. Marines]; a marine amphibious craft [generic reference to a vessel type]; development of marine tactics [generic reference]
the U.S. Air Force; the Air Force; Air Force fixed-wing aircraft and helicopters [controlled by the U.S. Air Force]
the U.S. Coast Guard; the Coast Guard; a Coast Guard rescue vessel [controlled by the U.S. Coast Guard]
the Egyptian Army; the Army; the Egyptian ground forces; army equipment [generic reference to an equipment type]; army, division, or regiment level
the People's Liberation Army; the PLA; the Chinese Army; the Army; Chinese ground forces; the People's Liberation Army Air Force; the Air Force
the French Navy; the Navy; naval units [generic reference]; naval combatants [generic reference]
the Royal Air Force; the Air Force; an Air Force pilot [controlled by the Royal Air Force];
the Syrian Arab Air and Air Defense Forces; the Air and Air Defense Forces; Air Defense units
[controlled by the Syrian Air and Air Defense Forces]; air defense guns and missiles [generic reference
to weapon types];
the Spanish Guardia Civil [the Spanish form of the proper name]; the Spanish Civil Guard [the English
equivalent for the proper name]; Spain's national police; the national police
the Barbados Coast Guard; the Coast Guard; the navy of Barbados
the Jamaica Air Wing; the Air Wing; Jamaica's air force; the air force.
The Russian military has six combat arms: the Ground Forces, the Navy, the Air Forces, the Airborne
Troops, the Strategic Rocket Forces, and the Space Troops. In this structure, army is a generic reference:
the Russian Ground Forces; a Ground Forces unit; the Russian army; an army unit.

Use lowercase for shortened forms of individual unit names.

the 1st Army; the army
the 6th Fleet; the fleet
the 1028th Brigade, the brigade
1 Corps; the corps

Use lowercase—other than for proper names—for military services as a group, for general references to one
kind of service in the plural form, or for the plural form of a military service type for more than one country.

the British military establishment
NATO naval forces; NATO navies
Central European air forces
British-supplied air force, naval, and ground equipment
but Greek and Turkish Navies; British, Indian, and French Air Forces [the plural form of
the common noun following the proper adjective portion of two or more proper names]
the armies of the United States and the United Kingdom

For the U.S. military, use initial uppercase for Military Service(s) but lowercase for service(s), unified
command(s), specified command(s), and combatant command(s).

Do not capitalize these terms in connection with the militaries of other countries or for U.S.
commands below the combatant command level (except as part of the full name of a command).

Capitalize the full proper name of an international organization and its subelements; use lowercase
for shortened forms of the names and for use of the terms in general senses.

the UN General Assembly; the assembly
the International Bank for Reconstruction and Development; the bank
representatives from a number of international banks

Capitalize the name of a specific embassy, mission, or consulate. Use lowercase for shortened forms
of those words and for their use in general senses—except for U.S. diplomatic entities, which should
appear with initial capitalization.

the British Embassy in Washington; the embassy
the French Consulate in New York; the consulate
reports from African embassies
members of diplomatic missions
the U.S. Embassy Rome; the Embassy; the U.S. Consulate General Naples; the U.S. Consulate in Naples; the Consulate; the U.S. Mission; a spokesman for the Mission

This manual is consistent with the DIA "Correspondence Guide on initial capitalization for several terms used frequently in correspondence and in papers dealing with DIA structural issues related to analysis."

The Agency
Use initial capitalization for Agency when it is a substitute for the "Defense Intelligence Agency."

• Use initial capitalization for Federal, (as in "Federal agencies"); Government, and Nation for passages dealing with the United States only.

• Capitalize Directorate, Office, and Center when discussing those specific DIA structural elements, but use lowercase for generic senses. Do not capitalize division, branch, section, or team unless they are part of the full name of an Agency element.

• Use initial capitalization for Defense when referring to the U.S. Defense Intelligence Community: "developments in Defense Intelligence"; "Defense initiatives"; "the Defense Intelligence Enterprise"; "the Defense Intelligence Community."

Capitalize the full or shortened name of a political party, but not the word party standing alone.

the Chinese Communist Party; the CCP; the Communist Party; the party
the Italian Socialist Party; the Socialist Party; the party

Capitalize words referring to members of organized parties, but use lowercase for words referring to political philosophies and their adherents.

a Socialist; a Communist; a Liberal; a Labourite; a Conservative; a Tory; a Christian
Socialist [party members]
a British socialist belonging to the Labour Party

Eurocommunism; noncommunist countries; communist countries; anticommunist movement; a
procommunist organization; a communist party called the Socialist Unity Party

liberal parties of Western Europe
but Christian Democrat, Christian Democracy, and Christian Democratic
[The C is capitalized as well as the D to prevent confusing adherents of Christian Democracy with Christians who adhere to democracy.]

Capitalize names of religions, specific religious bodies, and terms for religious adherents and their writings.

Christianity Judaism the Musa Qala Shura
Catholicism Talmudic scholar but shura members
Catholic Church; the Church Qur'anic law Anwar al-Sunnah Shura Council
the Bible; Biblical text a Muslim a sharia law; a sharia court;
a Protestant an Islamist a sharia council
Use lowercase for religious terms used in nonreligious senses.

a Bible for intelligence writing
her Catholic approaches to English usage

Use lowercase for terms denoting direction or position on the Earth.

north
north
northern Norway

west
north-northwest
the polar region

southwest
east coast
polar icecap

estward
southern France

Capitalize geographic terms for definite regions and geographic features. For political or administrative groupings, capitalize the term for the political/administrative grouping when it is used with a geographic term to form a proper name for example, province in Kandalak Province or governorate in Diyala Governorate but use lowercase for the political or administrative term when it is used generically for example, in "European countries,” “the Maghreb states,” “Afghan provinces,” and “Iraqi governorates.”

the North Atlantic
Korean Peninsula

the West
Gaza Strip

the East
East-West dialogue

the Western Hemisphere
Mediterranean coast

the Middle East
Midwestern states

the Continent [continental Europe]
Western countries

Caribbean Basin
Persian Gulf states: Gulf states

North Pole
Baltic states

Holy Land
former Soviet republics

Equator
Helmand Province

San Andreas Fault
An Najaf Governorate

North and South Poles
South Sudan
but northern Sudan

For individual studies, particular attention may be focused on a locality, and a name may be coined to distinguish that locality; in such a case, capitalize the coined name. This capitalization does not apply to general references to localities.

the cocaine industry in Peru's Upper Huallaga Valley [designating a particular locality for focused attention] but farming along the lower Orinoco [a general reference to a locality]

Capitalize geographic terms used to divide the world into groups of countries for intelligence writing.

Middle East, Middle Eastern
Western Europe, West European

North Africa
Eastern Europe, East European

Sub-Saharan Africa
Central Europe, Central European

West Africa
Latin America

East Africa
Middle America

South Asia
Central America

East Asia
but southern Afghanistan

central Russia

Central Asia
northern France
Capitalize the names of the celestial bodies the Sun, the Moon, and the planets (including, of course, the Earth). When the name of one of these bodies is used in a sense not associated with its being a celestial body, use lowercase.

Earth orbit; near-Earth orbit; orbit the Earth; position on the Earth; the Earth's crust; but digging in the earth [here earth is equivalent to dirt, not the name of the planet]

Moon landing, moonlight
orbit the Sun, the Sun's rays, sunshine

Use lowercase for descriptive geographic terms.

tropical temperature
arctic conditions; arctic nights
polar exploration

Capitalize the names of racial, linguistic, and religious groupings, but use lowercase for terms based on racial origin, color, or local usage. In most cases, lowercase the word clan; capitalize it only in the Scottish context when preceding the clan name.

African-American                Shia: Shi'ite
Indo-European                   Sunni
Jewish                          aboriginal
Maori                           black
Native American                  white
Dard clan                       but Clan MacArthur

Capitalize full proper forms of coined names for military, economic, political, or other groupings. Use lowercase for the shortened forms of the names and for generic references.

the former Warsaw Pact; the pact; pact countries
the North Atlantic Treaty Organization; NATO; the alliance; allies; allied
the European Community; the community
the European Union
the Big Four
the Muslim World; Muslim countries
the Arab World
the former Soviet Bloc; the bloc
Six-Party Talks
the Developing World
the Greens
the Intelligence Community [U.S.]; the community
the Defense Intelligence Community [U.S.]; the community

Capitalize holidays, religious feasts, and names coined to designate historic or political events.

New Year's Day                    the Holocaust
the New Year                      the Battle of the Bulge
the Feast of the Passover         the Islamic Revolution
the Great Leap Forward           the Great Depression
the Great Leap Forward           the Rose Revolution
the Great Leap Forward           the New Deal
Capitalize the names of wars, including coined names designating wars, but use lowercase for the word war when it stands alone or is used in a generic sense.

World War II  the Korean War
post-World War II  the Vietnam War
World War I  the Iran-Iraq War
the Civil War  the Cold War
the Six-Day War; 1967 Arab-Israeli War  the Global War on Terrorism
the Yom Kippur War; the October War
the first Persian Gulf War; the first Gulf War; the first Iraq War
but  the war; in the second world war; during two world wars; a civil war

When an individual's title immediately precedes the person's name, capitalize the title. However, when the title follows the name, including being in apposition to it, or replaces the name, use lowercase for the title. Do not confuse a description with a title. Similarly, capitalize only valid titles; use lowercase for terms identifying illegitimate actors.

Prime Minister David Cameron; Prime
Minister Cameron; the prime minister
Defense Minister Juan Carlos Pinzon;
Defense Minister Pinzon; the
defense minister; Juan Carlos Pinzon,
Colombia's defense minister
a meeting of the defense ministers of all
the region's nations
special emissary Habib
al-Qaida emir Zawahiri
Taliban shadow governor Salam
Chief of the Defence Staff Lt Gen Thomas Lawson; the chief of the Defence Staff,
Thomas Lawson, the chief of the Defence Staff; the Defence Staff chief; the chief
Chilean Army Commander in Chief Gen Juan Miguel Fuente Alba; Commander in Chief
Gen Fuente Alba; the commander in chief; Gen Fuente Alba; the commander in chief of Chile's Army
101st Airborne Division Commander Maj Gen James McConville; Maj Gen James McConville, commander
of the 101st Airborne Division; the division commander; the commander
but  the Supreme Allied Commander, Europe; the commander
the Chairman, Joint Chiefs of Staff (U.S.); the chairman; the general

In official correspondence, use initial capitalization for titles of high-level officials, with or without a name.

the Deputy Under Secretary of Defense for Policy
but  the workforce development program manager

Capitalize Acting if it is part of an official title. Use lowercase for former, the prefixes ex- and then-, and the suffixes -designate and -elect.

Acting Party Chairman Spelling; the acting party chairman; the acting chairman
former Communist Party General Secretary Gorbachev; former party chief Gorbachev
Prime Minister-elect Fields; the prime minister-elect
then-President Shorter; the then-president
For titles of publications (books, journals, magazines, newspapers, newsletters, reports, etc.), articles in publications, television and radio programs, sections, chapters, headings, figures, tables, and headings and subheadings within tables, follow these guidelines:

- Capitalize the first and last word and the first word following an en-dash or colon; nouns, pronouns, verbs (including the to of an infinitive), adjectives, adverbs; prepositions and conjunctions longer than three letters; and parts of compounds that would be capitalized standing alone.

- Use lowercase, except for the first or last word or the first after a colon or en-dash, for the articles a, an, and the; prepositions shorter than four letters (at, by, for, in, of, on, to, and so on); conjunctions shorter than four letters (and, or, but, if, or, nor); and the second element of a compound numeral.

  Spotting Terrorists: What To Look for and Where To Look
  Warlords and Other Militant Leaders
  Pacific Alliance—The United States and Japan
  "Nothing but Trouble: Divisions Within the Party"

In cross references, use initial capitalization for the common noun portion of numerical or letter designations of chapters, parts, sections, phases, stages, graphics, tables, appendixes, and so on.

  covered in Chapter 3  (See Figure 13)
  included in Appendix B  detailed in Table 5
  expected in Phase 3

The capitals used for an abbreviation—including an acronym—do not necessitate capitals for their word equivalents. If the abbreviation/acronym is for a proper name, use capitals for the words; otherwise, use lowercase.

  the Strategic Arms Reduction Treaty (START)
  the Intermediate-Range Nuclear Forces (INF) Treaty
  a treaty applying to all intermediate-range nuclear force (INF) operations within ground-controlled intercept (GCI) coverage

Avoid using capitals for emphasis. Boldfaced type, italics, and placement (centering or indenting) are more effective, less distracting means to provide emphasis.

Use lowercase for the seasons of the year. [Note: the ... of is not necessary in passages dealing with a season of a specific year; not "a conference in the spring of 2007," but "a conference in spring 2007."]

  a meeting in summer 1999
  no later than fall 2008

Use initial capitalization for the nicknames for aircraft, ships, and other weapon systems, including NATO-designated nicknames for military equipment. Use class with the name of a class of ships to indicate that the name is for the entire class, not just the first ship from the class; however, class is
optional when context makes clear that a name is for the ship class. Use italics for the proper name (but not the type or class) of an individual ship, aircraft, or spacecraft; do not use italic type for the nation indicator when you include it with the proper name.

Yankee class submarine; two Yankees; Polaris class submarine; Polaris submarine
Sovremennyy class guided-missile destroyer; Sovremennyy destroyer
MiG-29 Fulcrum fighter; L-39 Albatros
AA 10 Alamo air to air missiles
Tu 22M Backfire bomber
Ka-25 Hormone helicopter
SA-1 Ganef surface-to-air missile
Scud surface-to-surface missile
Knife Rest radar
Alouette III helicopter
HMS Ark Royal; USS Enterprise; the Spirit of St Louis
the Kiev class aircraft carrier Admiral Gorshkov; the Admiral Gorshkov task group
the Soyuz-3; the latest Soyuz TMA spacecraft
the Concord; a Leopard tank

Use all uppercase for codenames or covenames assigned to military exercises, operations, and special projects or programs.

during Exercise SOYUZ-85; the SOYUZ-85 exercise
Exercise ULCHI FOCUS LENS
Operation ENDURING FREEDOM
the STONE’S THROW test project
BYZANTINE HADES information

Use initial capitalization for the names of academic degrees, but use lowercase for references to degrees in a general sense.

Doctor of Law; Doctor of Veterinary Medicine; doctor’s degree in law; doctorate
Master of Arts in English; Master of Arts in the humanities; master’s degree in education
Bachelor of Science in computer science; bachelor’s degree
associate’s degree in communication applications

Show the names of chemical elements and compounds in lowercase as words but with initial uppercase for chemical symbols. (By international agreement, in technical symbology the mass number of an isotope appears in superscript form to the left of the symbol for the element; that is, technically the symbol for uranium-235 is $^{235}\text{U}$. However, for less technical writing, such as intelligence papers, the more common rendering of the symbol is U-235.)

sodium chloride: NaCl
sodium citrate: $\text{Na}_3\text{C}_6\text{H}_{5}\text{O}_7\cdot2\text{H}_2\text{O}$
uranium; U; uranium tetrafluoride; UF$_4$; uranium hexafluoride; UF$_6$
uranium-235; U-235; uranium-238; U-238
Use uppercase for a plant or animal genus and lowercase for the species (even in titles and headings). (Both genus and species also appear in italics.) After the first use of a genus, it can be abbreviated (but it remains uppercase and italic). Higher divisions of plants and animals—phylum, class, order, and family—are capitalized but shown in roman type.

*Clostridium botulinum; C. botulinum [on subsequent use]*

*Giardia lamblia; G. lamblia [on subsequent use]*

*Escherichia coli; E. coli [on subsequent use]*

*Anthropoda [phylum]*

*Mammals; Mammalia [class]; destruction by some sort of mammal [generic reference, not a reference to the class]*

*Rodentia [order]*

*Hominidae [family]*
CHAPTER 4:
—Bryan A. Garner, A Dictionary of Modern American Usage
CHAPTER 4:
Numbers can appear in writing as numerals (numeric symbols, like 1, 2, 3 or I, II, III) or as words or groups of words. Most rules for presenting numbers have to do with determining which form—numerals or words—is more appropriate for a particular situation. This chapter provides a set of basic rules that cover most circumstances and other rules for special situations or factors related to using and presenting numbers.

Writers sometimes try to reduce guidance for using numbers to only two rules: spell out numbers below x, but use numerals for numbers x and above. As appealing as that logic is in its simplicity, it just does not account for the variety of situations in which writers use numbers in their text and tables. As cumbersome as the rules in this chapter may appear at first, they provide a logical and consistent appearance for numbers in publications.

As The Chicago Manual of Style points out, several factors affect whether numbers should appear as numerals or words.

- The size of a number (our most basic rule has to do with whether a number is less than 10 or equal to or greater than 10).
- The kind of entity a number represents (another basic rule deals with units of measure, time, or money).
- Whether a number is exact or indefinite (we treat numbers differently if they are nonintegral or indefinite).
- The context in which a number appears (for example, a number that starts a sentence receives special treatment, and we vary treatment of numbers somewhat when they appear in tables rather than text).

The basic rules and all of the variations of the basic rules are related to these factors.

1. **Except at the beginning of a sentence, show numbers 10 or greater as numerals.**
   If a number is the first word of a sentence, however, spell it out.
   - The job took 12 workers 30 days.
   - Forty-three workers built the bridge.

   • We make an exception for a number that is the first "word" of a sentence or sentence fragment in a comments or remarks field in a table. Such a number can appear as a numeral rather than a word. See "Numbers in Tables" below for an illustration of this exception.

2. **Except for units of measurement, time, and money, spell out numbers less than 10.**
   - The shipment consisted of three tanks and two armored personnel carriers.

3. **For specific units of measurement, time, and money, use numerals, regardless of whether a number is less than, equal to, or greater than 10.** (Rules related to those types of numbers will be treated in greater detail following these basic rules.)
   - In the past 11 years, no new incidents have occurred.
   - In the past 3 years, no new incidents have occurred.

4. **When numbers 10 or greater are mixed with numbers less than 10, follow either rule 4a or 4b below for numbers within a sentence.** The rule that applies depends on whether any of the numbers are for measurements, time, or money.

   a. When a sentence contains both numbers less than 10 and numbers equal to or greater than 10, use numerals for all the numbers. The following examples have both numbers less than 10 and numbers equal to or greater than 10, but none of the numbers are for measurements, time, or money.
      - The attack involved 60 soldiers, 5 tanks, and 2 helicopters.
      - The attack involved five tanks and two helicopters.
In the first example, 5 and 2 are numerals because of the 60 in the same sentence. In the second example, five and two are words because the sentence does not contain a number 10 or greater.

b. Units of measurement, time, and money—which should appear as numerals—do not affect the other numbers in a sentence and are not affected by them. Those other numbers continue to follow rule 4a above.

In the past 11 years, only two attacks and seven casualties have occurred.
In the past 11 years, 2 attacks and more than 120 casualties have occurred.
In the past 3 years, 2 attacks and more than 120 casualties have occurred.
In the past 3 years, only two attacks and seven casualties have occurred.

The 11 years (a measure of time), though greater than 10, does not affect the form of the other numbers in either of the first two sample sentences. In the third sample, the 120 does not affect the 3 years; the numeral 3 is appropriate simply because it is for a measure of time. In the first sample, two and seven are words because each of them is less than 10 (and if 11 years has no bearing on the form in which those numbers appear). In the fourth sample, 3 years has no bearing on the form for the other numbers in the sentence, which are words because both of them are less than 10. In the second and third samples, both 2 and 120 are numerals because of the 120 in each sentence.

However, spell out a number less than 10 if it is clearly unrelated to the other numbers in a sentence.

At one hearing, all 15 local members of the group pressed for a 1-week delay to allow members from outside the country to arrive.

Turning Off Superscripting for Ordinal Numbers

Word 2007’s default autocorrection settings automatically superscript the endings of ordinal numbers as you type unless you turn this feature off. To turn it off, follow these steps:

1. Click on the “Word Options” selection at the bottom of the drop-down box that appears when you select the round Microsoft Office logo, which is in the upper-left corner of all Word ribbons.
2. Select “Proofing” in the list at the left side of the “Word Options” drop-down box.
3. Select “AutoCorrect Options,” near the top of the available selections.
4. Select the “AutoFormat” tab in the drop-down box.
5. Deselect “Ordinals (1st) with superscript;” and click on “OK.”
6. Select the “AutoFormat As You Type” tab in the drop-down box.
7. Deselect “Ordinals (1st) with superscript;” and click on “OK.”
8. Click on “OK” in the “Word Options” box to clear it from your screen.

This will prevent Word from putting the endings of ordinal numbers in superscript form as you type. It will not automatically change superscripted ordinals that have been saved in a document, but it will make correcting text easier.

Ordinals indicate order in a series: 1st, 2nd, 3rd, 4th, etc. The basic rules generally apply to ordinal as well as cardinal numbers (1, 2, 3, etc.)—except for designators for military units. However, when ordinal and cardinal numbers appear in the same sentence, the basic rules apply to each type of numeral independently: ordinals do not affect cardinals, and cardinals do not affect ordinals.

The third group contained two items.
The third group contained 12 items.
The 3rd and 10th groups contained three items each.
The 3rd and 10th groups contained 3 and 11 items, respectively.
• Ordinal numbers should appear with the rd, rd, st, or th portion on the line, rather than in superscript form ("22nd" rather than "22nd").

**Military Unit Designators.** Except for the exceptions below, present the designators for foreign military units using arabic numerals (rather than roman numerals or words) and in ordinal form (for example, "the 115th Infantry Division" rather than "the 115th Infantry Division"). Use those presentation forms no matter how the foreign military itself presents the designators. Abbreviating the word portion of unit designators is acceptable in tables and graphics when space is a limitation, but write out the words in text.

323rd Fighter Wing
451st Motorized Rifle Division

• Exception 1: Use roman numerals for U.S. Army corps (but not for foreign corps).

XII Corps
XVIII Airborne Corps

• Exception 2: In text, use words for China’s Second Artillery Corps.

Except within footnotes to a table, all numbers within a table will be numerals, even if the table contains textual remarks. If a remarks or comments column contains sentences or sentence fragments, those can begin with numerals (see the final portion of the second remarks entry in the following sample). Within footnotes to a table, however, follow the basic rules for numerals in text, and do not begin sentences with numerals.

<table>
<thead>
<tr>
<th>Wharf Reference</th>
<th>Months</th>
<th>Cargo-Handling Equipment</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Pier</td>
<td>Breakbulk 2G</td>
<td>2 mobile jib cranes; 1 portal jib crane</td>
<td>Discharge 680 t/d breakbulk.</td>
</tr>
<tr>
<td>North Pier</td>
<td>Container 36-C</td>
<td>2 straddle cranes</td>
<td>Discharge 10,000 t/d container; 30-meter RO/RO ramp planned.¹</td>
</tr>
</tbody>
</table>

¹ Currently the port has no RO/RO capability. Construction of one ramp here and two at nearby Port Manati will open the country’s Pacific coast to RO/RO shipping.

If you cannot avoid beginning a sentence with a number, spell it out. That spelled out number, however, will have no effect on the form (numeral or word) of other numbers in the same sentence; they will continue to follow the basic rules as if the opening number did not exist.

Fifty kilometers away, rising to 3,500 meters, is Mount Finch.
Fifty kilometers away, along a 7-km ridge line, were three guerrilla bases.

In response to U.S. public law, DIA has used metric units for most measurements since 1976. The International System of Units (SI), which we commonly call the metric system, is the standard for scientific disciplines, is used commonly among the Military Services, and is the standard of allies with whom we collaboratively produce products and to whom we release intelligence.

Preferences exist for which units are to be used with which quantities. In addition, some nonmetric units still are appropriate.
• Cubic meters and kilograms are preferred for volume and mass, but liters and metric tons are preferred for fuel capacity and bulk mass (wheat, coal, and others). Bushels, barrels, and tons per day may be used.

• Use square meters for floor areas within buildings and for other covered structures, including caves and small open-air storage areas less than 10,000 square meters. Use hectares for large open storage areas (equal to or greater than 10,000 square meters, since 1 hectare equals 10,000 square meters) and crepland (except for small gardens), forests, etc. Use square kilometers for land areas of large political units (urban areas, districts, provinces, states, countries, etc.), for areas of military operations, and for enclosed bodies of water (unless the body of water is so small, as with a pond, that showing square meters is more appropriate).

