



DEFENSE INTELLIGENCE AGENCY

DIA Style Manual for Intelligence Production

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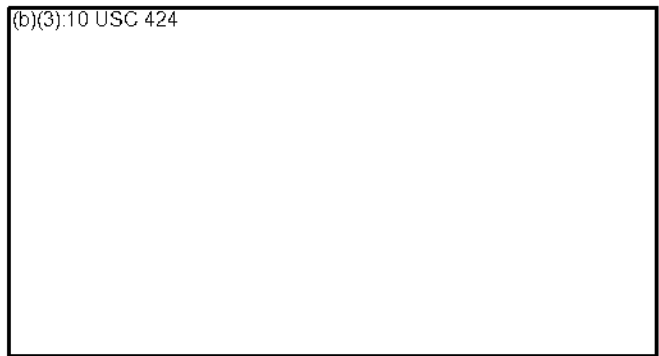
Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to 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 I:

—President John F. Kennedy on Winston Churchill

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 *DIA 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:

<i>The sailor</i>	<i>rowed</i>	<i>the boat</i>
(actor)	(action)	(acted upon)

A sentence in passive voice reverses that order:

<i>The boat</i>	<i>was rowed</i>	<i>by the sailor.</i>
(acted upon)	(action)	(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*.

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

- 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*?

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, expletive 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:

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

Emphatic: A second explosion killed three soldiers.

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

Emphatic: Voter turnout probably will be heavy.

Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching *ion*, *tion*, *ment*, *-ance*, 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.

Or: 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.

- Not:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, interdict drug shipments, or destroy processing laboratories.
- But:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to interdict 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."

- Only this plant produces lug nuts. [No other plant produces them.]
- This plant only produces lug nuts. [The plant doesn't do anything else with them, such as marketing.]
- This plant produces only lug nuts. [The plant produces nothing else.]
- This plant produces lug nuts only. [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.]

<i>Not:</i>	The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from <i>troops</i> to <i>camp</i> .]	<p>Work Toward a Common Goal: Readability</p> <p>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:</p> <ul style="list-style-type: none"> • 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.
<i>But:</i>	The troops hurried up the mountain path and soon saw the camp. [One subject only.]	
<i>Not:</i>	The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from <i>soldier</i> to <i>confinement</i> as active voice shifts to passive voice.]	
<i>But:</i>	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.]	
<i>Not:</i>	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.]	
<i>But:</i>	Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]	
<i>Not:</i>	The United Nations deserves encouragement. Indeed, they deserve more than that. [If <i>United Nations</i> takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]	
<i>But:</i>	The United Nations deserves encouragement. Indeed, it deserves more than that. [<i>United Nations</i> and it correspond in number.]	
<i>Not:</i>	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.]	
<i>But:</i>	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.]	

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/air/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 (*Departement de Renseignement et de Securite*).

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 (*Departement de Renseignement et de Securite*).

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 (*their*). 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 INs

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.

- Avoid:* 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 CMC* 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....

A or An?

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:

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."

- 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, o, r, s,* or *x*: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

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 this 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 <http://www.navy.mil/navydata/nav_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 (*g, h, m, L, t, V, W*).

- Change:* a segment of 300 m on Route A
- To:* a 300-meter segment on Route A
- Or:* 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 *Mt*, 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:

<i>Days</i>		<i>Months</i>	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

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 surely 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.

A

angstrom(s)
antiaircraft
Abdallah Azzam Brigades
antiaircraft artillery
Asaib Ahl al-Haq
air-to-air intercept
antiarmor improvised explosive device
air-to-air missile
air-to-air refueling
Ansar al-Sharia
Ansar al-Sharia in Tunisia
antiair 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/deperming 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

combat stores ship
Air Force Satellite
Communications System
Air Force Technical
Applications Center
armored fighting vehicle
Australia Group;
auxiliary general [ship]
icebreaker
experimental auxiliary [ship]
intelligence collection ship
oceanographic research ship
ocean surveillance ship
surveying ship
actual ground zero
hospital ship
avian influenza; airborne
intercept; air interdiction
al-Ittihad al-Islamiya
armored infantry
combat vehicle
acquired immunodeficiency
syndrome
armored infantry
fighting vehicle
addressee indicator group
air intercept missile
air-independent propulsion/
power; air-independent-
powered
automated information sys-
tem; Automatic Identification
System
American Institute in Taiwan
cargo ship
also known as
air-launched cruise missile
air line of communication
air-launched long-range air-
to air missile
ante meridian (before noon);
amplitude modulation
ambassador
Air Mobility Command [USAF]
American Embassy
[U.S. Embassy preferred]
African Union Mission
in Somalia
antimateriel rifle
advanced medium-range
air to air missile
Afghan National Army
African National Congress;
active noise control
Afghan National
Civil Order Police
Afghanistan national
development strategy
Afghan National Police
Afghan national defense and
security forces [formerly
ANSF—Afghan national security
forces]
Australia-New Zealand-
United States [Treaty]
area of operations; oiler
air order of battle
air operations center
fast combat support ship
gasoline tanker
area of interest
area of responsibility;
replenishment oiler
special liquids tanker
transport oiler
armor-piercing; ammonium
perchlorate; access point;
transport [ship]
armored personnel carrier
Asia-Pacific Economic
Cooperation

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
antiship ballistic missile
antiship 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

B

miscellaneous auxiliary [ship]
training ship

barrel(s)
criminal band
[from *banda criminala*]
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

C

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
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, com-
munications, 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 SMP]
 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
 computer emergency
 response team
 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 Independent 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

counternarcotics

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 *CCMD* 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, demobiliza-
tion, 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

dynamic host configuration protocol

Revolutionary People's Liberation Party/Front

Department of Homeland Security

Directorate for Analysis; Director for Analysis

Defense Intelligence Agency

Defense Intelligence Analysis Center [now DIA Headquarters]

Defense Intelligence Agency directive

Defense Intelligence Agency instruction

Defense Intelligence Agency Liaison Office

diameter

Defense Intelligence Agency manual

Defense Intelligence Analysis Program

Defense Intelligence Agency regulation

Defense Intelligence Digest

defense intelligence officer; Defence Intelligence Organisation [Australia]

Defence Intelligence Staff [United Kingdom]

Defense Information Systems Agency

Defense Intelligence Senior Executive Service

Defense Intelligence Senior Level

division

Defense Liaison Office

desired mean point of impact

Defense Message System

demilitarized zone [use initial capitalization when spelling out a proper name, such as Korean Demilitarized Zone]

deoxyribonucleic acid

Director of National Intelligence

date of birth

Department of Commerce [or Commerce Department]

document exploitation

Department of Defense [or Defense Department]

Department of Defense directive

Department of Defense Intelligence Information System

Department of Defense manual

Department of Defense regulation

Department of Energy [or Energy Department]

date of information; Department of Interior [or Interior Department]

Department of Justice [or Justice Department]

document and media exploitation

Department of State [or State Department]

denial of service

Department of Transportation [or Transportation Department]

director of Operational Test and Evaluation

desired point of impact

diesel powerplant

director

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 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 ECCM—
electronic counter-
countermeasures]
El Paso Intelligence Center
explosively pumped
iodine laser
ELINT Parameter Limits
earth-penetrator weapon
extended-range

effective radiated power

Popular Antiterrorist
Revolutionary Army
of Colombia

early release of submunitions

enhanced radiation weapon

electronic warfare support
[formerly ESM—electronic
support measures]

European Space Agency

European security and
defense policy

electronic support measures
[now ES—electronic
warfare support]

estimate: estimated

estimated time of arrival;
Basque Fatherland and Liberty

enhanced tactical fighter

East Turkestan Islamic
Movement [also called ETIP]