• Use kilotons and megatons for nuclear weapon yields.

• Weights for standard U.S. bombs usually are given in pounds rather than kilograms—for example, “a 5,000 lb penetrating warhead.”

• Use degrees (rather than radians) for azimuth, beamwidth, inclination, reentry angle, and other angles for which degrees customarily have been used.

• For very short distances and very small pressures, use micrometers, not microns.

• Preferred units for radius, range, speed, and altitude vary depending on the application:

  Nautical miles and knots or mach continue to be used for naval and aircraft related parameters and for radius, range, or distance associated with aircraft and ship operations. Showing metric units in addition is not required but sometimes may be appropriate. If altitudes are associated with distances in nautical miles, those altitudes should be in feet.

  Use nautical miles for ranges of territorial waters and economic zones at sea.

  – Use meters for wave heights (showing feet in parentheses also may be appropriate).

  Metric units (kilometers and kilometers per hour) should be used where more appropriate, such as when discussing flight activity originally reported in kilometers, when describing radar scopes and other items calibrated in kilometers, when citing data from foreign documents with distances in kilometers, and when reporting estimates originally calculated in metric units. Showing values in nautical miles in addition to values in kilometers is not required; however, key characteristics—maximum range, maximum speed, and others—should be stated in nautical miles and knots as well as in metric units. Altitude capability should be expressed in meters (rather than kilometers).

  – Use kilometers for ballistic missiles and space-related parameters such as range, apogee, and perigee.

  Use meters for circular error probable (CEP). CEP is a measure of locational accuracy; it represents the radius of a circle into which half of the projectiles—bombs, missile warheads, bullets, etc. are expected to impact.

  Use meters per second for velocity and g for acceleration.

  Use kilometers and kilometers per hour where statute miles and miles per hour customarily would have been used, such as for highway and rail travel, landline distances, and “roadmap” distances between sites. Use meters for altitude for land-related locations.

Metric and Nonmetric
Take particular care within a document not to mix metric and nonmetric units unnecessarily so that readers are left with confusing data. For example, in discussions of air-land operations, do not mix nautical mile data for aircraft and kilometers for units and objects on the ground. If you indicate that a target is 500 kilometers from Airbase X and that the combat radius of the fighter-bombers at that base is 300 nautical miles, can the aircraft reach the target without refueling? Because the units of measure are mixed, the answer is not obvious. In such cases, convert all measurements to metric data or provide both metric and nonmetric measurements for the data customarily expressed in nonmetric units.
• Other nonmetric units still in wide use—such as standard atmosphere, millbar, and roentgen—should be used in contexts for which departure from traditional units would impair communication.

**Online Conversion Tools.** Such tools are available for many measurement conversions. On the DIA homepage on JWICS, select “Resources,” and from there select “Tools” and then “Misc Calculators” and “Metric Converter.”

In addition, the appendix provides conversion factors for units of measure commonly used in intelligence products.

Use numerals for any number expressing a measurement unless you are stating an indefinite quantity. As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form; for example, “a section of road that stretched 5 kilometers,” but “a 5-km section of road.” In tables, abbreviations are appropriate for all units of measure because of space limitations. Never abbreviate the units with an indefinite quantity. Avoid abbreviating units when the result is a single-letter abbreviation (“a 3-meter stream” rather than “a 3-m stream”).

- The missile exploded 500 kilometers downrange.
- The vehicle has an estimated 500-km range without refueling.
- Each aperture is protected by a 2-meter shield.
- The platoon advanced several hundred kilometers. [not "several 100 kilometers,” and not “several hundred km”]

Use numerals for ages. In many instances, using the terms age or aged is unnecessary (as in the first three samples below) because context usually will make clear that the numeral is for an individual’s age.

- The general is 60, [or “60 years old,” not “60 years of age”]
- The general is in his 60s.
- The general, 60, is retiring soon. [not “aged 60”]
- The draft now applies to 17-year-olds.

Use numerals for days and years. In intelligence products, give dates in military format (day month year order); in official correspondence, use traditional format (month-day-year order). Only the day and month are necessary if the year is obvious from context. Ordinal numbers may be used after the month is clearly established. Do not abbreviate the month or year in text, though abbreviating for tables may be appropriate because of space limitations.

- India’s independence was declared on 15 August 1947. [not “15 Aug 47”]
- All signers had left by the 22nd.
- A class of pilots graduated in June 1989. [not “June, 1989”]

For a date in a classified product’s classification authority/declassification block, Information Security Oversight Office and Department of Defense guidance requires the date to be all in numerals and in YYYYMMDD form.

- Declassify on: 20351117
Use numerals for units of time: seconds, minutes, hours, days, weeks, months, and years. However, if the expression of time is nonliteral or indefinite, use words instead.

The work usually requires 2 hours of labor.

She worked for the company for 7 months and 2 days.

but lasted more than four decades in a day or two

finish by the eleventh hour

From, Between, and Dashes
Do not combine from or between with years joined by an en-dash (use to, through, or and instead of the en-dash).

He visited the embassy twice between 2008 and 2009. [not "between 2008–09"]

He visited the embassy twice from 2008 to 2009. [not "from 2008–09"]

Except in indefinite or nonliteral expressions, use numerals for years.

Pilot candidates study general sciences for 1 year, followed by 2 years of flight training.

but Data for any one year will show that the plan was ineffective.

Also use numerals for fiscal years.

fiscal year 2010FY 2010–12
FY 2010 from FY 2010 to 2011

For numerals designating a continuous period of 2 or more years, use an en-dash to mean "to and including." Never use an en-dash to join separate years not representing a continuous period; to indicate 2 years without indicating a continuous period, use and instead.

He worked at the embassy during 2004–06.

He worked at the embassy during 2006 and 2007.

The first two submarines were launched in 1990 and 1991. [not "1990–91"]

Use a slash (or virgule) to show a period occurring partially in one year and partially in another.

production in FY 2010/11
He flew three illegal flights in 2008/09.

Notice that the numerals and slash are run together without spaces around the slash.

For decades, use the numerals of the initial year followed by an s (1980s). You can show centuries the same way (1800s), but ordinal numbers are more common (19th century).

This estimate covers the mid-to-late 1980s.

However, if you are discussing decades or centuries in a general or nonliteral sense, use words instead of numerals.

during three decades from one century to the next
Use numerals and the 24-hour system.

The managers met at 0745.
The meeting has been postponed to 1725.

Express values in U.S. money with numerals preceded by a dollar sign. Indicating U.S.$ (or USD) is not necessary unless foreign dollars could be understood. If you need to show foreign currency, follow it with the dollar amount in parentheses. Use words, not symbols, when indicating foreign currencies. Hyphenate unit modifiers involving money just as you would other unit modifiers involving numerals. Use the word dollars (or cents for amounts less than a dollar) when you are giving generalized or indefinite amounts.

The missile system cost the Iranians nearly $500 million.
The military purchased $5 million worth of radio-relay equipment.
The group paid 5 million South Korean won ($4,325) for safe return of the hostage.
The equipment cost the government nearly 100 million pounds (about $156 million), [not £100 million]
The company offered its workers a $1.53-per-hour increase in wages.
He called the conference a $50-million boondoggle.
He paid about 40 cents tax on every dollar he earned.
The work cost the firm thousands of dollars.

Use numerals with percentages. Write out the word percent in text. The percent sign (%) is acceptable in tables and graphics if space is tight, but normally write out percent in the text portions of tables and graphics, and especially in footnotes to them.

The plan projects a 5-percent increase by 1990.
He formed a joint venture that was 59 percent Chinese and 41 percent British.
Agricultural products make up 20 to 25 percent of the country's imports.

For expressions showing the relationship of a larger quantity to a smaller one (often accompanied by the word times or its equivalent), follow the basic rules for numbers less than or equal to or greater than 10 unless a decimal is involved; for such expressions with decimals, use numerals.

- five times as large
- 10 times greater
- 2.5 times faster

The number of tanks is five times greater than before the war.
Missiles increased to 100 in 1991, 5 times the previous total.

Use numerals.

- The pilot-to-aircraft ratio is 1:2:1.
- He had a 50-50 chance of winning.
- The measure passed with a 50-to-1 vote.
For Basic Encyclopedia (BE) numbers, use BE, a space, and the number. In a table with "BE Number" as a column heading, show only the number in the column (omitting BE).

BE 0254-08342   BE 0254CA8342

Separate a BE number from any associated O-suffix with a slash.

BE 0613Dj0002/Dj003

If such data will appear in a table, use a column heading of “BE Number/O-Suffix.”

Use hyphens between degrees, minutes, and seconds, and leave a space between latitude and longitude. Show all three places for degrees for longitude.

The village was at 60-17-44N 135-20-16E.
The border crossing was at 22-12-17N 015 34-10W. [rez “15-34-10W”]

Portraying decimal coordinates may imply an accuracy that is not correct and is unnecessary for most intelligence products. Decimal-second accuracy is important for targeting lists and databases of ground features when a high degree of accuracy is necessary for precise locations. For these reasons, decimal coordinates should be reserved for those limited cases for which such accuracy is critical and should not be used with general intelligence publications.

Use numerals when referring to numbers in mathematical expressions, no matter the size of the number.
multiplied by 3
divided by 4
Data points are rounded to the nearest 10th.
The estimate could be off by a factor of 2 or 3.

Use Arabic numerals for designators for tables, graphics, footnotes, endnotes, parts of publications, and so forth. (However, appendices to publications have letter designators: “Appendix A,” “Appendix B,” etc.)

Table 1          Figure 3
Part 4          Section 5

Treat numbers appearing as parts of proper names as they commonly appear for those names; do not apply basic numbers rules to such names.

Three Rivers, Pennsylvania    Air Force One
1st Army
Do not apply the basic rules to indefinite or nonliteral numbers; instead, spell them out.

a tenfold increase

The project will cost tens of millions.
She addressed several thousand people.
She is famous for eleventh-hour decisions.
He is the number-two man in the regime.

Terms such as nearly, about, around, and approximately do not by themselves reflect indefinite expressions. Normally such terms indicate rounding, but a rounded number remains more definite than an indefinite or nonliteral number.

Round numbers greater than 999,999 unless an exact number is necessary. Spell out million, billion, and so forth and precede the word with a numeral rounded usually to no more than two decimal places.

The population is about 240 million.
More than 12.35 million Americans served in World War II.
The program calls for funding of $5.2 billion.

See page 80 under “Years” for en dashes with ranges of years. Take particular care in joining range numerals (other than years and page references) so readers cannot be confused by the figures shown. En-dashes may be used (though not required) in ranges in the millions and multimillions but note particularly the placement within money figures in the second sample below.

The march covered 10-15 kilometers, [or “10 to 15 kilometers”]
The program will cost $12 million to $14 million, [or “$12–14 million,” but not $12 to 14 million,” which implies “12 dollars to 14 million dollars”]
Gas reserves are estimated at 10–15 billion cubic meters, [or “10 to 15 billion cubic meters”]

Do not combine from and between with numbers joined by an en dash (use to, through, or and instead of the en dash).

Estimates range from 10 to 30, [not “from 10-30”]
Sales fell between $10 million and $14 million, [not “between $10-14 million”]

For ranges in temperature, show the degree sign and the type of temperature scale only once if the parts of the range appear together, but repeat the sign and scale if other text separates the parts of the range. Note in the following examples that a space should appear between the number for the temperature and the indication of the temperature scale.

average in the high 20 °Celsius (80 °Fahrenheit)
drop to 8 to 12 °Celsius (upper 40 to lower 50 °Fahrenheit)
围绕 5 °C (low 40 °F)
exceed 30 °C (upper 80 to 90 °F)
rise to near 10 °C (upper 40 °F) in April and reach a high of 20 °C (80 °F) in June

For ranges of inclusive page numbers, show all numbers up to 100 (3–4, 11–12, 54–55). Thereafter, reduce the second number of a set to two digits (253, 54; 601–100, 1901–102, 2614–15) unless the hundred or thousand changes (499–501; 2998–3002).
Use commas to separate numerals in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

There were 1,087,143 casualties. A force of 20,000 was needed.

but

during 2009 the 1028th Brigade
1,400 hours job number 518225/10
3,1416 3,732,14592
pages 3614 and 3617 1812 kHz [not 15.117 kHz and 1.832 MHz]

When you use x to stand for by in commonly used numerical expressions, such as equipment designators, run the numerals and the lowercase x together without intervening spaces.

4x4 8x8

Numerical expressions including possession require an apostrophe but not an en-dash or hyphen.
(Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case, which came to be called the possessive case in the 18th century, and does not involve possession.)

After 5 years' planning, the project was scrapped.
The new regime bought several million dollars' worth of equipment. [but "510 million worth of equipment"]

Use numerals for numbers requiring a decimal point. For numbers less than 1.0, precede the decimal point with 0 (except for designations of gauge bore or ammunition). Omit zeros from the end of a decimal number unless you are showing an exact measurement.

0.25 centimeter 1.25 centimeters
silver 0.900 fine [exact measurement] a .22-caliber cartridge

In the samples above, notice that when the numeral for a unit of measure is equal to or less than 1.0, the word for the units—when written out—is singular (0.25 centimeter), but it is plural when the numeral is greater than 1.0 (1.25 centimeters). The same is not true for abbreviated units; however, they appear only in the singular form: 0.25 cm, 1.25 cm, 10.25 cm.

Convert fractions to decimals whenever reasonable. Otherwise, write out fractions, with a hyphen in both noun and adjective forms.

0.75 kilometer [preferred over "three-quarters of a kilometer"]

one-half year

two-thirds majority; a majority of two-thirds

first quarter FY 2009 [note no hyphen in "first quarter"]
Avoid combinations of whole numbers and fractions by converting to decimal quantities whenever reasonable.

5.5 percent [not "5 1/2 percent"]

Otherwise, spell out phrases in nonstatistical contexts.

two and a half years ago               a two-and-a-half-year trial period

In statistical contexts, use mixes of whole numbers and fractions (5 1/2, 4 1/4) if converting to decimals is not appropriate.

Use hyphens with numerical unit modifiers.

20-km march           23-meter-wide river
105 mm guns           eleventh-hour decision
7-meter limit         two-story building; 10-story building
3-million-member Army 6-percent increase; 6- to 7-percent increase
20-NM range           one- to two-story structure

To avoid confusion, avoid placing cardinal numerals side by side.

Twenty-five divisions were identified by 2006. [not "In 2006 25 divisions were identified."

However, when the second number is part of a unit modifier, the hyphen of the unit modifier prevents misreading, so placement of numbers side by side is acceptable:

14 152-mm guns

When the word for a unit of measure is written out, use the singular form with a number less than or equal to 1.0; use the plural form with numbers, including fractions or decimals, greater than 1.0.

0.75 meter           1 meter
1.25 meters           7 meters

However, when the unit of measure is in its abbreviated form, use only the singular form:

a 0.75-km road segment   a 1-km road segment
a 1.25 km road segment   a 7 km road segment
When a number is the subject of a clause, the number is singular or plural (and takes a corresponding singular or plural verb) depending on whether it designates a quantity (something measured as a unit, as in length, area, volume, mass, temperature, or time) or a number of things (things counted individually).

- Quantities, which are measured, are singular and are the most common numerical subjects.

  Four gallons of milk was all the machine would hold. [Four gallons in this passage is a measure of volume and is singular because it represents a single unit.]

- A number of individual things is plural.

  Four gallons of milk were sitting in the dairy case. [The four gallons in this passage are being discussed as individual things—four 1-gallon containers of milk—making the subject plural.]

Beware of becoming confused by the seemingly plural nature of the unit of measure (gallons in the samples above). Although the measure sounds plural, it designates a unit—a single thing.

  Twenty kilometers of track was all the crew could lay in 8 hours.
  Nearly 2 million barrels of capacity was destroyed in the first attacks.
  Over 2 metric tons of cocaine was seized in the drug raid.

In each of these sentences, the unit of measure sounds plural (kilometers, barrels, and metric tons) but actually indicates the amount of a single thing—length, volume, and mass.

Do not confuse quantities and numbers as subjects with words that express a portion of a whole (words such as percent or half (and other fractions)). These words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences):

  Thirty percent of the forest was destroyed by yearend. [The 30 percent is singular in this passage, because it is being discussed as a single unit.]
  Thirty percent of the trees were loaded onto trucks. [Because the trees would be loaded individually, or perhaps in multiple small groups, this 30 percent of the trees is plural.]

For further discussion, see all, any, half (and other fractions), more, most, none, part, percent, percentage, some in Chapter 5.
CHAPTER 5:
—Patricia T. O’Conner, *Woe is I: The Grammarphobe’s Guide to Better English in Plain English*
CHAPTER 5:

This chapter provides guidance on troublesome words and phrases. Some are frequently confused or misused; some are overused and should be replaced with more vigorous expressions; some show preference for usage among related words or phrases. A thesaurus can be a valuable tool when you are stuck on a word or phrase, but pay attention to the differing shades of meaning among the choices, especially to connotations that may present nuances that make some word choices inappropriate for the passage you are considering.

**a, an.** The choice between *a* and *an* depends on the initial sound of the next word or abbreviation, not on whether its initial letter is a vowel or consonant.

- With words,
  - Use *a* before a word beginning with a consonant sound or an aspirated *h* (such as “hill,” “habitual,” “historic”),
  - Use *an* when the following word begins with a vowel sound or a silent *h* (such as “honest,” “hour,” “honor”).

- With numerical expressions. When the following expression begins with a numeral, choose between *a* and *an* on the basis of the pronunciation of the numerical term, applying the rules for words above:
  “a 12-year-old ship”; “an 11-year-old airframe.”

- With abbreviations, including acronyms and letter/number groups. The initial sound test still applies.
  - For acronyms pronounced as words (such as “BMEMS,” “HOT,” “IMINT,” “OCONUS”), apply the rules for words above: “a BMEMS installation,” “a HOT missile,” “an IMINT collector,” “an OCONUS military base.”
  - For acronyms and other letter/number groups (such as “SS-25”) for which you pronounce the letters and numbers themselves, apply the following rules:
    - Use *a* when the group begins with *b, c, d, e, g, j, k, p, q, t, u, x, y,* or *z*: “*a* DIA employee,” “*a* UN worker.”
    - Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, s, t,* or *x*: “an NSC directive,” “an SS-25 missile,” “an Su-34 aircraft.”

- When choosing between *a* and *an* with an abbreviation, consider the abbreviation itself, not the expansion of the abbreviation. For example, for discussion of a fuel-air explosive (FAE) device, because we would pronounce the letters of the abbreviation, we would write: “an FAE device,” since *an* is appropriate before an abbreviation beginning with *f*, we would not choose “a FAE device” even though *a* would be appropriate before “fuel.”

**ability, capability, capacity.** Regarding people, ability is the power to do something; capacity, like aptitude, is the inherent faculty to acquire an ability. A person can acquire ability but already must possess capacity. For people, capability refers to having the talent or potential for development. For things, ability, capacity, and capability are synonymous—all referring to having the potential to be used for a particular purpose. Although some people believe only a person (not a thing) can have an ability, dictionaries do not support this distinction.

**about, around.** In the sense of approximately, use *about* rather than *around.* In a sentence such as “The unit strength is estimated at about 2,500,” the writer does not need both *estimated* and *about.* The sentence can be simplified to “The unit strength is about 2,500” or “The unit strength is estimated at 2,500”; the first choice usually is preferable because the second is in passive voice, but
the second choice is preferable if the writer is conveying that the number is an estimate rather than a generally accepted fact. Do not use any word for approximation with an exact number: “about 5,600” but not “about 5,613.” For about, see also as to and approximately, about, roughly, some.

above, below. Above is accepted as meaning “previously mentioned” and below as “mentioned later.” Use of either term to refer to text elsewhere in a document should be infrequent (ever use sounds legalistic), and the references should be clear (“the description above of command bunkers” rather than “the description above”) so readers cannot be in doubt about what is being addressed. Above is preferable to the legalistic abovementioned or aforementioned.

absolute. Because the term shows a perfect, complete, unrestricted state, most modifiers and comparisons are illogical: “very absolute,” “too absolute,” “more absolute.” However, nearly is an acceptable modifier (“nearly absolute acceptance”). Also see very.

access, assess. Access, as a noun, is a means of approaching, entering or exiting, or communicating; the ability to do one of these or the act of doing such a thing. As a verb, especially in relation to computers, to access is to obtain entry. Assess is a verb dealing with determining value (as for taxation), setting the amount for taxation or special payment, or actually charging such a payment. For sports, to assess is to charge with a penalty. Finally—and most important for intelligence writing—to assess is to determine the value or significance of something: “We assess that changes in the Army’s force structure will result in a more mobile force.”

accidental, fortuitous, contingent, incidental, opportune. Related adjectives, these have varied shades of meaning. Accidental carries the idea of chance. Fortuitous strengthens the sense of chance; it can suggest luck or good fortune, but it does not lose the associated sense that the good fortune was unplanned. (Saying “The president’s choice of Stein for prime minister was fortuitous,” then, implies that the president’s choice came from dumb luck, not brilliant insight.) Contingent, in its sense of “accidental,” suggests something that may happen but that is uncertain because causal factors, including chance, are unknown. Incidental suggests an association that may or may not be accidental. Opportune suggests an element of chance mixed with timeliness: being in the right place at the right time.

actual, real, virtual. Actual emphasizes fact as it is or has become at the moment, whereas real emphasizes fact as it always has been or has been for a long time. Virtual means “having the effect but not the form” (as with a “virtual leader” when an actual leader exists).

adapt, adopt. Adapt is to adjust oneself or something to a new or changed situation. Adopt is to accept or choose a new course of action.

add, entrance, entryway, entranceway, portal. An entrance is an opening allowing entry. An entry way is a passage serving as an entrance; this term is preferable to entranceway. In general English, a portal is a two-dimensional entrance or doorway; an add is an entryway, mostly horizontal, leading into a mine or other underground facility. For intelligence writing related to hardened structures and underground facilities, however, both portal and add have more precise engineering definitions; see the Defense Resources and Infrastructure Office’s Lexicon of Hardened Structure Definitions and Terms, <http://www.dria.gov/ intel/word-wide/cid/DIA_131121_08_R11201_V10_Y-wwr>.

adjacent, contiguous, colocated. In a general sense, adjacent and contiguous are interchangeable. However, adjacent means “close to” or “lying near”; contiguous means “touching” or “sharing an edge or boundary.” Colocated means “placed together”; it is appropriate for two organizations that share a building, facility, or complex, as in “the headquarters of the 32nd Battalion and the 48th Battalion are colocated at Steinmark Barracks.”

advance, advanced. As an adjective, advance emphasizes precedence in position or time (“advance party,” “advance payment”); advanced implies having a position forward of or superior to a norm (“advanced thinking,” “advanced training”). In “advance planning,” advance is redundant and should be deleted.
adverse, averse. Both adjectives mean "opposed," but their points of view differ: something adverse is opposed or hostile to a subject's will or interests ("The prime minister has been subjected to adverse criticism"); averse is opposition or reluctance on the subject's part ("The prime minister is averse to believing his critics").

affect, effect. Except in psychology, affect is always a verb and usually means "to influence," "to cause a response," or "to cause a change" in a person or thing. As a verb, effect means "to bring about or accomplish" or "to cause to occur."

The government's policy change will affect worker productivity. (The change will influence the workers in a way that will change their productivity.)

The government's policy change is a means to effect increased worker productivity. (The change is a means to bring about increased productivity.)