East Turkestan Islamic Party
[also called ETIM]

elevate to launch

European Union

European Union Force

European Union Rule
of Law Mission

European
Telecommunications Satellite
Organization

extreme ultraviolet

electronic warfare;
early warning

early warning/ground-
controlled intercept

executive committee;
Intelligence Community
Executive Committee

F

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]

fire 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)

foreign government information
frequency-hopping
foreign intelligence entity
far infrared
foreign instrumentation signal;
foreign intelligence service
Foreign Intelligence Surveillance Act
foreign instrumentation signals intelligence
foreign intelligence and security service
forward looking infrared
float-on/float-off
forward line of own troops
fleet; flight
Fleet Satellite Communication System
frequency modulation
foreign materiel exploitation
Foreign Military Financing
Farabundo Marti National Liberation Front
fuel manufacturing plant
Foreign Military Sales
first name unknown
forward operating base
fractional orbital bombardment system
full operational capability
foreign object damage
follow on forces attack
Freedom of Information Act
follow-on test and evaluation
14 February Youth Coalition
field of view
focused police district development
frequency
free rocket over ground
Federal Security Service [Russia]
Sandinista National Liberation Front
forward storage site
Federal Service for Technical and Export Control [Russia]
former Soviet Union
fire-support vehicle
foot; feet
square foot; square feet
cubic foot; cubic feet
full time equivalent; full time employee
fixed-target indicator
foot (feet) per minute
foreign terrorist organization
file transfer protocol
fighter
foot (feet) per second
field training exercise
Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom)
[tetragraph for portion markings; in text, spell out, as in "Five Eyes community"]
fiscal year
Future Years Defense Program
for your information

G

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
rifle 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

geostationary transfer orbit

gas turbine powerplant

H

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

Hezbollah-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 machinegun

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

I

information assurance
integrated air defense system
International Atomic Energy Agency
in accordance with
Iberian Atlantic [region];
Iberian-Atlantic [Command,
NATO; now SOUTHLANT]
Iraqi Baath Party
Intelligence Community
International Civil Aviation Organization
intercontinental ballistic missile
International Criminal Court
Intelligence Community directive; imitative 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

International Criminal Tribunal for the former Yugoslavia
infantry combat vehicle
International Development Association
Israel Defense Forces
internally displaced person
International Energy Agency
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

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

improvised 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 Anshorut 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; Jaish-e-
Mohammad
Joint Electronic
Warfare Center

Joint Functional
Component Command for
Intelligence, Surveillance,
and Reconnaissance

Joint Functional
Component Command for
Network Warfare

Jemaah Islamiyah

Joint Interagency
Cyber Task Force

Joint Interagency
Task Force South

joint intelligence center

Joint Improvised-Threat
Defeat Agency [formerly
JIEDDO]

[former] Joint Improvised
Explosive Device Defeat
Organization [now 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-Naqshabandiyah (Army of
the Naqshabandiyah Order)

Joint Staff

Japan Self-Defense Force

Joint Strike Fighter

Joint Standoff 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

K

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 Kurdistan
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)

kilonewton(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)

L

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 simu-
lated emission of radiation
laser intelligence
light antitank weapon
pound(s)
assault landing craft
air cushion landing craft
amphibious command ship
launch control facility

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

M

micro [one-millionth]
micrometer(s)
microsecond(s)
meter(s)
square meter(s)
cubic meter(s)
Military Assistance Advisory Group
magnetic anomaly detector
Marine Air-Ground Task Force
man portable air defense system(s)
membership action plan [NATO]
maneuverable reentry vehicle
measurement and signature intelligence
medium assault transport
maximum
megabyte(s)
main battle tank
Multinational Coalition Forces—Iraq
mapping, charting, and geodesy
Marine Corps Intelligence Activity
mine countermeasures: mine countermeasures ship
mobile command post
mine countermeasures support ship
military district
Missile Defense Agency
multidisciplinary counterintelligence
medium
medium extended air defense system
medical evacuation
[abbreviation accepted as a standard English word]
medical intelligence
Marine expeditionary force
Mujahedin-e Khalq
mobile erector-launcher
medium Earth orbit
Military Equipment Parametrics 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 Gurevich 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

Mk V special operations craft

milliliter(s)

mean lower low water

Multiple Launch Rocket System

mean low water neaps

mean low water springs

millimeter(s)

minelayer

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 launch
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)
mine warfare

N

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

National Counterproliferation Center

National Capital Region

National Clandestine Service

National Counterterrorism Center

network-centric warfare

national disclosure policy

noncombatant evacuation operation

no further information

National Foreign Intelligence Board

nuclear-free zone

National Geospatial-Intelligence Agency [formerly DMA (Defense Mapping Agency) and later NIMA (National Imagery and Mapping Agency)]

National Ground Intelligence Center

natural gas liquids

nongovernmental organization

National Intelligence Council

National Intelligence Collection Board

National Intelligence Coordination Center

national intelligence estimate

national intelligence officer

National Intelligence Program

National Intelligence Priorities Framework

Nonsecure Internet Protocol Router Network

near infrared

National Intelligence Support Team; National Institute of Standards and Technology

national intelligence topic

National Intelligence University

National Joint Operations Intelligence Center

Northern Limit Line [Korcas]

nanometer(s)

nautical mile(s)

national missile defense

National Media Exploitation Center

no middle initial

National Maritime Intelligence Center

no middle name

number

naval order of battle

North American Aerospace Defense Command

New People's Army

Nonproliferation Treaty

submersible research vehicle (self-propelled)

National Reconnaissance Office

near-real-time

nanosecond(s)

National Security Agency

National Security Agency/Central Security Service

National Security Council

Nuclear Suppliers Group

nonsubmersible infiltration landing craft [small speedboat]

NATO Security Investment Program

naval special warfare rigid hull inflatable boat

national technical means

NATO Training Mission–Afghanistan

nitrogen tetroxide [N₂O₄; 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

O

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 [for merly 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)

P

- 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 guided-missile patrol combatant]
- photographic intelligence
- Palestine Islamic Jihad
- passive infrared; priority intelligence requirement
- personally identifiable information
- public key infrastructure
- [former] Kurdistan Workers' Party [see KGK]
- 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

port of entry

petroleum, oils, and
lubricants

Popular Front for the
Liberation of Saguia
el-Hamra and Rio de Oro

pre-positioning of materiel
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
telephone 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-rclay

radar absorbing material:

random access memory

regional command

riot-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

S

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 Command(er),
Atlantic [NATO]
semiautomatic 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
sea/air/land
[U.S.] Secretary of Defense
Secretariat of National
Defense [Mexico includes
Mexico's Army and Air Force]
Secretariat 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]
superhigh frequency
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

subject matter expert
 significant military exercise brief
 Security Markings Program [formerly CAPCO]
 short message service
 short-range nuclear force; spent nuclear fuel
 social networking site
 space order of battle
 sector operations center
 special operations craft, riverine [riverine special operations craft]
 special operations forces
 status of forces agreement
 special operations group
 Sons of Iraq
 special operations/low-intensity conflict
 sound navigation and ranging
 standard operating procedure
 Strategic Offensive Reduction Treaty
 space object surveillance and identification
 Regional Command Southeast Atlantic [NATO; formerly IBERLANT]
 self-propelled
 self-propelled antiaircraft gun
 space defense operations center
 self-propelled gun
 seaport of debarkation; sea point of departure
 Satellite pour l'Observation de la Terre
 self propelled
 semisubmersible [vessel]
 square
 squadron
 short-range attack missile
 short-range ballistic missile
 Strategic Rocket Forces [Russia]
 sensitive reconnaissance operation
 diesel powered attack submarine
 auxiliary submarine
 ballistic missile submarine; single sideband
 nuclear-powered ballistic missile submarine
 coastal submarine
 cruise missile attack submarine
 nuclear-powered cruise missile attack submarine
 transport submarine
 surface to surface missile; midget submarine
 surface-to-surface missile order of battle
 nuclear-powered attack submarine
 air-independent-powered attack submarine
 surface-to-surface rocket
 Sensitive Source Reporting Program
 staff summary sheet; source summary statement
 training submarine
 stability, support, transition, and reconstruction
 street; saint

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
[antitank 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