Effect as a noun refers to a result or consequence: "something brought about by a cause or agent": "Increased productivity was one effect of the government's policy change."

afterward, afterwards. Afterward is preferred.

all, all of. Except when a personal pronoun follows, usually is unnecessary: "The change affected all the production facilities" rather than "... all of the production facilities." Beware of sentences that say "all of something did not do something," as such sentences are ambiguous. For example, in "All the regiments did not move forward," does the writer mean that none of the regiments moved forward or that only some did?

all, any, half (and other fractions), more, most, none, part, percent, percentage, some. Each of these words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences). Frequently that sense includes either quantity or number. A reference with a quantity of something requires a singular verb: "Some of the water was leaking." A reference with a number of things requires a plural verb: "Some of the plants are poisonous." In other cases (particularly with any and none) the verb determination depends on whether the writer has in mind one person or thing (requiring a singular verb) or two or more (requiring a plural verb): "None of the protesters was willing to risk arrest" (not one was willing). "None of the protesters were willing to risk arrest" (not any were willing).

allegedly, reportedly, reputedly. The three mean "supposedly," but they have slightly different shades of meaning: Allegedly carries the sense of "claimed or charged but not proved." Reportedly implies that the information has been reported formally. Reputedly means "generally considered or estimated but not necessarily claimed openly." See also qualifiers.

all ready, already. All ready means that everyone or everything is ready; already means "before" or "previously."

all right, alright. All right is the correct term; alright is substandard.

all together, altogether. All together means "collectively" or "in unison." Altogether means "entirely, completely." Note: When all together is appropriate, the words in the sentence can be rearranged so that all and together are separated by other words: "The workers arrived all together" can be changed to "All the workers arrived together."

almost. See most, mostly and only.

alongside, alongside of. Alongside is adequate without of.

along with. This phrase (and others such as as well as, in addition to, like, and together with) frequently follows immediately after a subject of a sentence. The prepositional phrase and its object(s) do not affect whether the verb in the sentence is singular or plural. For example, in "The governor, along with members of his staff, is traveling to the coast," the verb is singular (is) because the subject
(governor) is singular and the prepositional phrase along with members of his staff has no impact on whether the subject and verb are singular or plural. If, however, a writer were to state that same idea like this: “The governor and members of his staff are traveling to the coast” the verb must be plural (are) because the subject is plural (the governor and members of his staff); the presence of commas around and members of his staff does not keep the subject from being compound and therefore plural. (Moreover, the commas should be removed.)

a lot, alot. Use a lot, as alot is not a word.

alternate, alternately, alternative, alternatively. Alternate and alternately usually refer to occurring successively or by turns. Alternative and alternatively refer to one from a set of possible courses of action or choices. Although traditionalists would limit alternatives to only two possibilities, use in connection with multiple choices is acceptable.

although, though, even though, while. Although, though, and even though are often interchangeable for the sense of “in spite of the fact that.” Although is more formal than though as a conjunction, but though can also serve as an adverb, as in “They raised objections, though.” Even though emphasizes the sense of “in spite of” or “regardless.” While has become a common substitute for although in informal usage; however, in this sense while means “at the same time that,” and in writing it should be reserved for sentences requiring a sense of time.

altitude, elevation. Use altitude in relation to something in the air—for example, “The missile was ineffective at altitudes below 5,000 meters.” Elevation is in relation to the ground or sea level—for example, “The facility is at an elevation of 75 meters.”

amid, amidst, among, amongst. Amid and among are preferred.

among, between. [See tone box.]

amount, number. Use amount with things involving weight, bulk, or sums—things measured with a total; use number with things that must be counted individually: “the amount of water in the mixture,” “the amount of the gross national product,” “the number of gantry cranes in the port.”

ample, enough. Although these commonly are interchanged, ample carries a second meaning of “abundant, more than enough.” Therefore, phrases such as “more than ample,” “barely ample,” or “scarcely ample” are noncanonical.

an. See a, on.

and/or. This combination with the slash refers to one or the other or both. Avoid its use, especially with more than two alternatives.

any. See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

Among and Between

Between is appropriate when just two entities are involved—for example, “an agreement between France and the United Kingdom.” Numerous writers have insisted that among always should be used when more than two entities are involved, but current English usage and modern dictionaries do not support this position. When more than two entities are being considered, choosing between among and between depends on whether the writer is discussing separate entities acting independently or entities considered collectively.

• In “conflicts between the four nations,” each nation is considered to be acting independently of the others, with conflict one on one.
• “Conflicts among the four nations” allows for coalitions, including the possibility of the coalitions changing over time.

In “rockets struck between the entrance to the compound, portal 1, and portal 3,” the rockets are considered to have impacted literally between the named points without hitting any of them.

In “rockets struck among the entrance to the compound, portal 1, and portal 3,” the rockets are considered to have impacted in the general area of the named entities and may or may not have struck them.

If named points or entities define the extent of an area, use between, as in “the rockets impacted in the area between the entrance to the compound and portals 1 and 3.”
anyone, anybody. Each of these usually is written as one word (except in the sense of “any one of a group”). They take singular verbs and singular pronoun references. If you have trouble remembering that these words are singular, try thinking of them as “any-single-one” and “any-single-body.”

apparent, evident. These words share a sense of “obvious” or “open to view” but differ slightly: apparent suggests use of reasoning; evident suggests a basis of facts or external signs. Apparent also means “seeming but not necessarily true.” Before a noun that meaning is clear (“her apparent concern”); however, after a form of to be, apparent can mean either “obvious” or “seeming,” so the context needs to be worded to make the meaning clear.

apparently. See qualifiers.

approximately, about, roughly, some. Do not use any word of approximation with an exact number: “approximately 5,600” but not “approximately 5,613.” See also about, around.

apt, liable. Although these words are interchanged in informal usage, their meanings remain distinct. Reserve apt for instances in which the subject has a natural tendency: “He is apt to settle the issue without consultation.” In this sense, liable means “susceptible” and suggests a probability for something unwanted or burdensome: “Temperatures are liable to drop below freezing in higher elevations.”

arch-, arched-. Arch- can be used with shaped in a unit modifier: “an arch-shaped structure.” Modifiers in names of structural components use arched- (“arched roof segments”), whereas the name of the completed structure uses arch- (“an arch-roofed bunker”).

around. See about, around.

as, because, for, since. Because is the strongest of these conjunctions expressing cause or reason: since, the next most strong; and as, the weakest. Use caution with since, which may be read as meaning “from a specific time.” As works best with a dependent clause that ends a sentence; a comma precedes it when as appears as a conjunction showing a causal relationship. For, a coordinating conjunction, shows a causal relationship between independent clauses.

as if, as though, like. Both as if and as though are acceptable as conjunctions (for example, “The exterior of the building looked as if it had been raked by gunfire”). Either is preferable to like for introducing a clause.

as per, as regards. Replace these with according to, concerning, or about.

assess. See access, assess.

as such. As such requires an antecedent, as in “Applicants will not be treated as U.S. persons unless identified as such” [identified as U.S. persons]. Avoid using as such to mean “therefore”; don’t write “As such, we expect a dropoff in applicants.”

assure, ensure, insure. Similar in the sense of making certain, these words require different usages. Assure refers to a person—setting that person’s mind at ease by making him or her certain of something. Use ensure for the sense of making a thing certain. Reserve insure for guaranteeing life or property from risk.

as to. This phrase should be replaced or deleted. In a sentence such as “She was uncertain as to the proper answer,” replace as to with about. In expressions such as as to whether, as to where, or as to which, the as to is unnecessary.

as well as. See along with.

attributive nouns. See nouns as adjectives.

average, median, mean. Average is that which is midway between two extremes. Common usage has made it synonymous with an arithmetic mean (the result of dividing the sum of a series of figures by the number of figures). Mean is a more precise term when you actually want to refer to a mathematical result,
but average is acceptable for general usage. A median is the middle figure in an arithmetically arranged list of figures; half the numbers are less than the median, and half are greater than the median. Each of the three terms refers to a single figure, so a sentence such as “The tide averages between 2 and 4 meters” should be replaced by “The tide averages 3 meters” or “The mean tide is 3 meters.”

averse. See adverse, aversive.

awhile, a while. Awhile is an adverb meaning “for a time”; while is a noun meaning “a period of time.” Both imply a short time. For is a part of the sense of awhile and should not be used with it. Thus, “stay for awhile” is correct, but “stay awhile” should be “stay awhile.”

back of, in back of, behind. Use behind in place of back of and in back of.

bad, badly. Bad (the adjective) is correct after linking verbs such as feel and look.
because. See as, because, for, since.
because (reason is). In “The reason is because . . . ,” replace because with that when the following material is a clause.

begin, commence, start, initiate. Begin, commence, and start usually are interchangeable; in general sense, commence is less desirable than either of the other two because it is more formal. However, commence has a stronger sense of initiative—of some person or force initiating an action. Start is particularly appropriate when action must begin following a period of inactivity. Initiate refers to taking the first steps in a process and does not refer to what follows.

believe. Avoid using “DIA believes.” Assessing or judging requires weighing the data; believing does not. By contrast, believe can be appropriate when describing what the subject of DIA analysis thinks about something: “The defense minister probably believes that the arms purchase will strengthen the military.”

below. See above, below.

beside, besides. Use besides for the senses of “except for” and “in addition to”: “No vehicles were present besides one staff car outside the headquarters building.” “Besides the commander, the chief of staff also attended.” Beside means “at the side of.” Thus, “No one entered the room beside me” and “No one entered the room besides me” state different things.

between. See among, between.

biannual, biennial, bimonthly, biweekly. In standard usage, biannual means “happening twice each year” or “semiannual,” whereas biennial means “happening every second year” or “lasting for 2 years.” However, both biannual and biennial have secondary meanings that can greatly confuse the timeframe. Bimonthly means “once in 2 months,” and biweekly means “once in 2 weeks.” Because of the possibility for confusion, writing “occurring every other year,” “occurring twice a year,” “every 2 weeks,” “twice a week,” and so on, is safer.

blatant, flagrant. Blatant means “unpleasantly noisy” or “offensively conspicuous,” stressing offensiveness and notiness. Flagrant emphasizes wrongdoing or evil intent. Thus, the difference between a “blatant act” and a “flagrant act” is the degree of intent.

blond, blonde, brunet, brunette. Blond and brunet should be used with either gender; avoid blonde and brunette.

boat, ship. A ship is large and travels the sea lanes. A boat is relatively small, stays mostly in shallow or sheltered waters, and can be carried on a ship. Boat also is acceptable in reference to a submarine.
border. When identifying the border between two countries, use the noun rather than the adjective form of the countries’ names: Libyan-Tunisian border instead of Libyan-Tunisian border.

born, borne. Both of these words are correct spellings for the past participle of the verb bear. However, born is used only as a passive construction in relation to birth: “She was born in the former Soviet Union.” Borne is used for the active voice in relation to birth (“She had borne three children before entering politics”), as well as for all other senses of to bear (“a vehicle-borne improvised explosive device”).

both. In sentences such as “Both sides have reached agreement on the plan,” both is redundant; use “The two sides have reached agreement…”

boycott, embargo. A boycott is a refusal to buy or use a product or service. An embargo, a legal restriction on trade, can apply to either buying or selling.

but also. See not only … but also.

cadre, cohort. A cadre is a core of trained personnel around which a larger unit is to be built or a member of such a group. A cohort can be a united band or group, or it can be a companion or associate. Current usage no longer restricts these terms to just groups rather than individuals.

capability, capacity. See ability, capability, capacity.

capital, capitol. Capitol, a noun, has only one meaning—the building in which a legislature meets. As a noun, capital has to do with wealth or resources, an uppercase letter, or a town or city that is the seat of government; the latter meaning, of course, is the one that generates confusion with capitol.

capital standing for nation. In intelligence writing we commonly substitute the name of a nation’s capital for the name of the nation and use either to represent the national government. For example, we might write either “The United Kingdom anticipates withdrawing…” or “London anticipates withdrawing…”

- A notable exception is Israel. Avoid using either Tel Aviv or Jerusalem to represent Israel.

casualty. A casualty could be injured, captured, missing in action, or killed.

cement, concrete. Cement as a powder is a component used in making concrete. Concrete is made from aggregate (sand, gravel, and so forth), cement, and water (and possibly additives to enhance the concrete properties). The concrete gains its strength from a chemical reaction between the cement and the water.

censor, censure. To censor is to examine and remove objectionable material. To censure is to find fault or condemn.

center around. Because it is a point, center can be paired with on, upon, in, or at—but not with around.

certain, some. Certain means “fixed” or “definite.” In some instances it equates more generally to “some.” Problems come with the general sense in an expression such as “modifications of certain procedures.” This statement begs for an explanation of just what procedures are to be modified. Replacing certain with some reduces the strength of the expression but does not totally eliminate the need for further explanation. If you do not intend to define which procedures are to be modified, omitting the adjective may be a better choice.

China, Chinese, Taiwan, Taiwanese. China and Chinese refer to the mainland country and its people. The offshore island is Taiwan; its adjective form also is Taiwanese. Chinese is the noun and adjective for people on Taiwan in general; Taiwanese refers only to the indigenous inhabitants of the island. To distinguish the people on Taiwan from those on the mainland, use people “on Taiwan,” “from Taiwan,” or “of Taiwan.”
cite, sight, site. These words sometimes are confused because they are homonyms. Cite, a verb, has several meanings: to quote or mention as an authority or example; to officially praise or formally honor, especially for military merit; or to summon before a court. Sight, a noun or verb, has to do with seeing. A site is a location or setting; in relation to computers and the Internet, site also is a variant of the more specific website.

claim. To claim means to assert that something is the case, typically without providing evidence or proof. Claimed can have a slightly negative connotation, so consider whether stated or reported would work better in context.

clearly. See qualifiers.

climactic, climatic. Climactic refers to the climax, the highest point. Climatic refers to weather.

close proximity. Proximity is redundant in this phrase.

cohort. See cadre, cohort.

collective nouns. A collective noun—such as committee, company, enemy, group, team, and the like—takes a singular verb when the group acts as a whole but a plural verb when its members or parts act separately.

   The committee has decided to recommend banning chemical weapons. [The committee’s decision is a collective action.]

   The committee have returned to their offices. [Each member must act separately in such a situation.]

The second construction sounds awkward to many ears, though, so a better choice may be to insert a plural noun, as in “The committee members have returned to their offices.” Be particularly careful to ensure that the verb connected to a collective noun and any pronoun reference to the same collective noun are either both singular or both plural—as with have and their in the second example.

colocated. See adjacent, contiguous, colocated.

combined, joint. In reference to military exercises, a combined exercise involves forces from more than one country; a joint exercise involves forces from two or more services of the same country.

commence. See begin, commence, start, initiate.

communication, communications, telecommunication, telecommunications. Both the singular and the plural forms are acceptable as modifiers: “the communication system,” “the communications system.” The singular forms (communication and telecommunication) are preferable for most uses, especially when the next word in a sentence begins with s (“telecommunication system”). Either form is preferable to communications.

comparatively, relatively. Use these modifiers only when the comparison they refer to is clear. In “There was relatively little debate about the president’s proposal,” what does relatively little really mean?

compare, contrast. Compare to points out similarities between inherently dissimilar things; contrast with points out both similarities and differences. Contrast with points out differences.

complement, compliment. Complement refers to something that completes. A compliment is flattery or praise.
**complex, complicated.** Both refer to things with many interrelated parts that are hard to understand or operate. *Complex* emphasizes the number of varying parts, whereas *complicated* emphasizes the elaborate relationship of parts rather than their number.

**compose, comprise, constitute, include.** [See tone box.]

**conceivably.** See qualifiers.

**concept, conception.** A concept is a general idea or understanding, whereas a conception is a particular mental picture or understanding of a concept.

**concrete.** See *cement, concrete.*

**condition.** Authors frequently use *condition* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use “The building was damaged” rather than “The building was in a damaged condition” and “He was weak” rather than “He was in a weakened condition.”

**conduct.** Writers overuse conduct by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change “officials conducted an inspection of the facility” to “officials inspected the facility.”

**consensus.** This is opinion held collectively or generally, not simply by a majority. In consensus of opinion, delete of opinion.

**consequence, effect, implication.** A consequence is the result of an event that has occurred, but the term implies only a weak causal relationship. An effect results from a causative act or agent. An implication is a possible future effect or result and is preferable to “potential consequence.”

**constitute.** See *compose, comprise, constitute, include.*

**contact.** Use of contact as a noun equating to “source” is acceptable in intelligence writing (for example, “His contact was a member of the resistance group”).

**contiguous.** See *adjacent, contiguous, coalesced.*

**contingent.** See *accidental, fortuitous, contingent, incidental, opportune.*

**continual, continuous, continued, ongoing.** Continued refers to something that occurs intermittently or repeats at intervals: “Arguments over procedures were continual.” Continuous refers to something that occurs without interruption in space or time: “Rainfall during the day was continuous.” Something continued has remained in the same state (persisted), has existed for a long time (lasted), or has begun again after an interruption (resumed). Something ongoing is occurring at the moment—in progress or evolving.

**continues, remains.** Writers overuse these two terms. A sentence such as “Drug trafficking continues to provide most funds for the insurgents” can be stated more directly with “Drug trafficking provides most funds for the insurgents” because the present tense verb (provides) establishes that the activity is continuing. Similarly, a sentence such as “The insurgency remains concentrated in the south” can be stated simply as “The insurgency is concentrated in the south.”

**contrast.** See *compare, contrast.*

**convince, persuade.** Though related, these words differ in application: we convince someone of the truth of a statement but persuade the person to act in a particular way.

**could, may, might.** These are low-confidence assessment terms and should be used with care in intelligence writing. Limit could to discussions of capability: “The missile could be targeted against the city” (the city is within the missile’s range). Use may or might for judgments or predictions: “The missile may be targeted against the city” (possibly the enemy intends to employ the missile for that purpose). Might traditionally expresses a stronger sense of doubt than may or a contrary to fact hypothetical: “The city might...”
have been targeted if the rebels had captured more missiles.” All three terms include the idea of possibility and should not be accompanied by modifiers such as possibly or conceivably.

council, counsel. Council, a noun, refers to a deliberative assembly, its work, or its members. Counsel, either a noun or a verb, refers to advice and the person(s) giving it.

country names. Except when making a point about the full formal name of a nation, use the common English name for a country rather than its formal name—what The World Factbook calls the “conventional short form” name rather than the “conventional long form” name. For example, use Bulgaria rather than Republic of Bulgaria; China rather than People’s Republic of China; South Korea rather than Republic of Korea; North Korea rather than Democratic People’s Republic of Korea; and so on.

(See also: capital standing for nation and China, Chineses, Taiwan, Taiwanese.)

country, nation. Both are neutral and require gender-neutral pronouns (for example, it or its).

credible, creditable. Credible means “believable” or “plausible.” Creditable means “deserving credit or praise.”

crisis. Reserve crisis for actual or potential international conflict, not for minor national or international disruptions. A governmental crisis is the period between the fall of a parliamentary government and the election of a new one.

current, currently. Analysts frequently use these terms when they do not need them. For example, in “current status,” current is superfluous, since readers will expect to learn about the current state unless the writer establishes a different timeframe. If the context of a passage indicates that an activity is ongoing, currently is superfluous. In “A pilot project currently is testing the system,” is testing indicates that the pilot project is ongoing, so currently is unnecessary and should be deleted.

dangling modifier, dangling participle. See participles.

data. [See tone box.]

dates as modifiers. Be careful in using dates as modifiers. “The 1973 Middle East War” is acceptable because it distinguishes a particular war in the region from others in other years. However, “his 1988 death” implies that he has died more than once—an absurdity.

definite, definitive. Although both mean “clearly defined,” definitive carries the additional meaning of “authoritative and complete.”

defuse, diffuse. To defuse is to remove the fuze from an explosive device or to reduce tension, hostility, or danger. To diffuse is to spread around or scatter.

degenerate, deteriorate. Although both refer to a decline in quality, degenerate refers particularly to a loss of worth or virtue, whereas deteriorate refers to a wearing away or weakening.

desires, feels, hopes. In intelligence writing, be careful with words that have an emotional connotation, such as desires, feels, and hopes. If the source material does not give an emotional context, try instead more neutral terms, such as seeks, thinks, or plans.

device, devise. The noun device refers to an implement that serves a particular purpose, especially a machine to perform a task. Except in its unique senses in law related to property, devise is a verb meaning to plan or arrange.
different from. Use this rather than different than or different to.

dilemma. This applies to a choice between evenly balanced alternatives (normally all are unattractive). Do not use dilemma when you mean merely a “predicament” or a “problem.”

directional terms. See east, eastern (and similar directional terms).

disburse, disperse. Disburse is to pay out, as from a fund. To disperse is to scatter or spread widely, disseminate, or make disappear.

disclose, divulge, expose, reveal. Disclose refers to making public something that has been private. Divulge refers to making public something that has been secret. Expose refers to making public something reprehensible. Reveal implies unveiling something not previously known.

discreet, discrete. Often confused because of the similarity in their spellings and pronunciation, these words have no meanings in common. Discreet is “lacking pretension” or “showing a judicious reserve in one’s speech or behavior.” Discrete means “constituting a separate thing” or “consisting of unconnected distinct parts.”

disinterested, uninterested. Disinterested means impartial. Uninterested means not having interest in something.

due to. Due to modifies nouns and is normally used after a form of the verb to be, as in “The minister’s fall was due to bribery scandal.” It works the same way as attributable to. Avoid using due to to modify verbs (“The minister fell due to bribery scandal”), try because of instead.

during, over. Although one of the lesser meanings for over is “throughout the duration of something,” this is the primary meaning of during, which is preferable for a passage such as “during the past 2 years.”

each. As a subject, each takes a singular verb and singular pronoun references: “Each has separate duties.” However, when each follows a plural subject, it does not affect the verb; the verb remains plural to correspond with the plural subject: “The president and the vice president each have separate duties.”

east, eastern (and similar directional terms). Indefinite or general directional references end with em: “In the eastern part of the country.” Definite directional references use the shorter form: “on the east bank of the river,” “in the east end of town.”

economic, economical. Economic is an adjective pertaining to finance or production and management of material wealth. Economical is an adjective pertaining to prudent or thrifty management—that which is not wasteful.

effect. See effect, effect and consequence, effect, implication.

either … or, neither … nor. When both parts of an either … or or neither … nor construction are singular or plural, the corresponding verb is singular or plural, respectively. However, when one element is singular and one plural, the verb corresponds with the number of the nearer part: “Either the president or his advisers want the conflict to continue.” You can avoid an awkward (albeit correct) sentence by

Endemic, Indigenous, Native
Something that is endemic occurs commonly in a place or region or among a particular people. How the thing or person became endemic, whether by birth or creation or movement, is not at issue. A disease can be endemic in or endemic to a geographic area, but a geographic area cannot be endemic for a disease. Someone indigenous originates in a place rather than moving into or being brought into it. Something indigenous to a locale occurs there naturally, so Indigenous should not be used to refer to things produced in a locale; instead, refer to domestic production. Native emphasizes birth or creation in a particular place, region, or country.
ensuring that the plural part of the construction is nearer the verb. Also, if you combine not with either, the companion construction uses or, not nor: “The guerrillas were not interested in either the deserted camp or the remains of the shack that has served as its headquarters.”

**elevation.** See attitude, elevation.

**embargo.** See boycott, embargo.

**emigrate, immigrate.** Emigrate, to leave a place permanently, usually followed by from: “He emigrated from Germany.” Immigrate, to come to a place permanently, usually followed by to: “He immigrated to Wisconsin.” When a sentence includes the idea of both, immigrate can be eliminated: “He emigrated from Germany to Wisconsin.”

**eminent, imminent.** A person who is eminent is prominent, of high rank, noteworthy, distinguished, or well known. Something that is imminent is impending, about to occur.

**employ.** See usage, use, employ, utilize.

**endemic, indigenous, native.** [See tone box.]

**enemy.** See collective nouns.

**enough.** See ample, enough.

**ensure.** See assure, ensure, insure.

**entrance, entryway, entranceway.** See exit, entrance, entryway, entranceway, portal.

**equal, equivalent.** Equal emphasizes quantitative likeness: “The weapon inventories of the two countries are nearly equal.” Equivalent applies to qualitative similarities: “Although their inventories are not equal, the combat capabilities of the two countries are roughly equivalent.”

**every.** See only.

**everyone, everybody.** Although these words have a plural sense, they are singular and require singular verbs and singular pronoun references. If you have trouble remembering that they are singular, try thinking of them as “every-one” and “every-body.”

**evident.** See apparent, evident.

**evidently.** See qualifiers.

**execute.** Writers overuse execute by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change “insurgents executed an attack” to “insurgents attacked.”

**explicit, implicit.** Explicit refers to something clearly stated rather than implied. Implicit is the opposite—something implied, not expressly stated.

**explosive, explosives.** Use explosive for a specific reference to a bursting or propelling charge: “a high-explosive round.” Normally use the plural form in an expression such as “explosives storage area.”

**expose.** See disclose, divulge, expose, reveal.

**extort.** To extort is to obtain (something) by coercive means; the thing is extorted, not the person who has it. Write “Militants extorted money from villagers” rather than “Militants extorted villagers.”

**farther, farthest, further, furthest, furthermore.** Farther and farthest refer to physical or literal distance. Further and furthest are concerned with figurative or notional distance—degree, time, quantity. Furthermore, an adverb meaning “moreover” or “in addition,” is preferable for a passage such as “Furthermore, the Shia are likely to...”
fewer, fewer than, less, less than. Use fewer and fewer than with numbers or units counted individually: “fewer gantry cranes,” “fewer than seven main battle tanks.” Use less and less than with quantities of things measured with a total (weight, bulk, sums) or conceptually: “less water,” “less gross national product,” “less enthusiastic,” “less than 125 metric tons of stainless steel plates.” See also amount, number.

financial, fiscal, monetary. Financial is the broadest of these terms, though it sometimes refers more specifically to largescale transactions. Fiscal applies to governmental policies and procedures related to money. Monetary applies to the money itself—of the coignage and currency or to the policy relating to their circulation.

first, second, third, and so on. Use these terms for reference to a list or sequence rather than firstly, secondly, thirdly, and so forth.

flagrant. See blatant, flagrant.

flaunt, flout. To flaunt is to show off; to flout is to show contempt.

flounder, founder. To flounder is to struggle clumsily or helplessly, as in confusion. To founder is to sink in or sink, as in a ship filling with water and sinking.

foot, feet. Use foot with a modifier preceding a noun: “a 6-foot pole.” Use feet if the modifier follows the noun: “a pole 6 feet long.” (However, keep in mind that in most circumstances DIA intelligence products should be using metric units.)

for. See as, because, for, since.

forego, forgo. To forego is to precede in time or place; to forgo is to do without something.

foreword, forward. A foreword is a prefatory or introductory note. Forward usually is a directional reference for “at or near the front,” although it has a number of other meanings. In a publication, a foreword is an introduction that comes forward of the main body of the publication.

former, latter. These terms refer to one of a series of two things, not more than two. In referring to parts of a series of three or more things, use terms such as first or last.

fortuitous. See accidental, fortuitous, contingent, incidental, opportune.

for which. See where, in which, for which.

from ... to, from ... through. An expression such as “paid from 13 July to 7 August” does not include the final day (“7 August” in this instance). Using through rather than to, however, would include the final day.

further, furthest, furthermore. See farther, farthest, further, furthest, furthermore.

governmental crisis. See crisis.

group. See collective nouns.

half (and other fractions). See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

hanged, hung. Use hanged for the past tense of hang when referring to executions. For other senses, use hung.

headquarters. Headquarters is a plural noun that can take either a singular or plural verb. Use of a plural verb is more common, especially when the emphasis is on location: “The company’s headquarters are in Washington, D.C.” Use of a singular verb is common when the emphasis is on authority: “Corporation headquarters has issued new rules for trading commodities.”
helicopter, rotary-wing aircraft. Avoid the wordy rotary-wing aircraft when you mean helicopter. Rotary wing is acceptable in uses such as "rotary-wing UAV."

historic, historical. Although their meanings overlap, common usage restricts historic to famous or particularly important events in history and applies historical to general events of the past and to things related to history or its study. "Gettysburg, Pennsylvania, was the site of a historic battle."
"The president hoped emblems in his office would suggest comparison of him with historical leaders from the nation's past."
"She is doing historical research in open sources."

if, whether. In informal usage, either if or whether can introduce a clause that expresses uncertainty, but for general usage, whether is preferable for introducing such a clause. "We cannot confirm if a suitable candidate has been selected." should be written instead as "We cannot confirm whether a suitable candidate has been selected."

immigrate. See emigrate, immigrate.

imminent. See eminent, imminent.

impact. Impact is usually a noun: "The impact of those changes will be clearer in time." As a verb, it means to strike forcefully: "The missile impacted downrange." Avoid using impact as a verb to mean "affect": "These changes will impact [affect] all employees."

impending. See pending, impending.

implication. See consequence, effect, implication.

implicit. See explicit, implicit.

imply, infer. To imply is to state something indirectly. To infer is to draw a conclusion or deduce something.

important, importantly. To introduce a second, more worthy consideration, use more important rather than more importantly. "Hoarding has decreased; more important, shops now have items that have been unavailable for months."

in addition to. See along with.

in back of. See back of, in back of, behind.

incident. Reserve incident for minor occurrences of momentary importance. "An incident took place last month when traffickers fired on a police outpost." Incident is not suitable for a major conflict or catastrophe.

incidental. See accidental, fortuitous, contingent, incident, opportune.

include. See compose, comprise, constitute, include.

indigenous. See endemic, indigenous, native.

initiate. See begin, commence, start, initiate.

in order to. This phrase can often be whittled down to just to, especially at the beginning of a sentence. However, in order to can be helpful when the sentence contains another infinitive nearby: "The speaker plans to delay in order to reach a wider audience after the holiday."

inside of. See outside of, inside of.
instead of, rather than, vice, versus. [See tone box.]

insure. See assure, ensure, insure.

Interagency. This term is a problem because an “Interagency” does not exist. When Interagency is used as a noun, the passage frequently is something like “interaction among DIA, CIA, NGA, and the Interagency.” In this context Interagency means, roughly, “other U.S. Government organizations.” When the term is used in relation to liaison or coordination, writers generally mean liaison or coordination with DIA’s counterparts throughout the Federal Government. No matter how it is used, Interagency, as the proper name for some sort of body, lacks a clear definition and should not be used. However, interagency—without the initial capitalization—is an acceptable adjective associated with something involving two or more agencies, so “interagency coordination” is fine, but “Interagency coordination” is not. The bottom line: whereas interagency is acceptable as an adjective, do not use Interagency as a noun.

in which. See where, in which, for which.

in, within. These terms are generally synonymous, but within emphasizes being “inside” or “in the inner part of.” For this reason, write the more general “an incident in Georgia” rather than “an incident within Georgia” unless you need to emphasize that something is occurring well inside the country.

Islamist, Islamicist, Moslem, Muslim. An Islamist is a person following Islamic beliefs, especially one who has Islamic fundamentalist beliefs and holds that they apply to politics as well as to religion; the term applies especially to followers of Islamic revivalist movements. Of Islam and Islamicist, Islamist is the simpler and preferred term for such a follower of Islam. Of Moslem and Muslim, Moslem is the older spelling but today is considered outdated and possibly offensive; Muslim is preferred for an adherent of Islam.

it is, there are (and similar expressions). Avoid beginning a sentence with one of these phrases. They are indirect, delaying the point; are inherently wordy; usually invert the sentence structure; and frequently are connected with passive voice. “It is clear that...” just adds words to “Clearly...” We can change “There are several conclusions that can be drawn from these hypothetical scenarios” to “Several conclusions can be drawn from these hypothetical scenarios” just by deleting There and that. Then we can improve the sentence further by correcting the passive voice that the writer used with the inverted sentence structure: “We can draw several conclusions from these hypothetical scenarios.”

its. Its is the possessive form of it. It’s is the contraction for “it is” or “it has.”

-ize. Use caution with words that end in -ize, which can be trendy but not widely accepted. Some of these terms, such as economize, jeopardize, and terrorize, are well established and fine to use in formal writing, but avoid new words with the -ize suffix, such as incentivize and Afghonize.

joint. See combined, joint.

just. See only.
**last, latest, past.** Last indicates finality, especially in referring to things that come at the end of a chronology or sequence: “This report is the last he prepared before retiring.” Past refers to things gone by or in recent time; it is preferable in a passage such as “violence during the past 3 years” because this deals with an occurrence in time recently gone by rather than the end of a grand chronology or sequence. Latest can mean only “most recent”: “This report is the latest on the subject.”

**latter.** See former, latter.

**lay, lie.** Lie is an intransitive verb (the kind that does not take an object) meaning to recline (its most common usage) as well as to occupy a position or to remain in a given condition: “He wants to lie on the beach for a week”; “The paper lies on the desk.” The facility lies 15 kilometers south of Baghdad.” Lay is a transitive verb (it requires an object) meaning to place something: “Lay the report on the desk after you read it”; the past tense is laid: “She laid her timesheet in the inbox.” Most confusion between the two verbs results because lay also is the past tense of lie: “He lay on the beach for a week”; “The paper lay on the desk.”

**leaders, leadership.** [See tone box.]

**less, less than.** See fewer, fewer than, less, less than.

**liable.** See apt, liable.

**likely.** Preferred usage for likely as an adverb is with a modifier such as more or quite: “He most likely will decide tomorrow.” As an adjective, however, it does not require modification: “He is likely to decide tomorrow.”

**like, such as.** Like introduces a comparison: “Hills in this part of the country are low and rounded like those near the coast.” Such as introduces an example from a group: “hills in the Midwest such as those along the Ohio River.” For like as a conjunction introducing a clause, see as if, as though, like. See also along with.

**located.** An avunculated term in intelligence writing; located often can be omitted: “The factory is located 60 kilometers west of Karachi” can become “The factory is 60 kilometers west of Karachi.”

**logistic, logistics, logistical.** Logistics is the noun form. For the adjective, either logistic or logistics is acceptable, though logistic is preferred. Either is preferable to logistical.

**long term, short term.** Use these terms only when the context gives the reader an idea of the timeframe. Otherwise, be more specific, such as “within 5 years.” See also near term.

**loose, lose.** Loose means not attached, restrained, or confined. Lose means mislaying something, not having it anymore, being unable to control something, or failing to win.

**majority.** Meaning “the greater part of something” or “more than half of a total,” majority by itself is not synonymous with most, which in this sense means “the greatest part.” When modifiers such as great and vast are used with majority, the combined sense corresponds with that of most, and most is an effective substitute. When majority refers to a vote total, the term is singular: “The prime minister’s majority in parliament for health care was only three votes.” However, when it refers to a group of people or things, majority is a collective noun that can take either a singular or a plural verb. If the sense is oneness, use a singular verb: “The majority of parliament supports the legislation.” If members of the majority are acting as individuals, use a plural verb: “The majority of the members of parliament represent working class districts.”

**material, materiel.** Material is any substance from which something is made. Materiel refers to arms, ammunition, and equipment.

**may.** See could, may, might and qualifiers.

**meantime, meanwhile.** Meantime is usually a noun: “In the meantime, she waited.” Meanwhile is usually an adverb: “Meanwhile, she waited.”
**media.** Media is the plural of medium (medium also is an acceptable plural) and usually takes a plural verb. However, when media is used with the, it is a collective noun equating roughly to “the press” or “the press and other mass communication entities.” As a collective noun, media can take either a singular or plural verb, depending on whether the collective group is acting as a unit (singular) or as separate parts (plural): “The national media has consistently supported the prime minister, but the local media have begun to demonstrate differences, with some supporting the prime minister and some supporting the opposition.”

**median, mean.** See average, median, mean.

**merely.** See only.

**methodology.** If you mean method, means, or system, use one of those words rather than methodology (the study of the science of methods or a group of procedures or rules for an inquiry or branch of study). For example, change “The oil company has not found an effective methodology for cleaning the spilled oil from the beaches” to “The oil company has not found an effective means for cleaning the spilled oil from the beaches.” However, methodology is appropriate in “The professor explained his students’ methodology for surveying the people’s satisfaction with the wage supplement.”

**might.** See could, may, might and qualifiers.

**militate, mitigate.** Militate means “to have weight or effect” for or against: “The facts militate against your interpretation.” Mitigate means “to moderate or alleviate”: “The new social order will mitigate the suffering of the poor.”

**monetary.** See financial, fiscal, monetary.

**more.** See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

**more important.** See important.

**more than one.** Although plural in sense, this phrase almost always takes a singular verb: “More than one factor was involved in her decision.”

**Moslem.** See Islamicist, Islamicist, Moslem, Muslim.

**most.** See all, any, half (and other fractions), more, most, none, part, percent, percentage, some; majority; and only.

**most important.** See important.

**most, mostly.** Most is not an appropriate substitute for almost “almost everyone” rather than “most everyone.” Most rather than mostly is the correct word to mean “to the greatest degree”: “those most affected” rather than “those mostly affected.” Mostly means “for the greatest part” or “usually”: “The attacks were mostly unplanned.”

**Muslim.** See Islamicist, Islamicist, Moslem, Muslim.

**nation.** See country, nation.
native. See endemic, indigenous, native.

near-, nearly. Use nearly rather than near to modify most adjectives—for example, “a nearly complete proposal” rather than “a near-complete proposal.” An exception is near- in near-real-time—“near-real-time detection.” Also see only.

near term. This expression is open to broad interpretation—it does it mean days, weeks, months, even years? When possible, replace “in the near term” with more precise language, such as “in the next 3 to 6 months.” See also long term, short term.

neither ... nor. See either ... or, neither ... nor.

none. See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

not only ... but also. [See tone box.]

nouns as adjectives. Nouns used as adjectives (attributive nouns) are part of standard English usage; for example, “communications intelligence” is preferable to the cumbersome “communication intelligence.” Normally you should not use a noun as an adjective when an adjectival form of the word is available—provided the two words mean the same thing. Often they do not: clearly a “cloud chamber” differs from “a cloudy chamber.” In general, stringing a number of attributive nouns together is undesirable; for example, the string “weapon system development and acquisition cost reductions” should be broken up, becoming “cost reductions from weapon system development and acquisition.”

number. When the precedes number, number takes a singular verb: “The number of mistakes has decreased.” When a precedes number, number takes a plural verb: “A number of mistakes result from carelessness.” See also amount, number.

obsolete, obsolescent. Obsolete means “no longer in use”; obsolescent means “becoming outdated or out of use.” Thus, something obsolescent is becoming obsolete.

obviously. See qualifiers.

offload. Unload is preferable.

off of, out of. Of generally is unnecessary when off or out is used in the sense of motion: “Jump off the roof” or “jump out the window,” but “move out of the building.”

ongoing. See continual, continuous, continued, ongoing.

onload. Load is preferable.

only. Place only close to the word it limits, usually so it adjoins the word. Observe the change in meaning when only is shifted within the following sentence:

Only the soldier fired the gun. [No one else fired it.]
The only soldier fired the gun. [No other soldiers were involved with this incident.]
The soldier only fired the gun. [He did nothing else with it or to it; for example, he did not load it.]
The soldier fired only the gun. [He fired nothing else.]
The soldier fired the only gun. [No other gun was associated with this incident.]
The soldier fired the gun only. [He fired nothing else.]

The most common placement problem—one almost all of us commit when we speak—is placing the limiting word in front of a sentence’s verb (as in the third sample above). Rarely do we actually
mean to limit the meaning of the verb; usually we intend to limit the meaning of the verb's direct object (as in the fourth sample above).

Similarly, take care with placing almost, every, just, merely, most, nearly, primarily, principally, and scarcely.

**opportun**e. See accidental, fortuitous, contingent, incidental, opportune.

**oral, verbal.** Oral refers to spoken words; verbal, to either spoken or written words.

**ordinance, ordinance.** An ordinance is an order, a command, a regulation, or a statute. Ordinance is the term for military material used or in an ordnance department used to control or prevent the misuse of ordnance. Ordinance is a military material, cannon or ordnance, ordnance is also the term for ordnance material, or the department responsible for weapons and their supplies. An EOD team is an explosive ordnance disposal team, not an explosive ordnance disposal team.

**out of.** See off of, out of.

**outside of, inside of.** When outside is a preposition, of is unnecessary: “outside the building,” “outside the realm of possibility.” The same is true of inside.

**over.** See during, over.

**pair, pairs.** For more than one pair, pairs is preferable: “two pairs of antennas.”

**parliamentarian.** See tone box.

**part.** See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

**participles.** The chief usage problem connected with participles is with participial phrases that open sentences. Readers expect a modifier that begins a sentence to refer to the subject of the sentence. When a participial phrase cannot logically modify the subject of the sentence, we say the modifier “dangles”—a dangling participle or dangling modifier. In “Popping up from behind the hill, the tank was fired upon by the helicopter,” the participial phrase dangles because it cannot modify the subject tank. The sentence should read “Popping up from behind the hill, the helicopter fired on the tank.”

**past.** See last, latest, past.

**pending, impending.** Pending means “yet to come” or “not yet settled.” Impending has a similar basic meaning but also connotes a sense of threat or menace.

**people, persons, personnel.** Persons is applicable to a specific, relatively small number: “He killed 10 persons.” People is acceptable in this sense as well and is the word of choice for a large number of individuals, whether collectively or individually. Personnel is a collective noun referring to employees of an organization or members of a group. It should be avoided as a substitute for people or persons: “six persons” or “six people” rather than “six personnel exited the building.” See also populace, population for related usage issues.

**percent, percentage.** See all, any, half (and other fractions), more, most, none, part, percent, percentage, some.

**perhaps.** See quals.

**period of time.** Period almost always conveys a sense of time, so time generally is unnecessary.

**persuade.** See convince, persuade.

**populace, population.** Population refers to all the people living in a specific area or the number of people in a group, class, or race in a specific area. Populace refers particularly to the masses— the general public— and
is not a good substitute for population in a statement such as “the population of the lower White River valley speaks a variant of French.” See also people, persons, personnel for related usage issues.

**portal.** See entry, entrance, entryway, entranceway, portal.

**portend, presage.** Portend means “to serve as an omen or warning.” Presage connotes a feeling or premonition, a presentiment. Therefore, portend is preferable for use with something inanimate, such as an event: “An increase in security violations could portend more serious problems within these forces.”

**possibly.** See qualifiers.

**practical, practicable.** Practical indicates useful, effective, or sound. Practicable applies to things or concepts that are feasible or achievable and cannot apply to persons.

**predominant, predominate, predominately, predominately.** [See come box.]

**presage.** See portend.

**preventive, preventative.** Use preventive.

**primarily.** See only.

**principally.** See only.

**principal, principle.** Principal is an adjective meaning “most important” or a noun referring to a key official or to money. Principle, always a noun, refers to a standard of conduct, an essential element, or a general truth.

**prioritize.** To prioritize is to arrange items in order of priority, as in “prioritize work, school, and family.” Avoid using prioritize with a single item; in that case, try “place a priority on” or “give priority to.”

**probably.** See qualifiers.

**pronouns for countries or ships.** Use the gender-neutral forms it or its.

**proved, proven.** Proved is the preferred past participle for the verb: “The story has proved false.” Proven is the preferred adjective: “a proven success.”

**provided, providing.** Either term is acceptable as a conjunction: “You can use this method, provided [providing] your supervisor agrees.” Neither should be used when the word if expresses a simple possibility: “The ceremony will be canceled if the rain continues.”

**publically, publicly.** Use publicly.

**purportedly.** See qualifiers.

**purposely, purposefully.** Purposefully means “intentionally.” Purposefully indicates determination to reach a goal.

**quagmire.** Quagmire raises particular problems in intelligence writing. The standard definition is a difficult, precarious, or entrapping position. However, the word is so strongly associated with Vietnam that readers may question the parallels with that conflict. Try predicament or quagmire instead.

**qualifiers.** Intelligence analysts must use qualifiers to remain objective and accurate. They should not, however, habitually hide judgments behind words such as allegedly, apparently, convincingly, evidently, likely, may, might, perhaps, possibly, probably, purportedly, reputedly, seemingly, and virtually. Conversely, they should not strengthen judgments based on weak evidence with words such as obviously, undoubtedly, and clearly. Moreover, multiple qualifiers (for example, may possibly) are never justified.
question as to whether. See as to

quote, quotation. Except in informal usage, quote is a verb; quotation is the noun. Quote should not be used as a noun to replace quotation in general writing.

range, vary. In the elements of their meanings for which range and vary are similar, range refers to changing or differing within limits, whereas vary refers to changing in succession. “Elevations range between 500 and 1,500 meters above sea level.” “Temperatures vary from season to season.”
rare, scarce. Both mean “infrequently occurring” or “uncommon.” Rare connotes high value. Scarce connotes that supplies are insufficient.

rather than. See instead of, rather than, vice versa.

real. See actual, real, virtual.

rebut, refute. Though these terms are somewhat synonymous, rebut means “to offer opposing arguments,” whereas refute connotes success in winning an argument.

recurrence, reoccurrence. Recurrence has the sense of happening repeatedly or periodically, whereas reoccurrence suggests simply happening again.

regards, in regards to is substandard. Use in regard to, with regard to, regarding, about, or on.

rein, reign. A rein is a strap attached to a bridle, used to control a horse—hence the expressions “take the reins” and “rein in.” Do not confuse it with reign, which refers to a monarch’s rule.

relatively. See comparatively, relatively.

reluctant, reticent. Reluctant means “unwilling to act.” Reticent means “uncommunicative” or “reserved.”

remains. See continues, remains.

reportedly. See allegedly, reportedly, reputedly and qualifiers.

represent. [See some box.]

reputedly. See allegedly, reportedly, reputedly and qualifiers.

respectively. Respectively means “one at a time, in the order indicated.” It is particularly useful for matching sets of data, as in this example: “Terrorists attacked markets in Baghdad and Basrah with a vehicle-borne improvised explosive device and rocket-propelled gro-

Omitting That
Some writers routinely eliminate that when it is a relative pronoun introducing a dependent clause. Leaving out that generally works well when the dependent clause simply modifies another word in the sentence. For example, in “The building that the team was watching was unoccupied,” omitting that causes no problem for readers: “The building the team was watching was unoccupied.” We might even argue that the sentence is easier to read without that. However, when the dependent clause is the direct object of a sentence’s verb, omitting that may cause momentary problems for some readers. Consider the following versions of the same thought:

Moderate Muslim clerics emphasize Islam does not condone terrorism.

Moderate Muslim clerics emphasize that Islam does not condone terrorism.

Omitting that from the first version of the sentence causes many readers to initially read “Moderate Muslim clerics emphasize Islam.” Because the sentence continues and because that initial thought is simplistic (as Muslim clerics of course “emphasize Islam”), those readers quickly reread the beginning of the sentence to look for a clause that clarifies the thought. This momentary disruption does not occur with the second version of the sentence because the relative pronoun that is a marker readers have learned to recognize: it alerts readers to look for the clause that follows. Using that—rather than leaving it out—provides the marker readers are accustomed to seeing and alerts them to the structure of the sentence.
nades, respectively.” Here respectively tells readers that the vehicle borne improvised explosive device attack was against the market in Baghdad, while the rocket-propelled grenade attack was against the market in Basrah. Respectively serves little useful purpose if used at the end of a single set of data “Terrorists attacked markets in Baghdad and Basrah, respectively”—and usually should be deleted.

reticent. See reluctant, reticent.
revel. See disclose, divulge, expose, reveal.
rotary-wing aircraft. See helicopter.
roughly. See approximately, about, roughly, some.
Sahara desert. Because Sahara is Arabic for “desert,” use simply Sahara or the Sahara.
sanction. Sanction has meanings that are almost in opposition: from approval and encouragement to penalty or coercion. Therefore, use sanction only if context will make its meaning clear.
scarce. See rare, scarce.
scarcely. See only.
second. See first, second, third, and so on.
seemingly. See qualifiers.
shape, shaped. Use shaped, rather than shape, in a unit modifier: “an H-shaped administration building.” “an L-shaped lot.” Do not combine either shape or shaped with a modifier that already names a shape. For example, change “a square shaped structure” to “a square structure.” In addition, use “irregularly shaped” rather than “irregularly shaped.”
ship. See boat, ship.
short term. See long term, short term.
should. In intelligence writing, limit should to cases that carry a sense of obligation or duty. Use if to express a condition. Instead of “Should the outer defenses fail, guards will respond,” write “If the outer defenses fail, guards will respond.”
sight. See cite, sight, site.
significant, significantly. These words suffer from overuse in intelligence writing, especially when applied to ordinary activities or momentary changes. The alternative is to state the facts and let their significance speak for itself.
since. See as, because, for, since.
site. See cite, sight, site.
situation. Authors frequently use situation in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use “emergency” by itself rather than “emergency situation” and “deteriorating security” rather than “deteriorating security situation.”
size, sized. Use sized in a phrase such as “medium-sized barrel.”
some. See any, any of (and other fractions), more, most, none, part, percent, percentage, some; approximately, about, roughly, some; and certain, some.
stalemate. This term may mislead some people because in chess, a stalemate is permanent and cannot be broken. When referring to a predicament that might be resolved eventually, try impasse instead.
start. See begin, commence, start, initiate.
stationary, stationery. Something stationary is still, not capable of moving, or unchanging. Stationery refers to paper for writing, or more generally paper and envelopes or office supplies.

such as. See like, such as.

suppose, supposed. Suppose is the present tense of a verb that means to assume, to believe, or to consider something to be likely. Supposed is the past tense and past participle of the same verb. As the past participle, supposed is an adjective that means presumed, intended, expected, or permitted: “The missile was supposed to fly at least 250 kilometers, but it failed shortly after launch.”

table. As a verb, table can mean “to introduce something for consideration” or “to set an issue aside.” If you use table as a verb, be sure the context is unmistakable, or use a different verb.