U

television

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	United Nations Integrated Mission in Timor-Leste
Union of South American Nations	United Nations Military Observer Group in India and Pakistan
United Nations Command	United Nations Operation in Cote d'Ivoire
United Nations Disengagement Observer Force	United Nations Office on Drugs and Crime
United Nations Development Program	United Nations Peacebuilding Support Office in Guinea-Bissau
United Nations Environment Program	United Nations Observer Mission in Georgia
United Nations Educational, Scientific, and Cultural Organization	United Nations Office for Project Services
United Nations Peacekeeping Force in Cyprus	United Nations Office for West Africa
United Nations Population Fund	United Nations Political Office for Somalia
United Nations High Commissioner for Refugees	United Nations Regional Centre for Preventive Diplomacy in Central Africa
United Nations Children's Fund	United Nations Relief and Works Agency for Palestinian Refugees in the Near East
United Nations Industrial Development Organization	United Nations Security Council
United Nations Interim Force in Lebanon	Office of the United Nations Special Coordinator for the Middle East Peace Process
United Nations Integrated Office in Sierra Leone	Office of the United Nations Special Coordinator for Lebanon
United Nations Integrated Peacebuilding Office in Sierra Leone	United Nations Security Council resolution
unknown	United Nations Truce Supervision Organization
United Nations Interim Administration Mission in Kosovo	uniform resource locator
United Nations Mission in Liberia	United States
United Nations Mission in Nepal	
United Nations Mission in South Sudan	

United States of America
 [United States or U.S. preferred];
 United States Army

United States Air Force

United States Africa Command

United States Agency for
 International Development

United States
 Central Command

United States Coast Guard

United States Department
 of Agriculture [or
 Agriculture Department]

United States Defense
 Attaché Office

Under Secretary of Defense
 for Intelligence

United States
 European Command

United States Forces Iraq
 [formerly MNF I]

United States Forces, Korea

United States
 Geological Survey

United States Joint
 Forces Command

United States Marine Corps

United States Navy

United States
 Northern Command

United States
 Pacific Command

U.S. person

United States Special
 Operations Command

United States
 Southern Command

United States
 Strategic Command

United States
 Transportation Command

V

unmanned surface vehicle

undersea warfare

Coordinated Universal Time
 [also known as Greenwich Mean
 Time and as Zulu]

unmanned underwater
 vehicle

unconventional warfare

ultrawideband

volt(s)

vehicle-borne improvised
 explosive device

variable-depth sonar

video display terminal

Russian Airborne Troops

visual flight rules

variable-geometry wing

very-high frequency

very important person

visual intelligence

visual observer

very large crude carrier

very-low frequency

vulnerability number

victim-operated improvised
 explosive device

Voice Over
 Internet Protocol

very-high-frequency
 omnidirectional range

colocated VOR and TACAN

very-small-aperture terminal

vertical/short takeoff
 and landing

vertical takeoff and landing

tracked recovery vehicle

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.]

watt(s)

wide area network

wartime reserve mode

wideband

World Food Program

watt-hour(s)

World Health Organization

war headquarters

wounded in action

wing in ground effect

wireless local loop

weapons of

mass destruction

war reserve materiel

war reserve materiel stock

Weapon and Space Systems

Intelligence Committee

World Trade Organization

weapons usable

nuclear material

World Wide Web

X

executive assistant

transmitter

executive officer

Y

yard(s)

square yard(s)

cubic yard(s)

year(s)

Z

Zulu [see Coordinated Universal Time (UTC); also known as Greenwich Mean Time]

Ziyad al-Jarrah Battalions

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- 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 (—) 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*.

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

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

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 1973 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]	Internet websites	neo Stalinism
Castroite sympathies	Islamization	Patton tank
degrees Celsius	Leninist doctrine	Ponzi scheme
degrees Fahrenheit	Marxism	Trojan horse
Doppler effect	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	india ink	pitot tube
angstrom unit	italicize	plaster of paris
arabic numerals	italic type	quisling
arctic clothing	jeep [as vehicle type, not trade name]	quixotic
artesian well	joule	quonset hut
bohemian	macadamized road	roentgen

bowie knife	mach	roman candle
braille	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
herculean 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 Fiberglas]
- 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 Plexiglas]

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
balboa	euro	pound
bolivar	franc	ruble
deutsche mark	lira	rupce

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 on its masthead, as part of a vessel's name, or as part of a business's name.

the *Washington Post*
the *Times*
the *Los Angeles* [proper name of a ship]
the Hershey Company

In many European names, *d'*, *de*, *della*, *den*, *du*, *la*, *l'*, *van*, *vander*, *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 "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." 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 Bashar." However, hyphens are not used in names that include *Allah* as part of the name (as in "Abdallah" or "Nasrallah") 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.

The World Factbook is available on JWICS at <<https://www.cia.us.qat/DI/Factbook/index.html>>.

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 Qanbariyah" 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) *alif lam*. 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"—*alif nun*. Therefore, the BGN renders an Iraqi city as "An Najaf" rather than "Al Najaf." Similar examples are "As Sulaymaniyah," "Ar Ramadi," "Ash Shamiyah," "Ad Diwaniyah," and so forth.

NGA maintains a searchable database of place names using BGN standards on NIPRNET:

<<http://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 Khaimeh Gas Commission	Dr. Al Oufi Law Firm

A'amal Al Nashi Transportation Est.	A M Al Khorafi Est.
Al-Arabiya [television network]	Al Jazeera [television network]
Al-Furat [television network]	Al-Furat [newspaper]

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 Qaida in Iraq had maintained a presence since....
 When al Qaida 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-Qaida in the Arabian Peninsula Resizing Its Forces in the South
 A Volatile South: Al-Qaida in the Arabian Peninsula Resizing Its Forces
 Iraqi Government Operations Against al Qaida 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
but 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

Parliament

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

the U.S. Cabinet; President Obama's
 Cabinet; **the** Cabinet

Capitalize *Parliament* if it is the actual name of a country's legislature, but use lowercase *parliament* if the legislature actually has a different name. Check *The World Factbook* if you are uncertain about a legislature's proper name.

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
I 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 *D* is capitalized as well as the *C* 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	<i>but</i> shura members
Catholic Church; the Church	Quranic law	Ansar al-Sunnah Sharia Council
the Bible; Biblical text	a Muslim	<i>but</i> sharia law; 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	northerly	northern Norway
west	north-northwest	the polar region
southwest	east coast	polar icecap
eastward	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 Kandahar 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
	<i>but</i> 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	<i>but</i> southern Afghanistan
Central Asia	central Russia
	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; Shiite
Indo European	Sunni
Jewish	aborigine
Maori	black
Native American	white
Darod clan	<i>but</i> 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; **the** 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 Great Depression
the New Year	the Battle of the Bulge	the Rose Revolution
the Feast of the Passover	the Islamic Revolution	the New Deal
the Great Leap Forward		

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	
<i>but</i> 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	The U.S. President
Defense Minister Juan Carlos Pinzon; Defense Minister Pinzon; the defense minister; Juan Carlos Pinzon, Colombia's defense minister	For U.S. presidents only, capitalize <i>President</i> except when using the term in a general sense or in a general reference to a group of U.S. presidents.
a meeting of the defense ministers of all the region's nations	President Barack Obama; President Obama; Barack Obama, the U.S. President; the President
special emissary Habib al-Qaida emir Zawahiri	<i>but</i> a meeting of all living U.S. presidents; the presidential election
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	
<i>but</i> 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
<i>but</i> 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 em-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 em 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*, *as*, *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
Sovremenny class guided-missile destroyer; Sovremenny destroyer
MiG-29 Fulcrum fighter; L-39 Albatros
AA-10 Alamo air-to-air missiles
Tu-22M Backfire bomber
Ka-25 Hornet helicopter
SA-4 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*; the *Gorshkov* task group
the *Soyuz-3*; the latest Soyuz TMA spacecraft
the Concorde; a Leopard tank

Use all uppercase for codenames or covernames 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 ²³⁵U. However, for less technical writing, such as intelligence papers, the more common rendering of the symbol is U-235.)

sodium chloride; NaCl
sodium citrate; Na₃C₆H₅O₇·2H₂O
uranium; U; uranium tetrafluoride; UF₄; uranium hexafluoride; UF₆
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 nonliteral 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 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 *nd*, *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 115 Infantry Division”). Use these 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.

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

¹ Currently the port has no RO/RO capability. Construction of one ramp here and two at nearby Port Manatit 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 barrels 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 cropland (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 applications:

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, millibar, 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 2010	FY 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" or "through." 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 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. [not "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, appendixes 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.

Approximation

Do not use *about*, *around*, *approximately*, or any other word of approximation with exact numbers—"approximately 5,600" but not "approximately 5,613."

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"]

Bids 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)

around 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; 4–12; 54–55). Thereafter, reduce the second number of a set to two digits (253–54; 601–09; 1901–02; 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.
<i>but</i>	
during 2009	the 1028th Brigade
1400 hours	job number 518225/10
3.1416	3,732.14592
pages 3614 and 3617	1812 kHz [<i>but</i> 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* "\$10 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 gun 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
a 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 “BMEWS,” “HOT,” “IMINT,” “OCONUS”), apply the rules for words above: “a BMEWS 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, 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, o, r, s,* 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 facility 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 (overuse 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 *forementioned*.

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.

adit, entrance, entryway, entranceway, portal. An *entrance* is an opening allowing entry. An *entryway* 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 *adit* 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 *adit* have more precise engineering definitions; see the Defense Resources and Infrastructure Office's *Lexicon of Hardened Structure Definitions and Terms*, <http://www.cira.ic.gov/intel/wordwide/cird/DIA_13_1_10_170_REF_TO_EVLY.html>.

adjacent, contiguous, collocated. 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." *Collocated* 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 collocated 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, *of* 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 nonsensical.

an. See *a*, *an*.

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*, *averse*.

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 a while" is correct, but "stay for 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 senses, *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 noisiness. *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: *Libya-Tunisia 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.

sensor, censure. To *sensor* 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 *Taiwan*. *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 *communicational*.

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; *compare 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.

Compose, Comprise, Constitute, Include
Comprise means "to consist of" or "to contain"—the whole comprises the parts. *Compose* means "to constitute or make up"—the parts compose the whole. *Constitute* is interchangeable with *compose*. *Include* is similar to *comprise* in the sense of containing parts; *comprise* should be used when all parts are named and *include* when only some of them are named. Never use *is comprised of* or *are comprised of*.

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, collocated*.

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

continual, continuous, continued, ongoing. *Continual* 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, Chinese, Taiwan, Taiwanese*.)

country, nation. Both are neuter 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 include 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.

Data

Although for years writers have insisted that *data* can be used only in the plural (because *data* is the plural of *datum* in Latin, the source of the English word), in current usage *data* appears primarily in the singular, in the sense of a body of information, as in "When we receive the data, we can interpret it" or "Little test data is available." Use of *data* as a plural noun still occurs, particularly in scientific or technical writing, though this usage is becoming less common.

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. To *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 a bribery scandal." It works the same way as *attributable to*. Avoid using *due to* to modify verbs ("The minister fell due to a 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 3 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 *ern*: "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 *affect, 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 *altitude, elevation*.

embargo. See *boycott, embargo*.

emigrate, immigrate. *Emigrate*, to leave a place permanently, usually is followed by *from*: “He emigrated from Germany.” *Immigrate*, to come to a place permanently, usually is 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 *adit, 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-single-one” and “every-single-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 large-scale transactions. *Fiscal* applies to governmental policies and procedures related to money. *Monetary* applies to the money itself—to the coinage and currency or to the policies 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 cave 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*.

geographic, geographical. Use the simpler *geographic*.

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, DC." 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 these 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, incidental, 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
Instead of and *rather than* are synonyms, and either is preferable to *vice* or *versus* as a preposition. "The insurgent fired a rocket propelled grenade rather than an antitank guided missile at the tank" instead of "The insurgent fired a rocket-propelled grenade vice an antitank guided missile at the tank."

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 “inter-agency 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.

Leaders, Leadership

Using *leadership* as a collective noun for the leaders of a nation or organization implies that the leaders act as a unit. If the people at the top are not in agreement or are acting independently, especially against each other, *leaders* is the better choice. Change a passage such as “supporting other national leadership” to “supporting other national leaders.” In addition, beware of a sentence such as this: “The leadership has shown interest in arms deals that produce kickbacks to line their pockets”; *leadership* cannot take both a singular verb (*has shown*) and a plural pronoun reference (*their*).

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 *Islamist* 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 are* 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 *Afghanize*.

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 *most* 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 overused 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* (*mediums* 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 *Islamist, 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 *Islamist, Islamicist, Moslem, Muslim*.

nation. See *country, nation*.

Not Only ... But Also

The difficulty in using these correlative conjunctions is maintaining the parallel structure of the pieces that follow them: specifically, the part of speech or grammatical construction following *but* should parallel the part of speech or construction following *not only*. For example, a noun should parallel a noun; an infinitive, an infinitive; a clause, a clause. Therefore, “The unit not only sent the message to its higher headquarters but also to the main directorate” should be changed to “The unit sent the message not only to its higher headquarters but also to the main directorate.” Here “to the main directorate,” following *but also*, parallels “to its higher headquarters,” following *not only*. The sentence also could be changed so that the parallel pieces are “sent the message to its higher headquarters” and “sent the message to the main directorate.” In addition, *also* is optional, especially when the pieces following the correlative conjunctions are short.

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—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 “communicational 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.”

Parliamentarian

This is an expert on parliamentary rules and procedures or a member of a parliament, though “member of parliament” is preferred for that second meaning.

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*.

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

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

ordinance, ordnance. An *ordinance* is an order, a command, a regulation, or a statute. *Ordnance* is military materiel, cannon or artillery, supplies (particularly explosives) used with the military materiel, or the department responsible for weapons and their supplies. An EOD team is an explosive ordnance disposal team, not an "explosive ordinance 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 *qualifiers*.

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

persuade. See *convince, persuade*.

populace, population. *Population* refers to all the people in a specific area or to the number of people in a group, class, or race in a specific area. *Populace* refers particularly to the masses—the general public—and

Predominant, Predominate,
Predominantly, Predominately

Predominant is an adjective meaning having the greatest importance, influence, or authority, especially for a particular period: "the predominant weapon during the early days of the insurgency." *Predominate* is a verb meaning to prevail, to gain power or authority: "His views predominate in all government decisions." *Predominantly* is the preferred adverb.

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 *adit*, *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, predominantly, predominately. [See tone 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. *Purposely* 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 *quandary* 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*, *conceivably*, *evidently*, *likely*, *may*, *might*, *perhaps*, *possibly*, *probably*, *purportedly*, *reportedly*, *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.

Represent

This means “to depict” or “to symbolize,” not “to constitute.” “The dotted line represents the department boundary” is proper usage. “South African gold represents most of the world’s output” is not.

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, versus*.

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 tone 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 gre-

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*.

reveal. 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 “irregular-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 *all, any, half (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 "DIA 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 for 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 *qualifiers*.

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 *cite, 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.

For

abortive coup attempt
absence of
absolutely essential
acute crisis
adequate enough
a distance of 14 kilometers
advance planning
afford an opportunity
after the conclusion of
aggregate total
a large portion of
all-time record
along the lines of
am (is, are) going to
a myriad of details
appear to be
appointed to the post of
around the world
at a later date
at the present time
at this point in time
back up
before long
blue in color [also applies to other colors]
bring an end to
built a new
by means of
by the time
close confidant
close proximity
close scrutiny
collaborate together
combat environment
combine together
come in contact with
commented to the effect that
completely unanimous
completely untrue