Taiwan, Taiwanese. See China, Chinese, Taiwan, Taiwanese.

team. See collective nouns.

telecommunication, telecommunications. See communication, communications, telecommunication, telecommunications.

that, which, who. Use that to introduce a restrictive (defining) clause—one with information that is necessary for full identification of the person or thing the clause modifies. “The platoon that was pinned down held its position” implies that although two or more platoons were involved, only one of them was pinned down, so “platoon that was pinned down” clearly defines which platoon is being discussed. Use which with a nonrestrictive (nondefining) clause—one with information that is not essential to fully identify the thing the clause modifies. “The platoon, which was pinned down, held its position” indicates only one platoon is being identified; it cannot be confused with any other platoons, so “which was pinned down” is not required to fully identify the platoon under discussion. Notice that a set of commas accompanies the nonrestrictive clause to set it off from the main part of the sentence; these commas are required in standard English usage. Use who only when people are involved; who can be used with either restrictive or nonrestrictive modifying clauses, so commas are essential to set off the nonrestrictive uses. Do not use who to introduce clauses modifying organizations: an organization is a thing, even though it represents a group of people. In some sentences with restrictive clauses, that and who may be omitted to tighten wording, although their sense will still be present. See also tone box “Omitting That.”

there are. See it is, there are (and similar expressions).

third. See first, second, third, and so on.

though. See although, though, even though, while.

ties. Use ties to rather than ties with. Relations with often works as an alternative.

together with. See along with.

to include. To include has become a bureaucratic way of saying including. The infinitive is appropriate in a sentence such as “The Army will expand training to include live-fire exercises.” Otherwise, including is preferred: “The regime has supplied militias with military equipment, including [not to include] rockets.”

toward, towards. Use toward.

undoubtedly. See qualifiers.

uninterested. See disinterested, uninterested.

unknown, uncertain, unclear, undetermined. As an adjective, unknown can mean both “not known to anyone” and “not part of the writer’s/speaker’s knowledge.” The usage problem for intelligence writing occurs when someone obviously must know whatever is being discussed but the context suggests that no one knows. One solution to this problem is to substitute uncertain, unclear, or undetermined, though those terms
will not always improve the situation. The preferred fix is to clearly identify that the author does not know, with something like "DIK does not know whether..." or "We do now know whether..." Serious shortfalls in the knowledge base can be addressed in a tone box dealing with intelligence gaps.

**usage, use, employ, utilize.** In the most basic sense, these terms are interchangeable; use, the shortest term, is the best choice except when you need the more specialized connotation of one of the other terms. Usage fits the way a language or its elements are used, interrelated, or pronounced: "She studied usage of French in Canada." Employ is particularly applicable for obtaining or maintaining the services of an individual or object: "During World War II, U.S. companies employed many women in manufacturing." Utilize is suitable for something's being useful for a new function, including for an unintended purpose: "He utilized a chair to reach the top shelf."

**vary.** See range, vary.

**verbal.** See oral, verbal.

**very.** As an adverb, very means "in or to a high degree" and often is used to intensify adjectives or other adverbs, "very happy," "very annoyed," "very concerned," etc. The problem comes with over use of very for this purpose, especially with terms for which degrees of intensity are questionable. Few people would argue with dropping very from a phrase such as "very complete," as something either is or is not "complete." However, what real meaning does very add if we write "very nearly complete"? Even if the author has a difference in mind between "nearly complete" and "very nearly complete," are readers likely to understand that difference in intensity? When you see very modifying an adjective or another adverb, ask yourself whether very adds anything useful or should be deleted.

**vice, versus.** See instead of, rather than, vice, versus.

**virtual.** See actual, real, virtual.

**virtually.** See qualifies.

**way, ways.** Use way: "She was a long way from home."

**weapon, weapons.** Both singular and plural forms are acceptable as modifiers, though the singular (weapon) is preferred in most instances, especially when using weapons would duplicate the s sound in both modifier and word modified: for example, nuclear weapon storage rather than nuclear weapons storage: chemical and biological weapon problems rather than chemical and biological weapons problems.

**website.** See site, sight, site.

**where, in which, for which.** Because where is associated with locations, in which and for which are better choices than where when the context of a passage has nothing to do with a place or places. "In other cases, where U.S. involvement is not a factor, the working group recommends..." would be better written as "In other cases, in which U.S. involvement is not a factor, the working group recommends..." Similarly, "individuals involved in special assignments, where overtime requirements are likely to exist, should..." would be better as "individuals involved in special assignments, for which overtime requirements are likely to exist, should..."

**whether.** See if, whether.

**which, who.** See that, which, who.

**while.** See although, though, even though, while.

**with.** Avoid using with as a conjunction similar to and. For example, write "Attention has focused on maritime security, and the president has signed an order to create a coast guard" instead of "Attention has focused on maritime security, with the president signing an order to create a coast guard."

**within.** See in, within.
Concise wording makes reading easier. The key is compression, not omission. In particular, watch for unnecessarily wordy phrases that have become habitual in our writing. One small connecting word often can do the work of several. In addition, watch for redundancies—eliminating the duplicative idea compresses and sharpens the expression.

<table>
<thead>
<tr>
<th>British</th>
<th>American</th>
</tr>
</thead>
<tbody>
<tr>
<td>abortive coup attempt</td>
<td>abortive coup attempt</td>
</tr>
<tr>
<td>absence of</td>
<td>no</td>
</tr>
<tr>
<td>absolutely essential</td>
<td>essential</td>
</tr>
<tr>
<td>acute crisis</td>
<td>crisis</td>
</tr>
<tr>
<td>adequate enough</td>
<td>adequate</td>
</tr>
<tr>
<td>a distance of 14 kilometers</td>
<td>14 kilometers</td>
</tr>
<tr>
<td>advance planning</td>
<td>planning</td>
</tr>
<tr>
<td>afford an opportunity</td>
<td>let, permit, allow</td>
</tr>
<tr>
<td>after the conclusion of</td>
<td>after</td>
</tr>
<tr>
<td>aggregate total</td>
<td>total</td>
</tr>
<tr>
<td>a large portion of</td>
<td>many, much of</td>
</tr>
<tr>
<td>all-time record</td>
<td>record</td>
</tr>
<tr>
<td>along the lines of</td>
<td>like, such as</td>
</tr>
<tr>
<td>am (is, are) going to</td>
<td>will</td>
</tr>
<tr>
<td>a myriad of details</td>
<td>myriad details</td>
</tr>
<tr>
<td>appear to be</td>
<td>appear</td>
</tr>
<tr>
<td>appointed to the post of</td>
<td>appointed</td>
</tr>
<tr>
<td>around the world</td>
<td>worldwide</td>
</tr>
<tr>
<td>at a later date</td>
<td>later</td>
</tr>
<tr>
<td>at the present time</td>
<td>now, currently, at present</td>
</tr>
<tr>
<td>at this point in time</td>
<td>now, currently, at present</td>
</tr>
<tr>
<td>back up</td>
<td>back</td>
</tr>
<tr>
<td>before long</td>
<td>soon</td>
</tr>
<tr>
<td>blue in color [also applies to other colors]</td>
<td>blue [or other named color]</td>
</tr>
<tr>
<td>bring an end to</td>
<td>end</td>
</tr>
<tr>
<td>built a new</td>
<td>built a</td>
</tr>
<tr>
<td>by means of</td>
<td>by, with</td>
</tr>
<tr>
<td>by the time</td>
<td>when</td>
</tr>
<tr>
<td>close confidant</td>
<td>confidant</td>
</tr>
<tr>
<td>close proximity</td>
<td>close, near, proximity</td>
</tr>
<tr>
<td>close scrutiny</td>
<td>scrutiny</td>
</tr>
<tr>
<td>collaborate together</td>
<td>collaborate</td>
</tr>
<tr>
<td>combat environment</td>
<td>war, battlefield</td>
</tr>
<tr>
<td>combine together</td>
<td>combine</td>
</tr>
<tr>
<td>come in contact with</td>
<td>meet</td>
</tr>
<tr>
<td>commented to the effect that</td>
<td>commented that</td>
</tr>
<tr>
<td>completely unanimous</td>
<td>unanimous</td>
</tr>
<tr>
<td>completely untrue</td>
<td>untrue</td>
</tr>
<tr>
<td>Prepositional Phrases / Conjunctions</td>
<td>Prepositional Phrases / Conjunctions</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>general public</td>
<td>public</td>
</tr>
<tr>
<td>has (have) the ability (capability, capacity) to</td>
<td>can</td>
</tr>
<tr>
<td>hope for the future</td>
<td>hope</td>
</tr>
<tr>
<td>hour of noon</td>
<td>noon</td>
</tr>
<tr>
<td>important essentials</td>
<td>essentials</td>
</tr>
<tr>
<td>in addition . . . also</td>
<td>in addition</td>
</tr>
<tr>
<td>in an effort to determine</td>
<td>to determine</td>
</tr>
<tr>
<td>in a number of cases</td>
<td>some, sometimes</td>
</tr>
<tr>
<td>in a position to</td>
<td>can, able to</td>
</tr>
<tr>
<td>inasmuch as</td>
<td>because</td>
</tr>
<tr>
<td>in a suspicious manner</td>
<td>suspiciously</td>
</tr>
<tr>
<td>in case</td>
<td>if</td>
</tr>
<tr>
<td>include among them</td>
<td>include</td>
</tr>
<tr>
<td>in conjunction with</td>
<td>and, or</td>
</tr>
<tr>
<td>in connection with</td>
<td>in, on, about, with</td>
</tr>
<tr>
<td>individual persons</td>
<td>individuals</td>
</tr>
<tr>
<td>in lieu of</td>
<td>instead</td>
</tr>
<tr>
<td>in order that</td>
<td>so</td>
</tr>
<tr>
<td>in order to</td>
<td>to</td>
</tr>
<tr>
<td>in regard to</td>
<td>regarding, on, about, concerning</td>
</tr>
<tr>
<td>in relation to</td>
<td>concerning, regarding, about</td>
</tr>
<tr>
<td>in short supply</td>
<td>scarcity</td>
</tr>
<tr>
<td>insofar as</td>
<td>because, since, as</td>
</tr>
<tr>
<td>in terms of</td>
<td>in, for</td>
</tr>
<tr>
<td>in the amount of</td>
<td>for</td>
</tr>
<tr>
<td>in the city (town) of</td>
<td>in</td>
</tr>
<tr>
<td>in the course of</td>
<td>in, during, while</td>
</tr>
<tr>
<td>in the event that (of)</td>
<td>if</td>
</tr>
<tr>
<td>in the interest of</td>
<td>for</td>
</tr>
<tr>
<td>in the interim period between</td>
<td>in the interim</td>
</tr>
<tr>
<td>in the majority of instances</td>
<td>usually</td>
</tr>
<tr>
<td>in the midst of</td>
<td>amid</td>
</tr>
<tr>
<td>in the month of</td>
<td>in</td>
</tr>
<tr>
<td>in the near future</td>
<td>soon, shortly</td>
</tr>
<tr>
<td>in the process of fighting</td>
<td>fighting, while fighting</td>
</tr>
<tr>
<td>in the vicinity of</td>
<td>near, around</td>
</tr>
<tr>
<td>in this day and age</td>
<td>today</td>
</tr>
<tr>
<td>in 2 years’ time</td>
<td>in 2 years</td>
</tr>
<tr>
<td>in view of the fact that</td>
<td>since, because, although</td>
</tr>
<tr>
<td>join together</td>
<td>join</td>
</tr>
<tr>
<td>just recently</td>
<td>recently</td>
</tr>
<tr>
<td>large in size</td>
<td>large</td>
</tr>
<tr>
<td>last of all</td>
<td>last, finally</td>
</tr>
<tr>
<td>launch a new operation</td>
<td>launch an operation, begin</td>
</tr>
<tr>
<td>link together</td>
<td>link</td>
</tr>
</tbody>
</table>
located at
make a decision
make arrangements
make preparations
many in number
may possibly suggest
meet up with
merge together
more paramount
more perfect
most unique
multitude of
never before in the past
new discovery
new initiatives
new recruits
of an indefinite nature
of great importance
on a few occasions
on a regular basis
on a timely basis
on condition that
one of the last remaining
one of the purposes (reasons)
on the occasion of
on the part of
owing to the fact that
pare down
passing phase
penetrate into
personal friend
plan ahead
plan in advance
plethora of
pressing for the imposition of a curfew
primarily focused on
prior to
prominent and leading
provided that
provide support to
reason is because
reason why
recalled back
recur again
reduce down
repeat again
resume again
retain his position
revert back
rise up
separate out
serious crisis
serve(s) as
SIGINT reports [or other INT]
skirt around
small in size
still remains
subsequent to
substantial portion
succeeded in defeating
succeeded in ending
sworn affidavit
take action on
temporary reprieve
ture facts
under active consideration
until such time as
usual customs
violent explosion
when and if
whether or not
with reference to
with regard to
with the exception of
with the result that
worst ever famine
reduce
repeat
resume
remain
revert
rise
separate
crisis
is, are
SIGINT [or other named INT]
skirt
small
remains
after, since
much, large part
defeated
ended
affidavit
act on
reprieve
facts
being considered
until
customs
explosion
if
whether
on, about, concerning
regarding, on, about, concerning
except, except for
so
worst famine
Keep writing simple and direct. In many cases using the following simple words will strengthen the writing and make it easier to read.

<table>
<thead>
<tr>
<th><strong>For</strong></th>
<th><strong>Try</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>accomplish</td>
<td>do</td>
</tr>
<tr>
<td>adequate</td>
<td>enough</td>
</tr>
<tr>
<td>advantageous</td>
<td>helpful</td>
</tr>
<tr>
<td>advise</td>
<td>report, say, tell</td>
</tr>
<tr>
<td>ameliorate</td>
<td>improve, better</td>
</tr>
<tr>
<td>approximately</td>
<td>about, nearly, roughly, some</td>
</tr>
<tr>
<td>ascertain</td>
<td>learn, find out</td>
</tr>
<tr>
<td>assistance</td>
<td>help, aid</td>
</tr>
<tr>
<td>attempt</td>
<td>try</td>
</tr>
<tr>
<td>citizenry</td>
<td>citizens</td>
</tr>
<tr>
<td>commence</td>
<td>begin, start</td>
</tr>
<tr>
<td>concerning</td>
<td>about, on</td>
</tr>
<tr>
<td>construct</td>
<td>make, build</td>
</tr>
<tr>
<td>contrariwise</td>
<td>opposite</td>
</tr>
<tr>
<td>customary</td>
<td>usual</td>
</tr>
<tr>
<td>deem</td>
<td>think</td>
</tr>
<tr>
<td>demonstrate</td>
<td>show</td>
</tr>
<tr>
<td>dialogue</td>
<td>conversation, discussion, talks</td>
</tr>
<tr>
<td>dispatch</td>
<td>send</td>
</tr>
<tr>
<td>dwell</td>
<td>live</td>
</tr>
<tr>
<td>effectuate</td>
<td>cause</td>
</tr>
<tr>
<td>endeavor</td>
<td>try</td>
</tr>
<tr>
<td>evince</td>
<td>show</td>
</tr>
<tr>
<td>exasperate</td>
<td>aggravate, worsen</td>
</tr>
<tr>
<td>fabricate</td>
<td>make, build</td>
</tr>
<tr>
<td>facilitate</td>
<td>ease, help</td>
</tr>
<tr>
<td>finalize</td>
<td>complete, finish, conclude</td>
</tr>
<tr>
<td>frequently</td>
<td>often</td>
</tr>
<tr>
<td>heretofore</td>
<td>before, until now</td>
</tr>
<tr>
<td>impact</td>
<td>effect</td>
</tr>
<tr>
<td>implement</td>
<td>carry out, fulfill, do</td>
</tr>
<tr>
<td>inaugurate</td>
<td>begin, start</td>
</tr>
<tr>
<td>individual flotation device</td>
<td>lifejacket</td>
</tr>
<tr>
<td>induce</td>
<td>persuade</td>
</tr>
<tr>
<td>initial</td>
<td>first</td>
</tr>
<tr>
<td>initiate</td>
<td>begin, start</td>
</tr>
<tr>
<td>innumerable</td>
<td>many</td>
</tr>
<tr>
<td>materialize</td>
<td>happen, appear</td>
</tr>
<tr>
<td>maximum</td>
<td>most, greatest</td>
</tr>
<tr>
<td>minimum</td>
<td>least, smallest</td>
</tr>
</tbody>
</table>
CHAPTER 6:
—Lynn Truss, *Eats, Shoots & Leaves*
CHAPTER 6:

Punctuation is intended to promote readability. It helps clarify the structure of written material and provides clues for how to read material aloud. Sometimes punctuation is critical for readers' understanding of what an author intended to say.

The Basic Rule. Form the possessive case of singular nouns, indefinite pronouns, and abbreviations by adding an apostrophe and a lowercase s. For most plural nouns add only an apostrophe; however, for irregular plurals (ones that do not end in s), add an apostrophe and a lowercase s.

- boy: the boy's book  boys: those boys' books
- woman: the woman's briefcase  women: the women's briefcases
- Jones: the elder Jones's papers  Joneses: the Joneses' home
- Thai: that Thai's passport  Thais: those Thais' passports
- CO: the CO's orders  COs: those COs' orders
- Shiia: the Shiia's factory  Shiias: those Shiias' neighborhood
- each other: each other's territory

The basic rule applies to proper names and abbreviations ending in sibilants (the hissing sound of an s, x, or z). However, leave off the s after the apostrophe if the extra sibilant is not normally pronounced.

- Gibbons: General Gibbons's tactics  Marx: Marx's manifesto
- Juarez: Juarez's troops  Berlioz: Berlioz's music
- CBS: CBS's broadcasting  Damascus: Damascus's intentions
- HAMAS: HAMAS's activities  but the Netherlands' policy
- the Philippines' interest

Some Complexities. One exception is for common nouns ending in s or ce when followed by a word beginning with s; in these cases the possessive of the common noun is formed with only an apostrophe.

- for goodness' sake  for convenience' sake

For corps (both singular and plural and whether as a common or proper noun), add only an apostrophe.

- the corps' barracks  the two corps' mission
- 11th Corps' field hospital  the Second Artillery Corps' strategic missiles

For compound titles, make the last word the word closer to the thing possessed possessive.

- the secretary general's speech  the secretaries general's speeches
- the commander in chief's decision  the commanders in chief's decisions
- the assistant chief of staff's policies  the assistant chiefs of staff's policies

To show joint possession for two or more nouns, make only the last one possessive.

- Phil and Dick's collaboration on the Sudan report was a success.
- However, to show individual possession, make each noun possessive.
- Phil's and Dick's draft reports on Sudan did not agree on two key points.

Follow the form of the original for geographic names, names of firms, organizations, and institutions;
and titles of publications. Of note, most place names today but not all do not include apostrophes, and some that did at one time (such as Harper’s Ferry in the beginning) no longer have the apostrophe.

Harpers Ferry
Lloyds Bank: follow Lloyds’s lead
Johns Hopkins University

Martha’s Vineyard
Lloyd’s insurance; follow Lloyd’s lead
Reader’s Digest

What we call the possessive case often is used when ownership is not involved. Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case, which came to be called the possessive case in the 18th century and does not involve possession. These forms are perfectly acceptable.

2 hours’ pay
the room’s furnishings
for pity’s sake

a dollar’s worth
the airplane’s speed
for old times’ sake

Do not use an apostrophe with the possessive form of personal pronouns. Be particularly careful not to confuse the possessive its with the contraction it’s (for “it is” or “it has”). Generally avoid contractions in intelligence writing.

his
hers
its
ours
yours
theirs

Apostrophes and Descriptive

Do not use an apostrophe after the name of a state, country, or most other bodies ending in s, or after words more descriptive than possessive, except when the plural does not end in s.

Massachusetts laws
Bureau of Ships report
writers guide
officers club
commanders conference
dockworkers strike

but children’s hospital
Commission on the Status of
Women’s headquarters
Congress’s priorities

For a date, be careful to distinguish between the plural (formed with a lowercase s, as in 1970s) and the possessive (formed with an apostrophe and a lowercase s for a singular date, as in 1970’s, or with just an apostrophe for the plural possessive, as in 1970’s). The plural 1970s refers to the years in that decade (1970 through 1979), whereas the possessive 1970’s refers to something belonging to that year and the plural possessive 1970’s to something belonging to that decade.

Except as noted in the exceptions below, use an apostrophe and a lowercase s to form the plural of an abbreviation that ends in a lowercase letter or to form the plural of a single letter or digit.

cy’s
7’s and 8’s
dotting i’s and crossing t’s

• Do not use an apostrophe for the plural for an abbreviation that is treated as a word.

elects
medevacs
scubas

lasers
radars
sonars
• Do not use an apostrophe and a lowercase s for the plural of a unit of measure, as units of measure appear the same for both singular and plural instances.

67 km (not 67 kms)  550 t (not 550 t's)

• Do not use an apostrophe for the plural of an abbreviation ending in an uppercase letter or a number.

ICBMs  SS-25s
MiGs  H-11s

Use square brackets—[ ]—for the following:

• To enclose a parenthetical expression inside a set of parentheses.

The temperature in the room (20 °Celsius [68 °Fahrenheit]) was the main reason the meeting broke up early.

• To enclose an interpolation, such as an editorial remark, within a direct quotation. However, a parenthetical remark that is part of the original material being quoted and that is within parentheses would remain in parentheses.

The defense minister stated that he would “resolve the apparent policy shift with him [the prime minister] before the meeting.”

If you need to label a mistake, such as a misspelling or wrongly used word, within a direct quotation, you can show sic (in roman rather than italic type) within square brackets immediately following the error you are labeling.

The article seemed to be cursed from the start, as its title first appeared as “Elections in Chili [sic] Likely To Topple President.”

This interpolation tells readers that you are aware of the mistake and did not introduce it. Use this technique sparingly, however, as readers also may wonder why you felt the need to quote erroneous material. A better alternative, if it is available, is to present the quotation in a way that will allow you to omit the erroneous text.

Use angle brackets—< >—for Intellink and Internet URLs (uniform resource locators), email addresses, and account names when you present them in text, but omit angle brackets with live links. This technique was devised to clearly distinguish between punctuation that is part of an electronic address and punctuation for the sentence. It also allows for a break to be made in a URL that is too long to appear on a single line; make such a break at internal punctuation within the URL, and do not add any sort of punctuation at the break in the line. You may have to insert the angle brackets a second time to make them appear in text if Word automatically converts the URL to a hyperlink.


Angle brackets are unnecessary when referring to a website name, even if “.com” is part of the name.

The group used Twitter to spread word of the demonstration.

The online newspaper Boston.com carried a photo of the suspect.
Use a bullet (*) or caret (>) for each item of an indented list. Use sub-bullets below the bullet level is discouraged. If sub-bullets are necessary in publications and correspondence, mark each with an en-dash (—), which Word makes available for this type of bullet.

- The first item in a bulleted list.
- The second item in the bulleted list.
  - A sub-bullet.
  - A second sub-bullet.
- The third item in the bulleted list.

Keep indentation as formatted in DI's current product line templates for bulleted lists. However, for correspondence, such as info memos, action memos, and response memos, align bullets with the left margin. The left end of the en-dash that marks a sub-bullet should be aligned on the left with the start of the text for the primary bullets.