Try

abortive coup
no
essential
crisis
adequate
14 kilometers
planning
let, permit, allow
after
total
many, much of
record
like, such as
will
myriad details
appear
appointed
worldwide
later
now, currently, at present
now, currently, at present
back
soon
blue [or other named color]
end
built a
by, with
when
confidant
close, near, proximity
scrutiny
collaborate
war, battlefield
combine
meet
commented that
unanimous
untrue

complete monopoly	monopoly
conduct a raid	raid
consensus of opinion	consensus
contingent upon	depends, hinges on
continue to maintain	maintain
continue to remain	remain
cooperate together	cooperate
cost the sum of	cost
cover over	cover
crisis situation	crisis
dates back from (to)	dates from (to)
depart from	leave
despite the fact that	although
destroyed by fire	burned
divide up (off)	divide
due to the fact that	because, since, hence
during such time as	while
during the time that	while
each and every one	each
economic situation	economy
eliminate altogether	eliminate
end product	product
end result	result
entirely absent	absent
entirely complete	complete
entirely eliminated	eliminated
established a new	established
estimated at about	estimated at
famine condition	famine
few in number	few
filled to capacity	filled
final outcome	outcome
final settlement	settlement
firm commitment	commitment
foreign import	import
form a new unit	form a unit
for the amount of	for
for the most part	usually
for the purpose of	for, to
fresh beginning	beginning
full complement of	complement of
future prospect	prospect
galvanize into action	spur, prompt
gave a briefing	briefed

general public	public
has (have) the ability (capability, capacity) to	can
hope for the future	hope
hour of noon	noon
important essentials	essentials
in addition . . . also	in addition
in an effort to determine	to determine
in a number of cases	some, sometimes
in a position to	can, able to
inasmuch as	because
in a suspicious manner	suspiciously
in case	if
include among them	include
in conjunction with	and, or
in connection with	in, on, about, with
individual persons	individuals
in lieu of	instead
in order that	so
in order to	to
in regard to	regarding, on, about, concerning
in relation to	concerning, regarding, about
in short supply	scarce
insofar as	because, since, as
in terms of	in, for
in the amount of	for
in the city (town) of	in
in the course of	in, during, while
in the event that (of)	if
in the interest of	for
in the interim period between	in the interim
in the majority of instances	usually
in the midst of	amid
in the month of	in
in the near future	soon, shortly
in the process of fighting	fighting, while fighting
in the vicinity of	near, around
in this day and age	today
in 2 years' time	in 2 years
in view of the fact that	since, because, although
join together	join
just recently	recently
large in size	large
last of all	last, finally
launch a new operation	launch an operation, begin
link together	link

located at	in, at
major breakthrough	breakthrough
make a decision	decide
make arrangements	arrange
make preparations	prepare
many in number	many
may possibly suggest	suggest
meet up with	meet
merge together	merge
more paramount	paramount
more perfect	perfect
most unique	unique
multitude of	many
never before in the past	never before
new discovery	discovery
new initiatives	initiatives
new recruits	recruits
of an indefinite nature	indefinite
of great importance	important
on a few occasions	occasionally
on a regular basis	consistently, regularly
on a timely basis	fast, quickly, rapidly
on condition that	if
one of the last remaining	one of the remaining
one of the purposes (reasons)	one purpose (reason)
on the occasion of	when, for
on the part of	by, for, among
owing to the fact that	because, since, hence
pare down	pare
passing phase	phase
penetrate into	penetrate
personal friend	friend
plan ahead	plan
plan in advance	plan
plethora of	many
pressing for the imposition of a curfew	pressing for a curfew
primarily focused on	focused on
prior to	before
prominent and leading	prominent
provided that	if
provide support to	support
reason is because	reason is
reason why	reason
recalled back	recalled
recur again	recur

reduce down	reduce
repeat again	repeat
resume again	resume
retain his position	remain
revert back	revert
rise up	rise
separate out	separate
serious crisis	crisis
serve(s) as	is, are
SIGINT reports [or other INT]	SIGINT [or other named INT]
skirt around	skirt
small in size	small
still remains	remains
subsequent to	after, since
substantial portion	much, large part
succeeded in defeating	defeated
succeeded in ending	ended
sworn affidavit	affidavit
take action on	act on
temporary reprieve	reprieve
true facts	facts
under active consideration	being considered
until such time as	until
usual customs	customs
violent explosion	explosion
when and if	if
whether or not	whether
with reference to	on, about, concerning
with regard to	regarding, on, about, concerning
with the exception of	except, except for
with the result that	so
worst ever famine	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.

For

accomplish
adequate
advantageous
advise
ameliorate
approximately
ascertain
assistance
attempt
citizenry
commence
concerning
construct
contradistinction
customary
deem
demonstrate
dialogue
dispatch
dwell
effectuate
endeavor
evinced
exacerbate
fabricate
facilitate
finalize
frequently
heretofore
impact
implement
inaugurate
individual flotation device
induce
initial
initiate
innumerable
materialize
maximum
minimum

Try

do
enough
helpful
report, say, tell
improve, better
about, nearly, roughly, some
learn, find out
help, aid
try
citizens
begin, start
about, on
make, build
opposite
usual
think
show
conversation, discussion, talks
send
live
cause
try
show
aggravate, worsen
make, build
ease, help
complete, finish, conclude
often
before, until now
effect
carry out, fulfill, do
begin, start
lifejacket
persuade
first
begin, start
many
happen, appear
most, greatest
least, smallest

necessitate	force, cause
notwithstanding	although, despite
obfuscate	hide, mask
objective	goal, aim
opine	think, believe
optimum	best
output	product, yield
per	a. each
perceive	believe, see
populace	people
prerogative	privilege
prioritize	rank
procure	get, buy
proliferate	spread
rail infrastructure	railroads
regarding	about, on
request appropriations for	ask for money for, ask for funds for
reside	live
rotary-wing asset	helicopter
spaceborne platform	satellite
stated	said
stockpile	stock
subsequently	later
sufficient consideration	enough thought
terminate	end, finish
transmit	send
transpire	take place
ultimate	final
upon	on
utilize	use
vice	instead of, rather than
virtually	almost
weaponry	weapons
whenever	when

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	Thai: those Thai's passports
CO: the CO's orders	COs: those COs' orders
Shiite: the Shiite's factory	Shia: those Shia's 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	Martha's Vineyard
Lloyds Bank: follow Lloyds's lead	Lloyd's insurance; follow Lloyd's lead
Johns Hopkins University	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	a dollar's worth
the room's furnishings	the airplane's speed
for pity's sake	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	ours
hers	yours
its	theirs

Apostrophes and Descriptives

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	<i>but</i> children's hospital
Bureau of Ships report	Commission on the Status of
writers guide	Women's headquarters
officers club	Congress's priorities
commanders conference	
dockworkers strike	

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 *1970s'*). 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 *1970s'* 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:

emails	lasers
medevacs	radars
scubas	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 IIs

Use square brackets—[]—for the following:

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

The temperature in the room (20 °Celsius [80 °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 Intelink 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.

The World Factbook is available on JWICS at <<https://www.cia.us.qlat/131/Factbook/index.html>> and on NIPRNET at <https://www.cia.gov/library/publications/the_world_factbook/>.

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 (>), depending on the product line, to set off each item of an indented list. Using subordinate levels below the bullet level is discouraged. If subbullets 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 subbullet.
 - A second subbullet.
- The third item in the bulleted list.

Keep indentation as formatted in DIA'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 subbullet 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 subbulleted 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 DIA uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DIA 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 foreign delegation visited three cities in the United States: New York, Chicago, and Los Angeles.

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 of them 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 rioted, 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.
- But:* 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 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, 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 this 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.

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.

Serial Comma

Note that DIA 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* 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.

- 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.

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.

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.

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 Husayn'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 *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—with 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 *the* are not present.

John Smithson, director, Research Department, Stockton Company....

Coordinate and Cumulative Adjectives

Because of the independence of coordinate adjectives, you can check for two characteristics that help distinguish them.

- Coordinate adjectives are reversible; cumulative adjectives are not. You could write *nonaligned, neutral state*, but *drug illegal trafficking* just sounds peculiar.
- *And* fits naturally between coordinate adjectives, but not between cumulative adjectives. You could write *neutral and nonaligned state* but not *illegal and drug trafficking*.

- 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
3,946,834

but during 2009
the 1028th Brigade
1400 hours
job number 518225/10
3,732.14592
pages 3614 and 3617
1812 kHz (*but* 15,117 kHz and 1,832 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 en-dash, which is half the length of an em-dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an em dash (—) is longer than an en-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 Husayn was captured, his two sons who were significant in his regime—Uday and Qusay—died in a fire 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.

The foreign delegation visited three cities in the United States—New York, Chicago, and Los Angeles.

- 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.

When continuing numbers are joined in this manner, the range means “to and including” or “through.”

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 *and* in “between x and y”:

not from 10–12 August

but from 10 to 12 August

between 2008–10

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 Washita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn River 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 *adhan* (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	cabana(s)
aide-de-camp, aides-de-camp	cafe(s)
aide-memoire [singular and plural]	cafeteria(s)
a la carte	caique(s)
alter ego(s)	caliph(s)
amir(s)	caliphate(s)
angstrom(s)	canape(s)
aperitif(s)	carte blanche, cartes blanches
applique(s)	caudillo(s)
a priori	cause celebre, causes celebres
apropos	chateau(s)
avant-garde	circa
bazaar(s)	clique(s)
bazaar(s)	communique(s)
Bedouin [singular and plural]	confrere(s)
blase	consomme(s)
blitzkrieg(s)	cortege(s)
bona fide [adjective]	coulee(s)
bona fides [noun, singular and plural]	coup de grace, coups de grace

coup d'etat, coups d'etat	in absentia
coupe(s)	in extenso
critique(s)	in extremis
cum laude	in loco parentis
debacle(s)	in medias res
debris	in situ
debut(s)	inter alia
de facto	inter alios
de jure	inter nos
denouement(s)	in toto
depot(s)	in vitro
devotee(s)	in vivo
eclat(s)	ipso facto
elan	ipso jure
elite(s)	jihad(s)
emir(s)	kolkhoz(es)
ennui	kosher
en rapport	laissez faire
en route	machismo [noun]
entree(s)	macho [adjective]
esprit de corps	madrassa(s)
ex cathedra	melee(s)
exemplar(s)	metier(s)
exemplum, exempla	modus operandi, modi operandi
ex hypothesi	modus vivendi, modi vivendi
ex libris [singular and plural]	muezzin(s)
ex nihilo	mujahid, mujahideen [If a variation of mujahideen appears in a group's name, use the source's spelling.]
ex officio	mullah(s)
ex parte	naive
ex post facto	naivete
facade(s)	nee
fait accompli, faits accomplis	noblesse oblige
fatwa(s)	nom de guerre, noms de guerre
faux pas [singular and plural]	nom de plume, noms de plume
fedayce [singular rarely used], fedaycen	nouveau riche, nouveaux riches
felucca(s)	obkom(s)
fete(s)	oblast(s)
forte(s)	ombudsman, ombudsmen
habeas corpus	par excellence
habitué(s)	per capita
hadith(s)	per diem
hajj, hajjes	per se
hajji(s)	persona non grata
halal	piece de resistance
hawala(s)	premiere(s)
imam(s)	

prima facie	Shiite, Shia [both noun and adjective]
pro forma	shura(s)
protege(s)	sic
quid pro quo, quid pro quos	sine qua non, sine qua nons
Quran	soiree(s)
Ramadan	status quo
rapporteur(s)	Sunna
rapprochement(s)	Sunni(s)
raykom(s)	tete a tete(s)
rayon(s)	ulama (variant of <i>ulema</i>)
regime(s)	uloma (plural noun)
risque	verbatim
samizdat(s)	vice versa
seance(s)	vis-a-vis
sharia	zakat
Shiism	

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	émigré(s)
chargé d'affaires, chargés d'affaires	entrepôt(s)
déjà vu	exposé (s)
démarche(s)	précis [singular and plural]
détente(s)	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.

Gazprom is a contraction from *Gazovaya Promyshlennost*, 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 (*Departement de Renseignement et de Securite*).

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 (Isle 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*, *like*, 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 *Yuriy 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* Martinez to pilot several illegal flights.

Carlos and a companion, Pedro Rodriguez, 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 *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 "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 rioted, 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 Function

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 call 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, nonetheless, 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 *cancelled* 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 *timeconsuming*?)

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.ic.gov/namosgaz/>> and on NIPRNET at <<http://geonames.nga.mil/namosgaz/>>. 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).

Diacritical Marks

Although diacritical marks appear in the place names on some maps and sometimes in *The World Factbook*, we generally will not use them in text for intelligence publications. Diacritical marks indicate phonetic distinctions, whereas writing for which precise pronunciation is not particularly important normally uses conventional, commonly used spellings instead.

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 *P'yongyang* 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'Djamena.

When possible, spellings in text and on maps should agree. For example, beware of showing *Rhodes* in text but showing *Rhodos* or *Rhadus* 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, organization, 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.

<i>significant word first:</i>	adjutants general, aides-de-camp, courts-martial, goings-on
<i>significant word in middle:</i>	deputy chiefs of staff, assistant surgeons general
<i>significant word last:</i>	major generals, provost marshals, trade unions
<i>both words equally significant:</i>	gentlemen farmers, women writers
<i>no word significant:</i>	also-rans, go-between, 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	real estate
early warning	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	cross-reference
newsprint	do-gooder
whitewash	right-of-way

Derivatives

Derivatives of a compound usually retain the hyphenated or solid form of the original.

footnote, footnoting	cost-effective, cost-effectiveness
praiseworthy, praiseworthiness	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	<i>but</i>	bomb bay
bookseller		coal mine
pipeline		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)	cut-in (verb: cut in)
buildup (verb: build up)	run-in (verb: run in)
setup (verb: set up)	tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
horse (horseplay)	snow (snowbank)
house (housekeeping)	way (wayside)
mill (millcourse)	wood (woodland)
play (plaything)	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*, *cybercrime*, *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 ethereal analyst, 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*, *cybercrime*, *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)	person (salesperson)
boat (rowboat)	piece (fieldpiece)
book (textbook)	plane (airplane)
borne (bloodborne; foodborne; spaceborne; waterborne; <i>but tick-borne; vector-borne; food-, water-, and vector borne</i>)	power (airpower)
bound (landbound)	proof (blastproof)
box (gearbox)	room (chartroom)
boy (lowboy)	shop (toolshop)
craft (aircraft)	site (damsite)
field (airfield)	smith (gunsmith)
fish (crawfish)	stone (lodestone)
girl (schoolgirl)	store (bookstore)
grower (foodgrower)	tight (airtight)
headed (clearheaded)	time (halftime)
hearted (halfhearted)	ward (homeward)
holder (shareholder)	water (bluewater; freshwater; [adjective]; groundwater; saltwater; seawater; wastewater; <i>but drinking water; fresh water</i>)
house (boathouse)	[noun]: surface water; well
keeper (beekeeper)	water [noun and adjective]
keeping (bookkeeping)	way (seaway; waterway)
land (farmland)	wide (worldwide)
light (moonlight)	wise (edgewise)
like (boxlike)	woman (spokeswoman)
line (pipeline)	wood (firewood)
load (boatload)	work (artwork)
maker (automaker)	worker (pieceworker)
making (cementmaking)	working (woodworking)
man (airman)	worm (ringworm)
mate (teammate)	worthy (seaworthy)
monger (scaremonger)	writer (speechwriter)
over (crossover)	writing (checkwriting)
owner (homeowner)	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 um 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 | state of the art technology |
| English-speaking nation | U.S.-owned property |
| fire-tested material | 1-inch diameter |
| lump sum payment | 2 inch diameter pipe |
| most-favored-nation clause | 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 | second-class treatment |
| fourth-quarter earnings | third-party statement |

In addition, use hyphens in unit modifiers containing prepositional phrases.

- | | |
|----------------------------|----------------------------|
| fly-by-night establishment | quality-of-life incentives |
| out-of-area operations | under-the-counter sales |

A Caution About Modifier Strings

Beware of stringing so many modifiers in front of a noun that your thought becomes difficult to comprehend. For example, "weapon system development and acquisition cost reductions" is hard to understand; the modifier string should be broken up, becoming "cost reductions from weapon system development and acquisition."

Joined

Some unit modifiers are written solid rather than being hyphenated.

aboveground shelter	indepth assessment
airdrop mission	lookdown angle
blackout curtains	mineclearing equipment
breakaway republics	onboard computer
broadband radio	sealane defense
deadweight tons	sweptwing fighter
firsthand experience	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	ground support aviation
air intercept regiment	hard currency loan
ballistic missile submarine	law enforcement efforts
broad gauge railroad	mine warfare task force
drug trafficking organization	missile support unit
early warning radar	nuclear delivery system
free market system	open pit mining
general purpose vehicle	throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

command and control echelons	middle or 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.