For textual products (but not briefing slides), use an initial capital letter for the first word of the material in each bulleted item (or each sub-bulleted item), and end the material with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. Of course, a bulleted item also could have multiple sentences, and these would be punctuated as normal sentences. Most of the formats DI uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DI uses slightly different presentation. Each bulleted item begins with an initial capital letter, but the bulleted items have no end punctuation unless a bulleted element has multiple sentences; then only the final sentence has no end punctuation.

Use a colon (:) for the following:

- At the end of a sentence to point to material that summarizes or expands on the thought in the preceding portion of the sentence. Any grammatical unit can follow the colon: a word or phrase, a series of words or phrases, a dependent clause or clauses, or even a sentence or series of sentences.

  The general is well qualified to serve as Army commander: he has served 5 years as the vice commander and previously held key leadership posts in each of the military districts.

If a single sentence follows a colon for this purpose, begin that sentence with a lowercase letter—essentially linking it to the previous sentence, as in the second sample above. However, if a series of sentences follows the colon, begin each with a capital letter.

- To introduce a list set off from the rest of the text by indentation (as with the colon in the last example in the box below).
- To introduce some direct quotations. A colon is the normal punctuation mark to introduce a direct quotation when a long quotation is indented as a block to separate it from a paper’s body text or after a formal introduction such as “as follows” or “the following.”
The prime minister said the following in a speech outside the parliament building on 27 March 2010:

My government is not responsible for the tragic events of 25 March. Irresponsible individuals acted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

Improper Colon Use
Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

Not: The Army wants several U.S. military systems, such as: attack helicopters, Patriot missiles, and Humvees.

Bitt: The Army wants several U.S. military systems: attack helicopters, Patriot missiles, and Humvees.

Or: The Army wants several U.S. military systems, such as attack helicopters, Patriot missiles, and Humvees.

Or: The Army wants several U.S. military systems:
    • Attack helicopters.
    • Patriot missiles.
    • Humvees.

For the introduction to the indented list above, the sentence could have been written like this: “The Army wants several U.S. military systems, such as”; even though this introduction would not be grammatically wrong, the such as is unnecessary, as the colon by itself is sufficient to introduce the list that follows.

Punctuation for Source Reference Citations (Endnotes) in Intelligence Products

Endnote references in the text of a product are numbered sequentially, beginning with 1, and should be placed as close as reasonably possible after the text to which the number refers—but always at the end of a clause or phrase and after ending punctuation (comma, semicolon, period, and quotation marks). Often the endnote reference number can go at the end of a sentence, as in the first sample below.

... end of sentence. 1 New sentence. ...

Two days later the so-called Green Revolution began, 2 young members of the People's Progressive Party rioted in the capital.

Although the prime minister insisted that his administration was not responsible for the rioting in the capital, 3 he offered little justification for the brutality of the repressive measures he is believed to have ordered to bring quiet to the city’s streets:

For writing in academia, authors almost never need multiple footnote or endnote reference numbers in the same location. Instead, they use a single reference number, which corresponds to a footnote or endnote presenting information for the multiple sources. This practice is not practical for DIA's intelligence products, however, because of the coding DIA uses for posting products and because selected endnotes may have to be sanitized for some dissemination. As a result, DIA products sometimes have multiple endnotes in the same location. Multiple reference numbers should be separated with a comma and a space after each reference number.

... end of sentence. 4, 5, 6 New sentence. ...
Note, however, that other punctuation marks, such as a comma or em dash (or no punctuation at all), also may be appropriate before a direct quotation, depending on how the quoted material fits into the writer's sentence pattern. For example, the sample above could have been written like this instead:

In a speech outside the parliament building on 27 March 2016, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals noted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

(See also page 130 for use of a comma to introduce a short quotation.)

• Between a title and a subtitle.

“Russia: Outlook for Key Military Reforms”

An em dash can fulfill the same function, though a colon is more common. Moreover, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

“Captives: A Month With the Taliban—What They Saw and Heard”

• To show a ratio. If the ratio is used as an adjective, however, use hyphens and to.

Her chances are 15:1.

but She has a 15-to-1 chance.

Use a comma (,) for the following:

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

Of the total, profit from the first sale raised the most concern.

In 2009, 870 tractors were completed.

(But, In 2009 only 870 tractors were completed.)

• After every item in a series except the last item.

This rule applies whether the items in the series are single words, phrases, or clauses.

Exports include copper, lead, zinc, and tin.

Copper, lead, zinc, and tin are exported.

If any item within a series itself requires commas, use semicolons to separate the items of the series. However, the same rule still applies for semicolons for the major parts of the series and for commas within any of the parts.

Serial Comma

Note that DLA uses a comma after the next-to-last item in a series (serial comma). Advocates of “open” punctuation leave out the comma after the next-to-last item in a series of three or more things—a style some popular periodicals employ. Generally, however, this is a disservice to readers. Because items within a series may be compound, if you leave out the comma after the next-to-last item, readers cannot tell when they see and/or or or in a series whether that word joins parts of a compound element within the series or whether it precedes the final item of the series. Always providing the comma after the next-to-last item in the series will eliminate the need for rereading to correctly understand the series.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.
• Before a coordinating conjunction that joins two independent clauses (full sentences). Coordinating conjunctions are and, or, nor, for, but, and sometimes so and yet.

  Traffickers smuggle in both cocaine and marijuana, but domestic marijuana is available in small quantities.

Note: Do not confuse a coordinating conjunction that joins independent clauses with one that joins verbs in the same clause. No comma is required before and in the following sentence:

  He served in the Air Force until 1988 and has worked for DIA since then.

• After a dependent clause that begins a sentence.

  Because they needed funds to expand their operations, the insurgents became involved with drug trafficking.

A comma usually is not necessary before a dependent clause that ends a sentence, especially a dependent clause that is closely related to the meaning of the main clause. In the following example, for instance, the ending dependent clause explains why the main clause is true.

  The insurgents became involved with drug trafficking because they needed funds to expand their operations.

However, a dependent clause that follows a sentence’s main clause and is not essential to the meaning of the main clause usually because it provides additional information or departs from the main clause in a new direction may require a comma at the start.

  Insurgents in the mountains are well protected, whereas those attempting to operate in the lowlands are more vulnerable to interdiction.

• After a dependent clause immediately following a coordinating conjunction that joins two independent clauses. (The coordinating conjunction in the following example is but.)

  The Army commander initially claimed that guerrillas had attacked the convoy, but after operational details appeared in the press, he revealed that friendly troops had fired on the trucks.

Note: Advocates of “close” punctuation also would use a comma between but and after at the beginning of the dependent clause that follows the coordinating conjunction because the dependent clause interrupts the primary flow of thought in the sentence. That way of punctuating the sentence, however, would result in commas on both sides of but, which many readers find excessive, so most writers and readers today are more comfortable with the comma at the end of the dependent clause (following press) but would not use a comma at the start of the dependent clause (before after).

• After a long phrase that begins a sentence. No clear guidance defines long for this purpose. The role of the comma is to aid readers by pointing out where the sentence changes from introduction to main clause so look at the sentence as readers would. Usually you’ll want a comma after an introductory phrase of more than three words. A comma is optional but may aid readability after a short introductory phrase followed by a capitalized word.

  Because of his need for control, he expanded the operations of his organization.

  After his operation he retired from the firm.

  In March, Andorra announced the establishment of a national riverine surveillance system.

• Both before and after a long phrase or clause that occurs between the subject and the verb of a sentence.

  The platoon, having been ordered to prepare to disable the bridge, attached explosive charges to the bridge supports.

A clause or phrase such as this one between a sentence’s subject and verb may interrupt the flow of thought too much and may make a sentence unnecessarily complex. Moving the interrupting clause to the beginning of the sentence (or occasionally to the end) may result in a better sentence.
Watch for Dangling Modifiers

When a sentence includes a modifying phrase or clause but lacks a word the modifier can reasonably modify, the modifier "dangles."

- The most common dangling modifier occurs at the beginning of a sentence. Readers expect a modifier at the start of a sentence to modify the sentence's subject. When that relationship is not reasonable, the modifier dangles.

Consider the following:

Arriving at the forward operating base after the attack had begun, the perimeter was quickly secured by the company.

This sentence literally says that the perimeter arrived at the forward operating base after the attack had begun. Because that is nonsensical, the opening long modifying phrase dangles. One way to repair the sentence is to put the appropriate term in the subject position:

Arriving at the forward operating base after the attack had begun, the company quickly secured the perimeter.

Be particularly careful with sentences beginning with based on ..., especially when such a sentence opening is paired with a passive voice construction, like this one:

Based on the sequence of operations just prior to the failure, the system design is considered to have caused the failure.

This sentence says that the system design based something "on the sequence of operations just prior to the failure." We cannot tell from this sentence who assessed the failure on the basis of the sequence of operations, but we know it was not the system design itself. The sentence needs to be rewritten.

Having been ordered to prepare to disable the bridge, the platoon attached explosive charges to the bridge supports.

- To set off a nonrestrictive word, phrase, or clause. Restrictive material is essential for the definition of whatever it modifies and is not set off from it. Nonrestrictive material is not essential for definition of whatever it modifies, interrupts the flow of the sentence, and is separated from the thing modified with a comma or set of commas.

She briefed on three topics that were of high interest.

She briefed on three topics, which were of high interest.

Marking Interruptions

Three types of punctuation marks can set off interrupters: commas, parentheses, and em dashes. Choosing among them depends on the amount of emphasis you want to give to the interrupter:

- Commas set off the interrupting material, marking it as nonrestrictive, without affecting the emphasis on the interruption. That is, commas provide standard emphasis.
- Parentheses take emphasis away, making the words set off like a whispered aside.
- Em-dashes add emphasis to the words they set off.

The first of those sentences implies that more than three topics existed and says that three of them were high-interest topics. Because that were of high interest restricts the definition of three topics, the modifier is essential to the meaning and is not set off with a comma. The second sentence says three topics existed; no more definition is required, though the sentence adds the nonrestrictive information that the three topics were highly interesting. If the nonrestrictive material had come in the middle of the sentence, it would have needed commas on both sides.

The supervisor, who was dismissed in 1972, was rehired the next year.
What if more than one supervisor had been fired—one in 1972 and one in 1978? Then who was dismissed in 1972 would be necessary for the definition of supervisor and the sentence would have no commas:

The supervisor who was dismissed in 1972 was rehired the next year.

• To set off a nonrestrictive word, phrase, or clause used in apposition to a noun. An appositive (the material in apposition to the noun) is a special type of interrupter that provides an explanatory equivalent for the noun it follows. Like other interrupters, it can be either restrictive or nonrestrictive, depending on whether the appositive is necessary for understanding the noun it accompanies. Nonrestrictive appositives are set off from the noun for which they are equivalents—usually with a set of commas (though parentheses or em-dashes could be used instead)—whereas no punctuation should be used to set off a restrictive appositive.

Two of Saddam Hussein's children, Uday and Qusay, died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

The appositive Uday and Qusay is nonrestrictive because we can understand the main point of the sentence, that two of Saddam's children were killed, without the names of which children died in the firefight.

Saddam’s children Uday and Qusay died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

Here the appositive Uday and Qusay is restrictive—and not set off with commas—because not all of Saddam’s children died in the firefight.

Beware of Comma Splices

A comma splice—a misuse of the comma—occurs when a writer joins two independent clauses with only a comma.

He worked for the company for 20 years, he took a leave of absence from 1952 to 1954.

Few authors in the DIA would make that mistake. A more common error introduces a comma splice when a conjunctive adverb comes between the two clauses but the writer uses only a comma before the conjunctive adverb:

He worked for the company for 20 years, however he took a leave of absence from 1952 to 1954.

or

He worked for the company for 20 years, however, he took a leave of absence from 1952 to 1954.

A conjunctive adverb and a comma or commas cannot join two independent clauses in that fashion. Changing the first comma to a semicolon is one way to correct the error:

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

• To set off a contrasting statement in a sentence.

Stanley, not Jameson, won the trophy.

Workers completed construction, but neither on time nor within the budget.

• After a conjunctive adverb unless it is the last word in the sentence. Conjunctive adverbs are words like however, moreover, nevertheless, and therefore. A conjunctive adverb in the middle of a clause needs commas on both sides; if it is the last word in a sentence, it will be preceded by a comma.
He worked for the company for 20 years. However, from 1952 to 1954 he took a leave of absence. He worked for the company for 20 years; however, from 1952 to 1954 he took a leave of absence. He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

He worked for the company for 20 years; from 1952 to 1954 he took a leave of absence, however.

• To separate coordinate adjectives (unless they are joined by and).

It will become a neutral, nonaligned state.

Coordinate adjectives independently modify a noun or noun phrase. In the sample sentence above, both neutral and nonaligned modify state independently. This is not the case with cumulative adjectives. In "illegal drug trafficking," illegal modifies not just trafficking, but drug trafficking. Therefore, illegal and drug are not coordinate, so no comma should go between them.

Of course, modifier chains can include both coordinate and cumulative adjectives. Consider the modifiers in the following sentence.

Several short, swift tributary streams crossed the clearing.

Short and swift are coordinate adjectives; both modify tributary streams separately and are separated by a comma. However, several modifies short, swift tributary streams, and the short, swift combination modifies tributary streams (not just streams), so no comma comes after several or after swift.

• To introduce some direct quotations. A comma is the normal punctuation mark to introduce a short direct quotation, separating it from the identification of the speaker.

The minister said, "We must avoid hostilities."

"We must avoid hostilities," the minister said.

However, do not use the comma with a quotation that is only part of a sentence. A sentence that includes a partial quotation requires only punctuation that would be normal for the sentence itself—nothing besides quotation marks to set off the quoted material.

The minister said his nation "must avoid hostilities."

In addition, do not use a comma to set off an indirect quotation. An indirect quotation captures the thought from the original material through a summary or paraphrase but does not directly quote the original.

The minister said his nation needed to steer clear of fighting a war.

(See also page 124 for use of a colon to introduce a long quotation indented as a block or a quotation that follows a formal introduction.)

• To indicate that a word or words have been omitted.

Profit in 2008 was $4 million; in 2010, $10 million.

• To separate an individual's title and an organization's name when of and of the are not present.

John Smithson, director, Research Department, Stockton Company….
To set off a province, state, or country from a city name; Jr. from a person’s name; and Inc., Ltd., or SA, from a corporate name.

Born in Baltimore, Maryland, Franco Garibaldi, Jr., now directs Recycling, Inc.

To separate digits in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

2,973 but during 2009
3,946,834 the 1028th Brigade
1400 hours
job number 518225/10
3.732,14592 pages 3614 and 3617
1812 kHz (but 15117 kHz and 1832 MHz)

Dashes and the Hyphen

Dashes—the em dash and the en dash—and the hyphen differ in length. Theoretically a hyphen is half the length of an em-dash, which is half the length of an en-dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an en dash (—) is longer than an em-dash (–), which is longer than a hyphen (–).

More important are the differences in uses for these punctuation marks. This chapter covers em- and en-dashes. Hyphens are used in compounding, which Chapter 7 covers in detail.

All three marks are produced without spaces on either side:

em dash: She participated in this attack as she did in four earlier attacks.
en-dash: 13 December 2009–5 January 2010
hyphen: self-propelled

Use an em-dash (—) for the following:

- As with commas or parentheses, to set off an interrupter in a sentence. If the interruption ends the sentence, only one dash, at the beginning, sets off the material. When an interrupter occurs inside a sentence, a set of dashes is required. Em-dashes that set off interrupting material emphasize the interrupter. The interrupter could be an appositive that the writer wishes to emphasize, as in the third sample below, or a point that abruptly changes the flow of thought in a sentence, as in the fourth sample.

  He was a key player in upsetting the coup attempt—as he was with two previous attempts.

  In this coup attempt—as with two previous attempts—he was a key player in upsetting the work of the coup plotters.

Before Saddam Hussein was captured, his two sons who were significant in his regime—Uday and Qusay—died in a firefight with U.S. troops in Mosul.

Workers completed construction in April—almost half a year later than projected.
Do not use an em dash as a substitute for a semicolon simply to connect two independent clauses. Clauses connected with an em dash should have a stronger connection than the following example demonstrates:

The minister traveled to Rome—later he continued to Istanbul.

- As with a colon, at the end of a sentence to point to material that summarizes or expands on the material in the preceding portion of the sentence. A word or phrase, a series of words or phrases, a dependent clause, or an independent clause can follow the dash. Unlike the colon, however, a dash would not precede a series of sentences.


- Like a colon, between a title and a subtitle.

  “Russia—Outlook for Key Military Reforms”

A colon is more common for that purpose. However, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

  “Captives: A Month With the Taliban—What They Saw and Heard”

Use an en-dash (–) for the following:

- To connect two parts of continuing or inclusive numbers, whether page references, dates, or time.

  pages 1214–33 August–September 2010
  1400–1430 hours 13 December 2009–5 January 2010

  However, do not use an en-dash (or a hyphen) to replace to in “from x to y” or end in “between x and y”:

  not from 10 to 12 August but from 10 to 12 August
  between 2008 and 10 between 2008 and 2010

- To replace to in election results, scores, and directions. This is similar to the use above in continuing or inclusive numbers, but the en-dash no longer occurs in a numerical range.

  The election resulted in a 153–13 vote.
  The game ended in a 2–2 tie.
  The Rome–Naples rail line was flooded 17 kilometers southeast of Rome.

- In place of a hyphen to connect two parts of a compound term when one part of the compound is hyphenated or consists of more than one word. However, as the examples below illustrate, the width difference between a hyphen and an en-dash is not dramatic, so using to may be preferable to using an en-dash to connect compound terms when one part is hyphenated.

  first-stage–third-stage operations [better: first-stage to third-stage operations]
  pages 6–3–6–5 [better: pages 6–3 to 6–5]
  post–Operation ENDURING FREEDOM
  Joint Intelligence Operations Center–Afghanistan
  United States Forces–Iraq
An ellipsis—three spaced periods ( . . . )—marks an omission of a word or words within a direct quotation. When a quotation clearly is not a complete sentence, you do not need an ellipsis to show that material has been left out at the beginning or end of the quotation. No ellipsis is needed with the following quotation because must avoid hostilities obviously does not constitute a complete sentence:

The minister said his nation "must avoid hostilities."

However, when your editing results in what appears to be a complete sentence, use an ellipsis at the beginning, end, or both (depending on where you cut material) to show that you have modified the original. Consider the following source paragraph:

Writing in 1890 about Custer's defeat on the Little Bighorn River in 1876, Charles King described three factors that appeared to have contributed to Custer's mistakes. Dividing his command into columns to converge on the Indian village from different directions was a tactic that had worked for Custer and the 7th U.S. Cavalry at the Battle of Woshita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn hid much of the Sioux encampment from sight, making the village appear smaller than it was. Finally, when he saw evidence of heavy activity where he expected the Sioux village to be, Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing, justifying an immediate attack.

Using "Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing" from that source passage would appear to quote a complete sentence, so the quotation would need an ellipsis at the beginning and one at the end to make clear that the quotation truncates the original:

In analyzing Custer's mistakes at the Little Bighorn, Charles King indicated that "... Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing..." For that reason he attacked without conducting thorough reconnaissance of the battle area. Unfortunately for Custer and the 7th Cavalry, the Sioux were preparing to fight rather than retreating.

This sample also demonstrates the two primary format styles associated with using an ellipsis:

* When an omission occurs inside a sentence or at the beginning, the result looks like the following or like the first ellipsis in the preceding sample.
  "Tin and lead ... are the primary exports."

* When an omission occurs at the end of a sentence, use four spaced periods without a space in front of the first period (a period for the sentence plus the three spaced periods for the ellipsis).
  "Exports are primarily tin and lead... Imports include copper and zinc."

Because of the impartial tone that characterizes intelligence writing, the exclamation point normally is not useful for DIA products.
Use italic type for the following:

- To emphasize a word or words in a passage.
  
  Do not use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- For titles of works published separately, including online titles of books or pamphlets, periodicals (magazines, journals, and newspapers), or works of art (plays, films, radio and television programs, paintings, and sculptures):
  
  an article in the *Defense Intelligence Digest*

  an issue of the *Washington Post*

  a news story on *Today*

  an opinion piece in *Slate*

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using italics with document titles, etc., does not apply to source reference citations.

- For foreign words.

  The *adhān* (Islamic call to prayers) issued from the mosque five times a day.

Foreign terms whose meanings have become commonly understood can be used without translation. However, for a non-English term that may not be understood, show the term in italics and follow it with a translation or explanation in parentheses, as above.

Do not use italic type or diacritical marks for the following terms, which were “foreign” but which have been brought into English:

- ad hoc
- aide-de-camp, aides-de-camp
- aide-memoire [singular and plural]
- a la carte
- alter ego(s)
- amir(s)
- angstrom(s)
- apertif(s)
- applique(s)
- a priori
- apropos
- avant-garde
- bazaar(s)
- bazaaar(s)
- Bedouin [singular and plural]
- blase
- blitzkrieg(s)
- bona fide [adjective]
- bona fides [noun, singular and plural]
coup d'état, coups d'état
in absentia
in extenso
in extremis
in loco parentis
in medias res
in situ
inter alia
inter alios
inter nos
in toto
in vitro
in vivo
ipso facto
ipso jure
jihad(s)
kolkhoz(es)
kosher
laissez faire
machismo [noun]
macho [adjective]
maddassas(s)
melee(s)
meter(s)
modus operandi, modi operandi
modus vivendi, modi vivendi
muazzin(s)
mujahid, mujahideen [if a variant of mujahideen appears in a group’s name, use the source’s spelling]
mullah(s)
naiive
naïve
nee
noblesse oblige
nom de guerre, noms de guerre
nom de plume, noms de plume
nouveau riche, nouveaux riches
obkorn(s)
oblast(s)
ombudsman, ombudsmen
par excellence
per capita
per diem
per sé
persona non grata
piece de resistance
premiere(s)
prima facie
pro forma
pro tanto
quid pro quo, quid pro quos
Quran
Ramadan
rapporteur(s)
approchelement(s)
rayon(s)
regime(s)
risque
samizdat(s)
seance(s)
sharia
Shiism
Shiite, Shia [both noun and adjective]
shura(s)
sic
sine qua non, sine qua nons
soiree(s)
status quo
Sunna
tete a tete(s)
ulama (variant of ulama)
ulema (plural noun)
verbatim
vice versa
vis-a-vis
zakat

Do not use italic type for the following terms, which were “foreign” but which have been brought into English, but do use diacritical markings as indicated, as these terms have entered English with diacritical markings from the original languages:

attaché
chargé d’affaires, chargés d’affaires
déjà vu
démarche(s)
détente(s)
émigré(s)
entrepôt(s)
exposé(s)
précis [singular and plural]
raison d’être, raisons d’être
résumé(s)

• For *imeni* (“named after”) in names of Russian organizations or institutes.

the Leningrad Naval Institute *imeni* A.K. Popov

However, do not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like when a name is being used as if it were an English language name for a similar type of entity. Because DIA’s writing focuses on foreign information, we of course write about numerous foreign organizations, businesses, etc., as a normal part of our production. For most of these foreign proper names, then, we treat them as if they are in English and do not italicize elements of the proper names that are in or translated from a foreign language.

The Russian natural gas company Gazprom debated in the Bundestag
the Cuban news agency Prensa Latina the Parti Quebecois
the Buddhist organization Soka Gakkai the Al-Aqsa Mosque

Nevertheless, if you clearly are providing the foreign language translation for something, show the foreign words in italics even though the subject of the discussion may be a foreign organization, institute, governmental body, political party, educational institute, corporation, Internet service provider, etc.

Gazzprom is a contraction from Gazovaya Promyslennost, or “gas industry.”

The Gestapo (Geheime Staatspolizei, or “Secret State Police”) was Nazi Germany’s official secret police organization.
Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (Département de Renseignement et de Sécurité).

In addition, do not italicize the original language or English translation of names of geographic features (mountains, rivers, islands, etc.) or place names.

At the time of the Bay of Pigs invasion, the large island off the southwest coast of Cuba was named the Isla de Pinos (Isla of Pines), but in 1978 it was renamed the Isla de la Juventud (Isle of Youth).

- When citing a letter as a letter, a word as a word, or a phrase as a phrase. That is, these items are italicized when they are being used not for their meanings but as things or terms.

For the possessive, add an apostrophe and a lowercase s.

Do not confuse the possessive its with the contraction it's.