<i>Unit Modifier</i>	<i>Predicate Adjective</i>
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 (*uppermost*?). In its sense opposing *upper*, *lower* is joined (solid) or linked (with a hyphen) to the other words in a modifier.

uppercase letters	lowercase letters
upper-class neighborhood	lower-class neighborhood
upper-middle-class housing	lower-middle-class housing

Hyphens also are retained in many three word modifiers that include a comparative or superlative.

higher-than-market price	most-favored-nation clause
less-than-perfect solution	most-sought-after assignment
lighter-than-air craft	

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	but only child complex
recently designed building	lonely-hearts club
wholly owned subsidiary	

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	ex officio member
carte blanche policy	per capita tax
ad hoc tasking	

Proper Nouns

Do not use a hyphen or 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	<i>but</i>	Spanish-American heritage
Latin American states		French-English descent
Iraqi Army operations		Franco-Prussian War
World War II period		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.

a “spare the rod” approach to parenthood
the “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	<i>but</i>	An-22 transport
Article III provisions		MiG-29 fighter
Mod 3 missile		T 80 tank
Number 2 fuel oil		

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	<i>but</i>	mid- and late 1990s <i>but</i> mid to late 1990s
8-, 10-, and 16-km segments		early or mid-1990s <i>but</i> early-to-mid 1990s
ground- and air-launched missiles		
U.S.-owned and -operated companies		
low- to high-altitude coverage		
medium- to long-range missiles		

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 *elect*) usually form a solid compound with a noncapitalized word.

With Prefixes

byproduct	ex-serviceman
cooperate	self-centered
counterintelligence	quasi-military
hydroelectric	vice-chairmanship
multipurpose	
neofascist	
nonferrous	

With Suffixes

clockwise	rent free
fourfold	minister-designate
lifelike	President-elect Jones
northward	councilor elect
forcewide	
geocentric	
<i>but</i> 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	<i>but</i> cooperate
contra-acting	deescalate
semi-independent	preexisting
ultra-ambitious	reentry

With Suffixes

hull-less	<i>but</i> nonnuclear
shell-like	subbasement

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
co-op (*but* cooperate)
multi-ply (*several* plies)
pre position (*position in advance*)
pro state (*in favor of the state*)
re-form (*form again*)

re 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	<i>but</i> antiballistic missile
non-missile-equipped	superhigh-frequency
non nuclear powered	ultrahigh frequency
post-target-tracking	uncalled-for
semi-land-mobile	unself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound.

antigunrunning	postreentry
nonlifelike	submachinegun
nonoceaongoing	ultrarightwing

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-km-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-it-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-ed out

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 (um)* 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 counterrebel 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 *man* 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.

24/7
3 D
3G, 4G
9/11

aberration
able bodied (um)
able minded (um)
A bomb
about face
above average (um)
aboveboard
above cited (um)
abovedeck
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)
aegis
aerial refueling (adj, n)
aero (cf)
 all one word
afoot
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
 control system aircraft
airbrake
air breathing
airbrush
airburst
aircargo
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)
airdrome
airdrop (adj, n, v)
airdroppable
air dry (v)
airfare
airfield

airflow
airfoil
air formed (um)
airframe
airfreight
airgap
airhammer
airhole
airhose
air intercept (adj, n)
airlanding
airlane
air launch (v)
air launched (um)
airlift
airline
airliner
airlink
airlocked
airmail
airman
airmass
airmobile
airmobility
airpark
airpath
air policing (adj, n)
airport (all meanings)
air portable (um)
airpower
 but naval and air power
air raid
air refueling (um)
airscoop
airship (n)
air ship (v)
air show
airsick
airspace
airspeed
air station
airstream
airstrike
 but naval and air strikes
airstrip
air surveillance
airtight
airtime
air war
airwave

airway	amperemeter	antiestablishment
air wing	ampere second	antiextremist
airworthy	amphi (pref)	antigovernment
aka	<i>all one word</i>	anti guided missile
a la carte	ampoule	antigunrunning
alter ego	analogous	anti icer
algae	analogue	anti imperial
align	analog (science, computer)	anti inflationary
all aged (um)	anchor light	anti infrared
all American (etc)	anemia	anti insurgent
all around (um)	anesthetic	antijam
all clear (n, um)	aneurysm	antimissile
all day (um)	angio (cf)	anti missile missile (um)
all encompassing	<i>all one word</i>	antinuclear
all inclusive (um)	anglicize	anti nuclear weapons
all knowing	Anglo (cf)	antioccupation
all out	Anglo American (etc)	antipersonnel
all ready (prepared)	<i>rest one word</i>	antisatellite
already (previous)	angstrom unit (etc)	anti Semitism
all right	anhydr(o) (cf)	anti tactical ballistic missile
all purpose (um)	<i>all one word</i>	antitank
all source (adj)	ankle deep (um)	anti theater ballistic missile
all star	annul, led, ling	antitrust
all terrain (um)	annulment	antivirus
alltime (adj)	anomalous	<i>rest one word</i>
all time (n)	anonymous	antro (cf)
all together (collectively)	ante (pref)	<i>all one word</i>
altogether (completely)	ante bellum (etc)	anybody
all weather	ante Christian (etc)	anyhow
allies, allied	antedate	anyone
<i>but Allies, Allied</i>	ante mortem	anyplace (adv)
(WWI and WWII)	<i>rest one word</i>	anyway (adv)
alongshore	anteater	aorto (cf)
alongside	antenna, antennas	<i>all one word</i>
alphanumeric	antennae (zoology)	apo (pref)
al Qaida	antero (cf)	<i>all one word</i>
also ran	<i>all one word</i>	A pole
altocumulus	anthill	appall, ed, ing
altostratus	anthra (cf)	apparatus, apparatuses
alumna, alumnae (fem)	<i>all one word</i>	appendix, appendixes
alumnus, alumni (masc)	anthropo (cf)	applecart
ambassador at large	<i>all one word</i>	a priori
amber colored (um)	anti (pref)	apropos
ambi (cf)	antiaircraft	aquaculture
<i>all one word</i>	anti American (etc)	aqualung
amidships	antiapartheid	aquamarine
amino (pref)	antiarmor	aquarium, aquariums
amino acid	anti arms control	arabic numerals
<i>as prefix, one word</i>	antiballistic missile	archbishop
amir (<i>emir</i> is preferred)	antichrist	archduke
ampere hour	anti cruise missile	arched roof (adj)

archenemy
archeo (cf)
 all one word
archi (pref)
 all one word
archo (cf)
 all one word
arch Protestant (etc)
archrival
arc over (adj, n)
arctic clothing (etc)
arc weld (v)
areo (cf)
 all one word
aristo (cf)
 all one word
arithmo (cf)
 all one word
armband
armchair
armor clad (um)
armor heavy (um)
armor officer
 armored brigade
 armored unit
armor piercing (um)
armorplate
armor plated (um)
armpit
armrest
arms control
arm's length (adj)
arm twisting
army group level (um)
armywide
 Army wide
around the clock (um)
arrester
arrowhead
arrow shaped (um)
arseno (cf)
 all one word
arterio (cf)
 all one word
artesian well
arthro (cf)
 all one word
artilleryman
artwork
ascendance, ant

ascent (rise)
 assent (consent)
ashcan
ash colored (um)
ash gray (um)
ashtray
assembly line
assemblyman
assembly room
associate's degree
astro (cf)
 all one word
attaché
atomic energy (adj, n)
at large (um)
at sea (um)
attorney at law
attrit
 atritted, ting
audio (cf)
 audiofrequency
 audiogram
 audiosurveillance
 audiotape
 audiovisual
 all one word
auri (cf)
 auri iodide
 rest one word
authorship
auto (cf)
 auto objective
 autogiro
 automaton.
 automatons
 autopilot
 rest one word
automaker
autoworker
avante garde
avatar
awe inspiring (um)
awhile (adv)
 a while (n)
ax
axis, axes
axo (cf)
 all one word

Baathist
baby boomer
babyface
babysit
bachelor's degree
backache
backbencher
backbite (v)
backbone
backbreaker
back-brief (v)
back burner
back channel (n)
back-channel (adj, v)
back-country (um)
backdate
backdoor (adj)
backdown (adj, n)
backdrop
backface
backfill
backfire
backfit
backflow
background
backhand
backhoe
back-in (adj, n)
backlash
backlist (v)
backlog
backpacker
backpay
backpayment
backpedal (v)
backrest
backroom (adj)
backroad (adj)
backscatter
backseat
backslide
backspace
backspin
backstage
backstop
backstory
backstroke
backswept
backswing
backtalk