Along with and other phrases such as as well as, in addition to, etc., and together with frequently follow immediately after a subject of a sentence.

- For the proper name (but not the type or class) of a ship, aircraft, or spacecraft.

  seizure of the Pueblo

  the USS Wisconsin

  the Spirit of St Louis

  launched the Soyuz-3

  but the Dolgorukiy class SSBN Yuri Dolgorukiy

  the Chinese Shang class SSN

  the Indian Talwar II class FFG

  a Soyuz-series space launch vehicle

- For a plant or animal genus and species. The genus also has initial capitalization, though the species does not. After first use of a genus, it can be abbreviated, though it still is uppercase and in italics. Higher divisions of plants and animals—phylum, class, order, and family—have initial capitalization but appear in roman type.

  Clostridium botulinum; C. botulinum

  but Anthropoda [phylum]

  Rodentia [order]

  Escherichia coli; E. coli

  Mammals; Mammalia [class]

  Hominidae [family]

- To mark the family name with the first use of a person's name (such as one in Spanish) for which the family name may not be obvious. This is not a style for general use in most intelligence products but is intended for special use in products such as military leadership profiles or papers with a protocol function, as this presentation device indicates the name to be used to refer to the person. If only a first name and family name are cited, no italics are required, since the family name then is obvious. Subsequent use of a family name should not continue the italic face.

  One trafficking organization reportedly employed Juan Carlos Martínez to pilot several illegal flights. Carlos and a companion, Pedro Rodríguez, also were reported to be dealing with ranchers to establish runways on their properties.

When the format for a product calls for italic type for a portion and you need to use italics for an element within that portion, make that "italic" element roman instead. For example, the following passage might occur in the opening paragraph of a report for which the product format requires the first paragraph to be in italic type; the reference to Escherichia coli within the paragraph then appears in roman type (the reverse of italic type):

  Dr. Harriet Smith has studied the effects of exposure to pathogenic Escherichia coli from contaminated food. This research may prove useful for developing foodborne biological agents.
Use a set of parentheses—( )—for the following:

- As with commas or dashes, to set off an interruption within a sentence. When parentheses are used with an interruption, they reduce the emphasis on it, making it like a whispered aside.

  The country’s exports (tin and lead) are not sufficient for a favorable trade balance.

  The country’s trade balance suffers from inadequate exports (tin and lead only).

In the second example above, the final parenthesis precedes the sentence period. If a complete sentence (or sentences) is used parenthetically, the end punctuation goes inside the final parenthesis, as in the following:

  The country’s trade balance suffers from inadequate exports. (Only tin and lead were exported in 2009, and those were at low levels.)

For a parenthetical expression within a parenthetical element, see the rules for using square brackets (page 123).

- To enclose a cross-reference.

  Exports of tin were only slightly greater than those for lead (Figure 2).

  Exports of tin were only slightly greater than those for lead. (See Appendix A.)

- To enclose numbers or letters that mark items in a series within a sentence.

  The Defense Ministry wants to acquire (1) attack helicopters, (2) Patriot missiles, and (3) main battle tanks.

Note: This example is to illustrate the mechanics of presenting the parenthetical elements; such a simple series normally does not need numbering of its items.

- To enclose translations or explanations, particularly for foreign expressions.

  Memories of the Anschluss (Nazi Germany’s annexation of Austria) still influence Austrian politics today. Subordinate to Algeria’s Ministry of National Defense is its Department of Intelligence and Security, or DRS (Département de Renseignement et de Sécurité).

  Be particularly careful not to confuse the possessive its with the contraction it’s (for “it is” or “it has”).

A period brings a reader to a full stop at the end of a sentence. DIA also uses periods for the following:

- For bulleted material as part of a product’s body text. For textual products (but not briefing slides), end each bulleted item (or each subbulleted item) with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. If a bulleted item has multiple sentences, punctuate these as normal sentences.

  - The first item in a bulleted list.
  - The second item in the bulleted list.
    - A subbullet.
    - A second subbullet.

For briefing slides, although each bulleted item begins with an initial capital letter, the bulleted items normally have no end punctuation. If a bulleted element has multiple sentences, only the final one has no end punctuation.

- At the end of an in-paragraph heading. In-paragraph headings normally are bolded, and the period that ends such a heading also should be bolded. For example, the following is the beginning of a passage from Chapter 3 of this style manual and uses an in-paragraph heading.
Arabic Persons' Names. When an is part of a person's name in Arabic, include the al- when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the al-, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases."

DIA normally does not use periods for the following:

- With standalone headings. In-paragraph headings end with a period because body text immediately follows on the same line. Standalone headings, however, should have no such ending punctuation. See for example the first-level heading that comes below for "Question Mark." The rare heading that is a question, however, should end with a question mark.
- With table headings and for short comments within a "remarks" or "comments" type of table cell. However, if remarks are sufficiently lengthy or complex to require divisions within the comments, punctuation such as commas, semicolons, or even periods may be needed to separate parts of the table's comment field. Moreover, if periods are needed for one comments-type cell in a table, then use periods for all of that type of table cell in the same table.

Use a question mark (?) for the following:

- At the end of a direct question.

  How can the funds be raised?

  However, do not use a question mark with an indirect question.

  He asked how the money could be raised.

- To show uncertainty or ignorance. In a table this can be done by using a question mark rather than information in a data field. A similar application can be used in text, although such use should be avoided as much as possible.

  The country's first prime minister, Dodson Wainwright (? - 1721), began the custom.

- For a title that asks a question.

  "Military for Sale: Can Commercial Ventures Save the Armed Forces?"

Use a set of double quotation marks (" ") for the following:

- To enclose a direct quotation.

  The minister said, "We want to avoid hostilities."

  "At all cost," the minister said, "we want to avoid hostilities."

  "We want to avoid hostilities," the minister said.

When a long quotation is set off by block indentation within the margins of a page or within a text column, the indentation serves as a set of quotation marks, so none is required unless the passage has internal quoted material. The block-Indented passage below is a direct quotation, but the material has no quotation marks because the indentation represents a set of quotation marks. If something within the indented passage had quotation marks in the original, then double quotation marks should appear with that internal quotation.
In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was not responsible for the tragic events of 25 March. Irresponsible individuals noted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

U.S. Versus British Use of Quotation Marks
Conventions for using double and single quotation marks differ between U.S. and British publishing. The most striking differences are these:

- British use of double and single quotation marks generally is the reverse of U.S. use.
- The rules for how other punctuation marks appear relative to quotation marks also differ somewhat.

Epigraphs. An epigraph is a quotation related to body text—usually to suggest a theme—but not a part of it; although epigraphs can appear at the beginning of a chapter or section, they are more common at the start of a document. Epigraphs occasionally occur in intelligence products, including in briefings, though by no means are epigraphs usual elements of our products. Wherever it appears in a document, an epigraph is a special type of block quotation. An epigraph generally leaves out some elements of other direct quotations: because epigraphs often quote a well-known source, they usually attribute the quotation to only the person’s name or to the person’s name and the work in which the original passage occurred, and other documentation is eliminated. Presenting an epigraph in a classified product presents a special formatting problem because putting "(U)" at the start of a quotation from, say, Sun Tzu looks a bit silly. Follow these formatting rules for presenting an epigraph:

- Present the quotation without quotation marks (unless quotation marks are needed within the epigraph).
- Double-space after the quotation to find the line for naming the author, right-justify the author’s name or the author’s name and the work in which the quotation appears, and precede the author’s name with an em-dash.
- To avoid having to show a portion classification marking on the quotation in the epigraph, put the epigraph in a tone box and mark the quotation outside the box in the upper left corner. Generally you will not show a title for the tone box (though one could be used if needed).

UNCLASSIFIED

Native agents are those of the enemy’s country people whom we employ.

—Sun Tzu

UNCLASSIFIED

Native agents are those of the enemy’s country people whom we employ.

—Sun Tzu, The Art of War

- To enclose the titles of works that are published as parts of longer works—poems, short stories, songs, articles, notes, essays, headlines, chapter titles, and other parts of a book or periodical. Online works follow this rule as well.

"Russia: Outlook for Key Military Reforms" was an article in a recent issue of the Defense Intelligence Digest.

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using quotation marks with article titles, etc., does not apply to source reference citations.
Spacing Between Colocated Single and Double Quotation Marks

Occasionally material will require single and double quotation marks to appear in a line together—for example, "a quotation that includes a 'quoted word'"—which looks strange. You can modify this spacing to improve readability by inserting a thin space between the single and double quotation marks. Two ways are available to add the thin space in Word 2007:

Using the Insert Symbol Button
1. Place the cursor where you want the thin space added between the single and double quotation marks.
2. On Word 2007's Insert ribbon, at the far right side, select Symbol.
3. In the drop box, select More Symbols.
4. In the box that opens, change the font to Arial Unicode MS.
5. In the Character code box type 2009.
6. Choose the Insert button, followed by the Close button.

Using a Keyboard Shortcut
1. Place the cursor where you want the thin space added between the single and double quotation marks.
2. Type 2009, followed immediately by Alt+x; the 2009 will change into the thin space.

The result should look like this: "a quotation that includes a 'quoted word'"—with a thin space between the single and double quotation marks.

• To set off a word or phrase used in a special sense (a meaning different from the normal sense) or to indicate the standard meaning of a word or phrase.

  The refugees were offered "voluntary" repatriation.

  He invited me for a "working lunch," but I did all the work and he ate all the lunch.

  Do not confuse its (the possessive of it) with it's (a contraction for "it is" or "it has").

Use caution when presenting a word or phrase in a special sense. The quotation marks with the term indicate something is unusual about it, but readers must easily understand the special sense of the material. Using this device to be clever may result instead in a failure to communicate.

• To set off words or phrases following terms such as entitled, named, endorsed, signed, cited as, or referred to as (unless rules for using italics for italic type instead):

  The document was signed "G. Washington."

  Rome's Leonardo da Vinci International Airport also is referred to as "Fiumicino," the suburb of Rome where the airport is located; failure to know both names can get a driver lost, as road signs for the airport sometimes show one name and sometimes the other.

However, quotation marks usually are not necessary for expressions following terms such as known as, called, or so-called.

The change is not likely to affect the so-called extremist Islamic states.

Beryllium is known as glucinium in some European countries.

The system is called profit and loss, but the profits may not be apparent.

Even after these terms, however, quotation marks may be used to give special emphasis to the quoted or verbatim nature of an expression, especially if irony, sarcasm, or bad grammar is involved.

The government's antiterrorism battalion nearly eliminated the village with an operation staged under its so-called "pacification" program.
Use a set of single quotation marks (‘’) to enclose quoted material within a quotation that already is marked with double quotation marks. (A quotation within a block-indented quotation would take double rather than single quotation marks.)

He said, “I think you should read ‘Russia: Outlook for Key Military Reforms.’”

Some U.S. writers believe they should use only single quotation marks around a single word or short phrase used in a special sense. That convention is true for British use of quotation marks but not for U.S. use. Instead, see the third bulleted guidance above for double quotation marks.

Place periods and commas inside quotation marks.

He said, “I think you should read ‘Russia: Outlook for Key Military Reforms.’”

“I think you should read ‘Russia: Outlook for Key Military Reforms,’” he said.

Place semicolons and colons outside quotation marks.

He said I should read “Russia: Outlook for Key Military Reforms”; he thought it would be good for me.

He said I should read “Russia: Outlook for Key Military Reforms”; he thought it would be good for me.

Place a question mark or exclamation point inside quotation marks if the quotation is a question or exclamation; this rule applies whether or not the sentence as a whole is a question or exclamation. However, put the question mark or exclamation point outside quotation marks if the sentence is a question or an exclamation but the quotation is not.

She asked, “Do you remember reading the article?”

The author also wrote “Why Can’t Johnny Read?”

Why should I read “Russia: Outlook for Key Military Reforms”?

Use a semicolon (,) for the following:

• To separate the elements in a series when one or more of the series elements itself requires commas. Semicolons generally are not needed if only the last element has internal commas.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them; determine their vulnerability; and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Rescue workers focused on building temporary shelters, securing potable water, and gathering blankets, medical supplies, and food.

• To separate two independent clauses closely related in meaning but not joined by a coordinating conjunction.

He served in the Army until 1988; he has worked for DIA since then.

He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

• To separate two independent clauses when the second one is joined to the first with a conjunctive adverb. Common conjunctive adverbs are first (second, etc.). for example, for instance, furthermore, however, moreover, nevertheless, nevertheless, therefore, and thus.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.
Use a forward slash (/)—also called a virgule—for the following:

- To indicate a period occurring partially in one year and partially in another.
  
  FY 2010/11
  He flew three illegal flights in 2008/09.

- For two special commonly used representations.
  
  9/11
  24/7

- To represent per in an abbreviation.
  
  km/h
  rd/min

- To separate alternatives.

  Many factors need to be considered in program/budget decisions.

Note: In this application the slash is intended to mean “and/or.” Thus, the sample above refers to “program decisions or budget decisions or program and budget decisions.” However, a caution is necessary here: some writers use this punctuation device to avoid making a decision about what term is correct. In “our goal/objective is,” no useful distinction exists between the alternatives, so the writer should pick one rather than demonstrating indecision.

- To indicate a word combination when one or both of the elements in the combination already contain a hyphen.

  The insurgents were armed with Cuban-/Russian-supplied weapons.

Again the slash equates to “and/or”: thus, the sample refers to “Cuban supplied and/or Russian supplied weapons.” If the writer wants only an “or” or an “and” relationship, then the sentence should be recast.

  The insurgents were armed with Cuban- or Russian-supplied weapons.
  The insurgents were armed with Cuban- and Russian-supplied weapons.

- To indicate azimuthal direction.

  ENE/WSW runway
CHAPTER 7:
—Mignon Fogarty, *Grammar Girl’s Quick and Dirty Tips for Better Writing*
CHAPTER 7:
The spelling and compounding list that makes up the bulk of this chapter combines preferred spellings (when alternative spellings exist) and spellings for compound words in their various functions in a sentence (as nouns, verbs, adjectives, unit modifiers, and so on). These words are combined into a single list with more than 10,000 entries.

The word list can help with the following types of spelling decisions:

• Choosing between alternative spellings. (Should you use analog or analogue?)
• Determining whether to double the consonant at the end of a word when you add a suffix. (Should you use canceled or cancelled?)
• Determining whether to use an anglicized spelling of the plural of a Latin word or the Latin spelling. (Should you use forums or fora as the plural of forum?)
• Choosing between possible spellings for a compound word or phrase: as two (or more) words, with a hyphen (or hyphens), or solid as a single word. (Should you use time consuming, time-consuming, or time-consuming?)

The following guidance includes points that cannot be covered adequately by entries in a word list. In addition, spelling and compounding rules are provided for users who need to understand the logic applied in the choices in the word list, especially for compounding.

The authority for spellings of place names is the U.S. Board on Geographic Names (BGN). The National Geospatial-Intelligence Agency provides a text-based BGN search function on JWICS at <http://names.nga.mil/namesgaz> and on NIPRNET at <http://geo.names.nga.mil/geonamesgaz>. Another useful source is The World Factbook.

The National Geospatial-Intelligence Agency’s Geographic Names Server reflects foreign place names sanctioned by the BGN. This database provides “Approved” spellings (which generally have diacritics and often special endings for some names), “Variants” (which normally will include a spelling without the diacritical marks), and, when they exist, “Conventional” spellings (which reflect the spelling commonly used in English).

Numerous spellings typically come up in a BGN search for a place name. Check the “Feature Designation” column first: “primary administrative division” generally indicates a province or governorate, and “populated place” indicates a city or town. In the appropriate row, look for either the “Conventional” or the “Approved” spelling.

• If the search result shows a “Conventional” spelling for a place name, we generally will use that spelling.
  Thus, instead of Moskva, the “Approved” spelling, use the “Conventional” name of Moscow. Instead of the “Approved” spelling for North Korea’s capital, Pyongyong, use the “Conventional” spelling of Pyongyang.
• When an “Approved” spelling has diacritical marks, use that spelling without the diacritics. Thus, instead of Islamabad, the “Approved Short” spelling for the capital territory in Pakistan, use Islamabad. Do not confuse apostrophes with diacritical marks; retain the apostrophe in place names such as N’Djamen.
When possible, spellings in text and on maps should agree. For example, beware of showing Rhodes in text but showing Rhodes or Rhodos on an accompanying map.

When American and British spellings of common English words differ, use the American spelling. However, when the words are part of a proper name for a party, organisation, office, etc., use the British spelling, but only within the proper name.

- labor relations of the Labour Party
- defense intelligence reports from the Australian Defence Intelligence Organisation
- Industrialisation Board rulings on industrialization issues

For plurals of compound terms, form the plural on the significant word or words. If no word is significant or all parts are equally significant, form the plural on the last word.

- significant word first: adjutants general, aides-de-camp, Courts-martial, goings-on
- significant word in middle: deputy chiefs of staff, assistant surgeons general
- significant word last: major generals, provost marshals, trade unions
- both words equally significant: gentlemen farmers, women writers
- no word significant: also-rans, go-betweens, pick-me-ups

Compounding conveys an idea by combining two or more words to form a thought. The result can be separate words in an unconnected sequence, words linked with a hyphen or hyphens, or words joined as a solid, single word. Current language trends lead to closing up many word sets that have become associated in readers’ minds through frequent use.

**Separate Words**

One compounding form is to write words in sequence, without joining them or linking them with a hyphen, if this form causes no ambiguity in sense or sound:

- blood pressure
- early warning
- real estate
- training ship

**Joined or Hyphenated Words**

Often words are joined (written solid) or linked with hyphens to express ideas that would not be as clear if the words remained unconnected:

- bookkeeping
- newsprint
- whitewash
- cross-reference
- do-gooder
- right-of-way

**Derivatives**

Derivatives of a compound usually retain the hyphenated or solid form of the original:

- footnote, footnoting
- praiseworthy, praiseworthiness
- cost-effective, cost-effectiveness
- ill-advised, ill-advisedly
When two nouns form a compound that has only one primary accent, the compound is written solid, especially when the prefixed noun has only one syllable or when one of the elements loses its original accent:

- bathroom
- bookseller
- pipeline
- but
- bomb
- bay
- coal
- mine
- night
- shift

Parts of Speech and Compounding

A noun formed from a short verb and an adverb usually is written solid, but it is hyphenated when the solid compound would interfere with comprehension. The verb form usually remains two words:

- breakdown (verb: break down)
- buildup (verb: build up)
- setup (verb: set up)
- cut-in (verb: cut in)
- run-in (verb: run in)
- tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid:

- book (bookstore)
- eye (eyeglasses)
- horse (horseplay)
- house (housekeeping)
- mill (milservice)
- play (plaything)
- school (schoolteacher)
- shop (shopworn)
- snow (snowbank)
- way (wayside)
- wood (woodland)
- work (workday)

Compound terms beginning with cyber may be written either solid or as multiple separate words, depending on meaning. When cyber terms began appearing in English-language dictionaries, the dictionaries showed solid terms, treating cyber as a combining form requiring solid compound words. The Yahoo! Style Guide, published in July 2010, treats the terms similarly, indicating that cyber usually would be combined with root words except when the root word begins with a capital letter. Typical early dictionary and Yahoo! entries included cyberattack, cyberecrime, cybernetics, cyberphobia, cyberpunk, cyberspace, and cyberterrorism.

- Because of the growing importance of cyber terms for U.S. security operations, Defense Intelligence has a need to consider a multitude of terms dealing with infrastructure, funding, resources, and other aspects of managing intelligence operations related to the cyber realm. Most likely many of these terms will never appear in English-language dictionaries. Consider just one of these terms — how to label intelligence analysts dedicated to cyberintelligence. Should such an analyst be a cyberanalyst or a cyber analyst? Showing cyberanalyst as a solid word would seem to suggest that the analyst exists in cyberspace, an cyberanalyst, like an avatar, rather than a flesh-and-blood analyst. For things or concepts such as this, multiple separate words are more appropriate.

- For this reason, we make a distinction for cyber terms based on meaning:
  - Cyber terms related predominantly to things inside or integral to the cyber realm — for which we join cyber with the root word to form a solid term: for example, cyberactivity, cyberattack, cyberecrime, cyberoperation, cybersecurity, cyberterrorism, cyberthreat.
  - Cyber terms related predominantly to things about the cyber realm or managing it — for which we keep cyber separate, resulting in multiple separate words: for example, cyber analyst, cyber collection, cyber community, cyber doctrine, cyber offensive and defensive operations.
Less frequently, cyber also may be joined by a hyphen to another word when the combined term is being used as a unit modifier—for example, cyber-related data. When in doubt, follow the current trend of joining the terms as a solid word.

Compounds ending in the following usually are solid when the initial word has one syllable. (When the initial word has multiple syllables, the compound is less often solid: spaceborne, but satellite-borne, helicopter-borne.)

- board (cardboard)
- boat (rowboat)
- book (textbook)
- borne (bloodborne; foodborne; spaceborne; waterborne; but tick-borne; vector-borne; food-; water, and vector borne)
- bound (landbound)
- box (gearbox)
- boy (lowlily)
- craft (aircraft)
- field (fairfield)
- fish (crawfish)
- girl (schoolgirl)
- grower (foodgrower)
- headed (clearheaded)
- hearted (halhearted)
- holder (shareholder)
- house (boathouse)
- keeper (beekeeper)
- keeping (bookkeeping)
- land (farmland)
- light (moonlight)
- like (boilike)
- line (pipeline)
- load (bookload)
- maker (automaker)
- making (cementmaking)
- man (airman)
- mate (teammate)
- monger (scaremonger)
- over (crossover)
- owner (homewowner)
- person (saloperson)
- piece (fieldpiece)
- plane (airplane)
- power (airpower)
- proof (blastproof)
- room (chartroom)
- shop (toolshop)
- site (damsite)
- smith (gunsight)
- stone (lodestone)
- store (bookstore)
- tight (airtight)
- time (halftime)
- ward (homeward)
- water (bluewater; freshwater)
- [adjective]: groundwater; saltwater; seawater; wastewater; but drinking water; fresh water
- [noun]: surface water; well water [noun and adjective]
- way (seaway; waterway)
- wide (worldwide)
- wise (edgewise)
- woman (spokeswoman)
- wood (firewood)
- work (artwork)
- worker (pieceworker)
- working (woodworking)
- worm (ringworm)
- worthy (seaworthy)
- writer (speechwriter)
- writing (checkwriting)
- yard (shipyard)

Write solid the compounds of any, every, no, or some with body, thing, or where. When one is the second element, write the compound as two words if it means a particular person or thing. Always write no one as two words to avoid mispronunciation.

- anybody
- nowhere
- anything
- someone
- but Anyone can be in charge, and any one of you can volunteer.
Authors frequently encounter problems with compound modifiers that immediately precede the words they modify. When the words make sense only as a unit, the compound is a unit modifier and usually is written with a hyphen.

- In "short, swift streams," both short and swift modify streams independently (they are coordinate adjectives), and no hyphen is used to join the modifiers. (There is a comma, however, because the adjectives are coordinate; see comma usage in Chapter 6.)

- In "short tributary streams," tributary modifies streams, and short modifies tributary streams; the adjectives are cumulative, and no special mark is used to join them. Note, however, that each adjective logically could modify the noun separately: that is, "short streams" and "tributary streams" both make sense, even if these are not what the writer means.

- In "40-horsepower engine," neither 40 nor horsepower logically can modify engine by itself: the modifiers make sense only as a unit; hence the term "unit modifier."

Part of the confusion for many authors is that a compound modifier receives different treatment when it follows the word it modifies:

I bought an engine that is rated at 40 horsepower.
I bought a 40-horsepower engine.
As a result of the conference, we now have standards that are agreed upon.
As a result of the conference, we now have agreed-upon standards.

Thus, the special treatment for a unit modifier is situational. Users of the word list in this chapter must bear this in mind. A compound modifier marked *in the list and linked with a hyphen retains the hyphen only when it precedes the word it modifies.

Hyphenated
Unit modifiers immediately preceding the word or words they modify usually are hyphenated.

drought stricken area
English-speaking nation
fire-tested material
lump sum payment
most-favored-nation clause
state of the art technology
U.S.-owned property
1-inch diameter
2 inch diameter pipe
4-percent increase

Use a hyphen in a unit modifier with an ordinal number in its literal sense (unless the modifier is a proper noun).

first-stage booster
fourth-quarter earnings
second-class treatment
third-party statement

In addition, use hyphens in unit modifiers containing prepositional phrases.

fly-by-night establishment
out-of-area operations
quality-of-life incentives
under-the-counter sales
**Hyphenated**

Some unit modifiers are written solid rather than being hyphenated.

- aboveground shelter
- airdrop mission
- blackout curtains
- breakaway republics
- broadband radio
- deadweight tons
- firsthand experience
- indepth assessment
- lockdown angle
- mineclearing equipment
- onboard computer
- sealane defense
- sweptwing fighter
- understrength division

**Unhyphenated**

Especially when the compound is a well-established phrase, hyphens sometimes are omitted from a unit modifier, and the modifier is written as separate words.

- air defense artillery
- air intercept regiment
- ballistic missile submarine
- broad gauge railroad
- drug trafficking organization
- early warning radar
- free market system
- general purpose vehicle
- ground support aviation
- hard currency loan
- law enforcement efforts
- mine warfare task force
- missile support unit
- nuclear delivery system
- open pit mining
- throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

- command and control echelons
- middle and late 1980s
- medium and high altitudes
- warm but cloudy day

However, improvised compounds that contain conjunctions do use hyphens.

- bread-and-butter issues
- hard-and-fast rule

**Predicate Adjectives**

As indicated in the introduction to unit modifiers, compound predicate adjectives usually have no hyphens.

- Unit Modifier
- Predicate Adjective

- The attack took place on U.S.-owned property.
- The property where the attack took place was U.S.-owned.

- She gave an indepth assessment.
- The assessment she gave was in depth.

- We are to get a 4-percent raise.
- The raise is to be 4 percent.

The word list in this chapter contains some hyphenated compound adjectives (adj); they retain their hyphens when they are predicate adjectives.

- The study used all-source intelligence.
- The intelligence in the study was all-source.

- We watched a combined arms exercise.
- The exercise we watched was combined arms.

**Comparatives and Superlatives**

Hyphens usually are omitted from two-word modifiers when the first word is a comparative or superlative.

- little-developed country
- low-priced model
- less developed country
- lower priced model
- least developed country
- lowest priced model
Note that lower is the comparative of low, with lowest the corresponding superlative. However, lower also is the opposite of upper, which is not a comparative and has no superlative (uppest?). In its sense opposing upper, lower is joined (solid) or linked (with a hyphen) to the other words in a modifier.

- uppercase letters
- upper-class neighborhood
- upper-middle-class housing
- lowercase letters
- lower-class neighborhood
- lower-middle-class housing

Hyphens also are retained in many three-word modifiers that include a comparative or superlative.

- higher-than-market price
- less-than-perfect solution
- lighter-than-air craft
- most-favored-nation clause
- most-sought-after assignment

**Adverbs Ending in -ly**

Do not use a hyphen in a two-word unit modifier when the first word is an adverb ending in -ly.

(Do not confuse adjectives ending in -ly with adverbs.)

- eagerly awaited moment
- recently designed building
- wholly owned subsidiary
- but only child complex
- lonely-hearts club

Sometimes a comparative or superlative needs to be combined with the word it precedes to ensure clarity. If we write “older technology mines,” the phrase can be misunderstood as indicating “technology mines” that are “older.” Adding a hyphen to connect older and technology—“older-technology mines”—makes clear that we mean mines employing older technology.

**Three-Word Modifiers**

Do not use hyphens in a three-word unit modifier when the first word is an adverb modifying the second word.

- unusually well preserved specimens
- very well defined usage
- exceptions:
- very-high-frequency broadcast
- very-low-frequency transmission

However, if the first word of a three-word modifying phrase modifies the other two words as a unit, use a hyphen between those two parts of the unit.

- a nearly right-angle corner
- a formerly well-known person

**Foreign Phrases**

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

- bona fide transaction
- carte blanche policy
- ad hoc tasking
- ex officio member
- per capita tax
Proper Nouns
Do not use a hyphen or an en dash in a compound proper noun or capitalized coined name used as a unit modifier (unless the basic noun form includes a hyphen or en dash).

- Cold War tension
- Latin American states
- Iraqi Army operations
- World War II period
- Spanish-American heritage
- French-English descent
- Franco-Prussian War
- North American–South American sphere

Quotation Marks
Do not use hyphens in a unit modifier enclosed in quotation marks unless the modifier normally is hyphenated, and do not use quotation marks in lieu of hyphens.

- "serves the rod" approach to parenthood
- "one-man woman" plots of many operas
- but a right-to-work law

Chemical Terms
Do not use a hyphen in a unit modifier composed of chemical terms.

- carbon monoxide poisoning
- methyl bromide solution

Letter or Number Elements
Except in established military equipment designators, do not use a hyphen in a unit modifier with a letter or numeral as its second element.

- Annex B maps
- Article III provisions
- Mod 3 missile
- Number 2 fuel oil
- but An-22 transport
- MiG-29 fighter
- T-80 tank

Common Basic Elements
When two or more hyphenated compounds in a series have a common basic element and this element is omitted in all but the last or first term, retain the hyphens.

- 2- or 3-year period
- 8-, 10-, and 16-km segments
- ground- and air-launched missiles
- U.S.-owned and -operated companies
- low- to high-altitude coverage
- medium- to long-range missiles
- but mid- and late 1990s
- early or mid-1990s
- late 1990s
- early to mid-1990s
- but mid to late 1990s

Suspending Hyphens
When two or more solid compounds in a series have a common basic element and this element is omitted in all but the last or first term, use a suspending hyphen with the incomplete forms.

- first- and secondhand access
- low- and midlevel operatives
- postearthquake and -tsunami operations
- but
- oil and gas fields or oilfields and gasfields (not oil and gasfields)
Prefixes (except ex, self, quasi, and vice) and suffixes (except free, designate, and effect) usually form a solid compound with a noncapitalized word.

**With Prefixes**
- byproduct
- cooperate
- counterintelligence
- hydroelectric
- multipurpose
- neofascist
- nonferrous

**With Suffixes**
- clockwise
- fourfold
- lifelike
- northward
- forcewide
- geo-centric

But youth-centric, brigade-centric, etc.

However, retain hyphens that appear in proper names.

**Directorate General for Inter-Services Intelligence**

Except for the short prefixes co, de, pre, and re—which generally are written solid—use a hyphen to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

**With Prefixes**
- anti-insurgent
- contra-acting
- semi-independent
- ultra-ambitious

**With Suffixes**
- but cooperative
descalcate
- preexisting
- reentry

**With Suffixes**
- but non-nuclear

Even for prefixes that normally form solid compounds, use a hyphen if its omission would lead to mispronunciation, cause confusion with a word spelled identically but without a hyphen, or create an illogical compound.

- mid-ice
- mini-state
- under-ice
coop (but cooperate)
multiply (several piles)
pre-position (position in advance)
pro-state (in favor of the state)
re-form (form again)
present (present again)
un-ionized
non-civil-service position
non-scientific and technical intelligence

Use a hyphen to join duplicated prefixes:
counter-countermeasures counter-counternarcotics
sub subcommittee sub subparagraph

Use a hyphen to join a prefix or suffix in a compound with a capitalized word:
anti-Castro Africa-wide
neo-Nazi Latin America-wide
non-U.S. NATO Truman-like
pro-British
exceptions: nonMIRVed, unMIRVed

A prefix (except un) normally forming a solid compound often is followed by a hyphen when joined
with a two-word or hyphenated compound to form a unit modifier:
anti-guided-missile but antiballistic missile
non-missile-equipped superhigh-frequency
non nuclear powered ultrahigh frequency
post-target-tracking uncalled-for
semi-land-mobile unsself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound:
antigunrunning postreentry
nonlife-like submachinegun
nonocean-going ultralight-wing

Use a hyphen between the elements of compound numbers from 21 to 99 when they are spelled out. (In most contexts, the numbers in this range will be presented as numerals, not written out as words; see Chapter 4 for rules on writing numbers as words or numerals.)
twenty-one ninety-nine
twenty-first one hundred twenty-one
one thousand four hundred twenty-one

Use a hyphen in an adjective compound with a numerical element first.
two-sided question 8-kg box
the Six Day War 18-year-old student
.22-caliber cartridge 10- to 20-year period
500-lm-range missile

When an adjective numerical compound appears in a listing (such as a table) with the compound
following but reading back to the word or words modified, use a hyphen in the compound and use
the compound in its singular form:
motor, 3-phase, 60-cycle, 115-volt
belts: 2-inch, 1.25-inch, 0.25-inch
Use a hyphen between elements of a fraction, whether the fraction is a noun or an adjective.

two thirds of the vote  a two thirds majority

Do not use hyphens in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large  manager director
commander in chief  minister-counselor
vice president  secretary-treasurer
but under secretaryship, vice presidency

Except for titles, hyphens appear in some—but not all—noun compounds containing a prepositional phrase.

government-in-exile  but next of kin
grant in aid  prisoner of war
man-of-war  state of the art
mother-in-law  state of war

Use hyphens in improvised compounds.

first-come, first-served basis  roll-on/roll-off ship
hard-and-fast rule  stick-in-the-mud
know-its alls  technical know-how

Hyphenate the verb form of compound nouns that are written as two words.

to blue pencil galley proofs  (but proof with a blue pencil)
to cold-shoulder an idea  (but turn a cold shoulder)
to cross-brace a structure  (but a structure with a cross brace)
to flight-test a missile  (but a missile in flight test)

Join a single capital letter to a noun or participle with a hyphen.

H bomb  V necked
I-beam  X-ray, X-raying
T-shaped  X-cd cut
but I band, K band, P band, L band, etc.

The following list contains both preferred spellings and preferred formations for compounds (multiple words, hyphenated words, or solid words).

The following abbreviations appear in the list:

adj (adjective)  masc (masculine)
adv (adverb)  n (noun)
cf (combining form)  pref (prefix)
etc (and so on)  um (unit modifier)
fem (feminine)  v (verb)

Frequently the abbreviations indicate that a compound appears in the form shown only for the specific function or functions shown. For example:
• fire-resistant (adj) means that the compound is hyphenated as a unit modifier but not, for instance, as a predicate adjective:

  We chose a fire-resistant material.
  The material we chose was fire resistant.

• low-key (adj) means that the compound is hyphenated both as an adjective preceding the word modified (like a unit modifier) and as an adjective following the word modified:

  She gave a low-key speech.
  Her speech was low-key.

• human rights (adj, n) means the compound is written as separate words in both adjective and noun functions:

  It was a human rights issue.
  Human rights was the issue of the moment.

• anti-American (etc) means that the same compounding structure applies to similar compounds, such as anti-British or anti-German in this case.

• counter (cf) means that the compounding structure applies when forming a compound but not when the terms are simply juxtaposed in a sentence:

  The team focused on countermobel operations.
  The team dug in to counter rebel advances.

Gender Neutrality

Be aware that modern publishing standards call for gender-neutral terms. Even though many terms containing men are part of the military lexicon, these terms are not always the best choice. For such terms shown in the following list, consider using them in reference to specific individuals but choosing gender-neutral terms for general reference.
aberration
able bodied (um)
able minded (um)
A bomb
about face
above average (um)
aboveboard
above cited (um)
above deck
aboveground (adj)
above mentioned (um)
above named (um)
above water (um)
above written (um)
abridgment
absentminded
accessory
accommodate
accursed
across the board (um)
acknowledgment
acoustic
acre foot
active duty (um)
adapter
addendum, addenda
add on (adj, n)
address book
ad hoc
adjuster
ad lib (adj, n, v)
bed, bing
adviser
advisor (law)
agis
aerial refueling (adj, n)
aero (cf)
all one word
af
af
afore (cf)
all one word
A frame
African American
after (cf)
afterward
all one word
after action (um)
ageless
agenda, agendas
age old (adj)
aging
agreed upon (um)
agro (cf)
agroindustrial
all one word
aid (n, v)
aide (assistant)
aide de camp,
aides de camp
aimpoint
airbag
airbase
airblast
air blasted (um)
airborne
airborne warning and
c Control system aircraft
airbrake
air breathing
airbrush
airburst
air cargo
air conditioner
air conditioning
air cool (v)
air cooled (um)
air cover
aircraft
air crash
aircrew
air cushion (um, v)
air defense (adj, n)
air deliver (v)
air delivered (um)
air dried (um)
air driven (um)
airrome
airdrop (adj, n, v)
airdroppable
air dry (v)
airfare
airfield
airflow
airfoil
air formed (um)
airframe
airfreight
air gap
air hammer
airhole
air hose
air intercept (adj, n)
air landing
airplane
air launch (v)
air launched (um)
air lift
air line
air liner
air link
air locked
airmail
air man
air mass
air mobile
air mobility
air park
air path
air policing (adj, n)
airport (all meanings)
air portable (um)
air power
but naval and air power
air raid
air refueling (um)
air scoop
air ship (n)
air ship (v)
air show
airsick
airspace
airspeed
air station
air stream
air strike
but naval and air strikes
air strip
air surveillance
air tight
air time
air war
air wave
| backtrack | baseball bat | bedside |
| backtrail | base camp | bedsore |
| backup (adj, n) | baseline | beekeeper |
| back up (v) | base line (surveying) | beeswax |
| backwall | baseplate | beetle browed (um) |
| backward | basi (cf) | beforehand |
| backwash | all one word | before mentioned (um) |
| backwater | basis, bases | before named (um) |
| backyear | basketball | bell bottomed (um) |
| bagful | bas relief | bellringer |
| baggage room | battle | bellweather |
| bagpipe | battlefront | bellyache |
| bag shaped (um) | battleground | below grade (um) |
| Bailey bridge | battlegroup | below ground (um) |
| bailout (adj, n) | battleshield | below market (um) |
| bail out (v) | battlewagon | belt driven (um) |
| balance of payments (adj) | battle weary (um) | belt tightening |
| balfaced | battlements | benchmark (nonliteral) |
| Balkanize | bench | (surveying) |
| Balkanization | benchmark | (surveying) |
| ball bearing | benchmarker | benefited, ing |
| ballistic missile (adj, n) | benzo (cf) | benzo (cf) |
| ballistic missile | all one word | benzo (cf) |
| early warning (um) | best man | best seller |
| ball like | battleship | beveled, ing |
| ballpark | battlespace | beyond visual range (um) |
| balplayer | battle tested (um) | beyond visual range (um) |
| ballpoint (adj, n) | battlewagon | bi (pref) |
| ballot box | battle weary (um) | bicentennial |
| bandanna | battling | bifocal |
| bandsaw | bazaar | bi iliac |
| bandstand | bazaar | rest one word |
| bandwagon | beachhead | biased, ing |
| bandwidth | beadroll | big data |
| bangup (adj, n) | beamwidth | bigmouthed |
| banknote | beanbag | big power (adj) |
| bankside (stream) | beanpole | big shot |
| bantamweight | bean shaped (um) | big ticket (adj) |
| bareback | bedchamber | billfold |
| barebones | bed check | billhook |
| barefaced | bedclothes | bio (cf) |
| barefoot | bedcover | biofication |
| barehanded | bed down (um) | birthmark |
| bargainer | bedframe | birthplace |
| bark (ship) | Bedouin | bird's eye (adj) |
| barnstormer | bedpan | birdshot |
| barreled, ing | bedpost | birdwatcher |
| barrel roll (v) | bed rest | birdwatching |
| barrel shaped (um) | bedridden | birthday |
| bartender | bedrock | birthmark |
| baseball | bedsheets | birthplace |
claymore
claypit
clayworks
clean cut (um)
clean handed
clean out (adj, n)
clean room
clean shaved (um)
clean smelling (um)
cleanup (adj, n)
clean up (v)
clear cut (distinct)
clear cut (forestry) (n, v)
clear eyed (um)
clear headed
clearinghouse
clear sighted (um)
clear up (n)
clear up (v)
clew (nautical)
clew (other)
cliche
diff dweller
diff dweller (um)
diff hanger
diff side
diff top
dilapidated
doak and dagger (adj, n)
dock face
dock watcher
dockwise
dose air support
dose connected (um)
dose cut (um)
dose circuit (adj)
dose door (um)
dosedown (n)
dosed shop
dose fitted
dose hold (adj)
dose in (um)
dose in (n)
dose knit
dose minded
dose mouthed
dose out (adj, n)
dose out (v)
dose quarters (um)
dose up (n, um)
dose up (v)
doth backed (um)
doteshorse
clothesline
clothespin
clothing
cloud burst
cloud cover
cloistered
cloud covered (um)
cloudier
cloudy (adj)
cloudy (adj, n)
cloudy (v)
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émigré
emir
emptyhanded
enamed, ing
encase
encephalo (cf)
of one word
enclose
enclosure
encumber
encumbrance
end all (adj, n)
end game
end item (um)
endmost
endnote
endo (cf)
of one word
endorse, ment
endpoint
end stage (um)
end state (um)
end strength (um)
end use (um)
end user
endwise
energy sector (um)
enforce, ment
engine driven (um)
engine driver
enginehouse
engineroom
engine shop
engine yard
English language (etc) (um)
ennu
en rapport
enroll, ed, ing, ment
en route
ensnare
entero (cf)
of one word
entrec
trench
entrepôt
entrust
envelop, ed, ing
envelope (n)
epi (pref)
epilogue
rest one word
equaled, ing
equality (adj, n)
equip (cf)
equivalency (adj, n)
equity (adj, n)
equality (adj, n)
equilibrium, equilibriums
equip, ped, ping
erratum, errata
erythro (cf)
of one word
escapable
esprit de corps
esthetic
ethno (cf)
of one word
ethnic Uzbek (etc) (adj, n)
Euro (cf)
Euroatlantic
Eurocommunism
Euroloan
Eurozone
Eurocurrency (currency)
of one word
evacuee
evenhanded
even numbered (um)
even tempered (adj)
evanside
ever changing (um)
ever constant (um)
ever growing (um)
evergland
evergreen
everlasting
evermore
ever present (um)
ever ready (um)
every day (each day)

everyday (ordinary)
everyone (all)

every one (distributive)
every time
evidencer
ex cathedra
excel, -led, -ling
excommunicate
exemplar
exhibitor
ex libris (singular and plural)
ex officio
exoatmospheric
ex parte
expel, led, ling
exposed
ex post facto
ex FARC (etc)
ex president (etc)
ex servicemember (etc)
ex tiol, ed, ing
extra
extra American
extra condensed (um)
extraconstitutitional
extracurricular
extra fine (um)
extrahazardous
extrajudicial
extra large (um)
extralegal
extra long (um)
extramural
extraordinary
extra strong (um)
extraterritorial
extravascular
for extra (outside),
genarly do not hyphenate;
for extra (more), use hyphen
eyeball
eyebank
eyebolt
eyebrow
eye catching (um)
eyeglasses
eyehole
eyelash
eyelid
eye opener
eye opening (um)
eyeshade
eyesight
eyescore
eyestrain
eyetooth
eyewash
eyewitness
eying
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<td>footbridge</td>
<td>format, ted, ting</td>
<td>formlined</td>
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<tr>
<td>flowsheet</td>
<td>foot candle</td>
<td>formula, formulas</td>
<td>foresake</td>
</tr>
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<td>flowthrough</td>
<td>foot dragging</td>
<td>forsake</td>
<td>force</td>
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<td>footfall</td>
<td>forthcoming</td>
<td>forthcoming</td>
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<td><em>all one word</em></td>
<td>footgear</td>
<td>forthright</td>
<td>forthwith</td>
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<td>fluoro (cf)</td>
<td>foothill</td>
<td>fortune-teller</td>
<td>forum, forums</td>
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<tr>
<td><em>all one word</em></td>
<td>foothold</td>
<td>forword (ahead)</td>
<td>forward (ahead)</td>
</tr>
<tr>
<td>flush cut (um)</td>
<td>footlocker</td>
<td>foreword (preface)</td>
<td>forward deploy (v)</td>
</tr>
<tr>
<td>flush decked (um)</td>
<td>footloose</td>
<td>forward leaning (um)</td>
<td>forward leaning (um)</td>
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<td>fluvio (cf)</td>
<td>footnote (n, v)</td>
<td>forward looking (v)</td>
<td>forward looking (um)</td>
</tr>
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<td><em>all one word</em></td>
<td>footnosing</td>
<td>foul looking (um)</td>
<td>foul mouthed</td>
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<tr>
<td>flyaway</td>
<td>footpad</td>
<td>fouled</td>
<td>foulsome</td>
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<td>flyback</td>
<td>footpath</td>
<td>fourfold</td>
<td>foursome</td>
</tr>
<tr>
<td>flyball</td>
<td>footplate</td>
<td>four footed (um)</td>
<td>foursquare</td>
</tr>
<tr>
<td>flyblown</td>
<td>foot pound</td>
<td>four masted (um)</td>
<td>four star (adj)</td>
</tr>
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<td>fly by night (adj, n)</td>
<td>foot pound second</td>
<td>four master</td>
<td>fourth quarter (adj)</td>
</tr>
<tr>
<td>flycatcher</td>
<td>footprint</td>
<td>four wheeled</td>
<td>fourth wheel (v)</td>
</tr>
<tr>
<td>fly fish (v)</td>
<td>foottrace</td>
<td>foxhole</td>
<td>fourth wheel (um)</td>
</tr>
<tr>
<td>fly fishing</td>
<td>footrail</td>
<td>foxhound</td>
<td>foxsided</td>
</tr>
<tr>
<td>flying boat</td>
<td>footrest</td>
<td>fortscale</td>
<td>forsted</td>
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<td>flying fish</td>
<td>foot second</td>
<td>fortuitous</td>
<td>foxtailed</td>
</tr>
<tr>
<td>fly leaf</td>
<td>foot soldier</td>
<td>foxworthy</td>
<td>forvard</td>
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<td>fly paper</td>
<td>footsore</td>
<td>foxtail</td>
<td>forword</td>
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<td>fly trap</td>
<td>footstep</td>
<td>foxhole</td>
<td>forword</td>
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<td>footstool</td>
<td>foe</td>
<td>forword</td>
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<td>foot trail</td>
<td>force</td>
<td>forword</td>
</tr>
<tr>
<td>focus, focuses</td>
<td>footwalk</td>
<td>forceful</td>
<td>forword</td>
</tr>
<tr>
<td>focused, ing</td>
<td>forwall</td>
<td>formidable</td>
<td>forword</td>
</tr>
<tr>
<td>fog hidden (um)</td>
<td>for (pref)</td>
<td>form</td>
<td>form</td>
</tr>
<tr>
<td>foghorn</td>
<td>forbid, forbade, forbidding</td>
<td>frame up (adj, n)</td>
<td>form</td>
</tr>
<tr>
<td>fold in (adj, n)</td>
<td>forced labor</td>
<td>framework</td>
<td>form</td>
</tr>
<tr>
<td>fold out</td>
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take out (v)
takeover (adj, n)
take over (v)
take up (adj, n)
take up (v)
talent
talking to (n)
tally board
tally room
tank car
tank ship
tap dance
tape record (v)
tape tied (um)
tap root
tap tap
targeted, ing
targetable
targeter
taxi protected (um)
taxi covered (um)
taxi paved (um)
taxi pot
tax force
tax master
tasseled, ing
tattletale
tax collector
tax dodger
tax exempt (um)
tax form
tax free (um)
taxi, taxis
taxi bus
taxi cab
taxied, ing
taxi meter
taxi stand
tax payer
tax paying
taxi supported (um)
T beam
T boat
T bone
APPENDIX:
— *The Chicago Manual of Style*
**APPENDIX:**

Conversion factors in boldface are exact. All others are approximate and are given to four significant figures.

<table>
<thead>
<tr>
<th>To Convert</th>
<th>Multiply by</th>
<th>To Obtain</th>
</tr>
</thead>
<tbody>
<tr>
<td>millimeters</td>
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<td>inches</td>
</tr>
<tr>
<td>centimeters</td>
<td>0.3937</td>
<td>inches</td>
</tr>
<tr>
<td>meters</td>
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<td>feet</td>
</tr>
<tr>
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<td>yards</td>
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<td>-------------</td>
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<td>short tons</td>
</tr>
<tr>
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<td>long tons</td>
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°C = (°F − 32) ÷ 1.8
°F = (°C × 1.8) + 32