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	<i>all one word</i>	before mentioned (um)
backwater	basis, bases	before named (um)
backyard	basketball	bell bottomed (um)
bagful	bas relief	bellringer
baggage room	bastille	bellwether
bagpipe	bathrobe	bellyache
bag shaped (um)	bathroom	below grade (um)
Bailey bridge	bath tub	below ground (um)
bailout (adj, n)	bathyscaph	below market (um)
bail out (v)	battalion	belt driven (um)
balance of payments (adj)	battalion sized (um)	belt tightening
baldfaced	battleax	benchmark (nonliteral)
Balkanize	battlefront	bench mark
Balkanization	battleground	(surveying)
ball bearing	battle group	benchwarmer
ballistic missile (adj, n)	battleline	benefited, ing
ballistic missile	battle management	benzo (cf)
early warning (um)	battle scarred (um)	<i>all one word</i>
ball like	battleship	best man
ballpark	battlespace	bestseller
ballplayer	battle tested (um)	beveled, ing
ballpoint (adj, n)	battlewagon	beyond visual range (um)
ballot box	battle weary (um)	bi (pref)
bandanna	batwing	bicentennial
bandsaw	bazaar	bifocal
bandstand	bazaari	bi iliac
bandwagon	beachhead	<i>rest one word</i>
bandwidth	beadroll	biased, ing
bangup (adj, n)	beamwidth	big data
banknote	beanbag	bigmouthed
bankside (stream)	beanpole	big power (adj)
bantamweight	bean shaped (um)	big shot
bareback	bedchamber	big ticket (adj)
barebones	bed check	billfold
barefaced	bedclothes	billhook
barefoot	bedcover	bio (cf)
barehanded	bed down (um)	bio osmosis
bargainer	bedframe	<i>rest one word</i>
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	bedsheet	birthplace

birthrate	blowback (adj, n)	bomb bay
birthright	blowby (adj, n)	bomb blast
bitmap	blowdown (adj, n)	bombdrop
bitstock	blowgun	bombload
bitstream	blowhard (adj, n)	bombmaker
bittersweet	blowhole	bombmaking
blackball (nonliteral)	blowoff (adj, n)	bombproof
black eyed (um)	blowout (adj, n)	bombshell
blackface	blow out (v)	bombsight (device)
blackguard	blowpipe	bomb site (location)
blackjack	blowtorch	bombthrower
blacklist	blowup (adj, n)	bomb throwing (um)
blackmail	blow up (v)	bona fides (n, singular and plural)
black market (adj, n)	blueblood	bone dry (um)
black market (v)	bluecoat (n)	bone hard (um)
black marketeer	blue collar (nonliteral) (adj)	bonemeal
blackout (adj, n)	blue eyed (um)	bone white (um)
blacktop	bluegrass	boobytrap, ped, ping
blase	blue gray (um)	bookbinder
blasthole	blue green (um)	bookcase
blastmark	bluejacket	bookkeeping
blastproof	bluenose	book lined (um)
bleary eyed (um)	blue pencil (adj, v)	booklist
blight resistant (um)	blueprint	booklover
blind bomb (v)	blue ribbon (nonliteral)(adj)	bookmark
blind flying (um)	bluestreak (nonliteral)	bookmobile
blindfold	bluewater	bookseller
blindspot	blunderbuss	bookshelf
blitzkrieg	blunt edged (um)	bookstall
bloc (group)	blunt spoken (um)	bookstand
block (grants)	boardwalk	bookstore
blockbuster	boatbuilder	book taught (adj)
blog	boatcrew	boomtown
blood alcohol (um)	boathook	boondoggle
bloodbath	boathouse	bootblack
bloodborne	boatload	boot camp
bloodcurdling	boatswain	bootlace
blood drenched (um)	boatwright	bootleg
blood giving (um)	boatyard	bootstrap
bloodhound	bobcat	border crossing (um)
bloodletting	bobsled	borderland
blood pressure	bodybuilder	borderline
blood red (um)	bodyguard	borehole
bloodshed	bohemian	boresafe
bloodshot	boildown (adj, n)	boresight
bloodstain	boil down (v)	born (birth)
bloodstock	boilerplate	borne (carried)
bloodstream	boldface	born again (n, um)
bloodsucker	boltcutter	bottle fed (um)
bloodthirsty	bolthead	bottleneck
bloody nosed (um)	bolthole	bottle nosed (um)

bottom land	breechloader	brush holder
bottom line (adj)	breech loading (um)	brushoff (adj, n)
bottom up (um)	breechlock	bucketful
bouillon (soup)	bribe free (um)	bucket shaped (um)
bullion (metal)	bribegiver	bucksaw
boulder	bribetaker	buckshot
bowie knife	bric a brac	bugbite
bowknot	brick built (um)	buildingways (singular and plural)
bowlegged	brick colored (um)	building block (adj)
bowsprit	bricklayer	buildup (adj, n)
bowstring	brick red (um)	build up (v)
boxcar	bridgebuilder	buildout (adj, n)
boxlike	bridgehead	built in (um)
brachio (cf)	bridgeway	built up (um)
<i>all one word</i>	bridgework	bulkhead
brachy (cf)	briefcase	bulldog
<i>all one word</i>	brier	bulldoze
braille	brigade centric (adj)	bulletproof
brainchild	bright colored (um)	bullfight
brainstorm	bright eyed (um)	bullpen
brain trust	brilliant cut (um)	bullring
brainwash	brilliant green (um)	bull's eye (nonliteral)
brakedrum	brinkmanship	bullwhip
brassworks	broadacre	bunghole
breach (gap)	broad area (um)	bureau, bureaus
breech (lower part)	broadax	burdensharing
bread and butter (adj)	broadband (adj, n)	burned
breadbasket	broad based (um)	burned out (um)
breadcrumb	broad beamed (um)	burned up (um)
breadfruit	broadcast	burn in (adj, n)
breadwinner	broadcloth	burnout (adj, n)
breakaway (adj, n)	broad gauge (adj, n)	burn through (adj, n)
breakbulk	broadleaf (n)	burnup (adj, n)
breakdown (adj, n)	broad leaved (um)	bus, bused, buses,
break down (v)	broadleg (adj, n)	busing
break even (um)	broadloom	busdriver
breakfront	broadminded	<i>but schoolbus driver</i>
break in (adj, n)	broadside	busfare
break in (v)	broadsword	bushwhacker
breakneck	broken down (um)	businesslike
breakoff (adj, n)	broken legged (um)	busline
breakout (adj, n)	broncho (cf)	busload
break out (v)	<i>all one word</i>	busybody
breakpoint	bronze clad (um)	busywork
breakthrough	broomstick	butter yellow (um)
breakup (adj, n)	brotherhood	buttondown (adj, n)
break up (v)	brother in law	buttonhole
breastbone	browbeat	buttonhook
breastplate	brown bag (adj, n)	butt weld (v)
breathtaking	brown eyed (um)	buyback (adj, n)
breechblock	brownout (adj, n)	buy in (adj, n)

buy out (adj, n)
buzzword
by (cf)
by and by
byelection
bylaw
bypass
byproduct
by the way (n, um)
by your leave (n, um)
rest one word

cabana
cabdriver
cabfare
cable laid (um)
cab owner

cabstand
caco (cf)
all one word
cactus, cactuses

cafe
caffeine
caique
calci (cf)
all one word

caldron
caliber
caliper
caliph
caliphate
calk

callback (adj, n)
call back (v)
call in (adj, n)
call off (adj, n)
callous
callout (adj, n)
call over (adj, n)
call sign
callup (adj, n)
call up (v)
camelback
camel's hair (um)
campfire
campground
camshaft
canalside
canape

canceled, ing
cancellation
candlelit
candlestick
candlewick
can do (um)
candor
cane backed (um)
canebrake
canister
cannonball
cannot
canvas (cloth)
 canvass (solicit)
canvas covered (um)
capful
capital (city)
 capitol (building)
capital intensive (um)
capscrew
carabao (singular and plural)
carat (gem weight)
 caret (omission mark)
carbarn
car bomb (adj)
car bomb (n)
car bomb, ing (v)
carbureted, ing
carburetor
carcino (cf)
all one word
cardboard
cardio (cf)
 cardio aortic
rest one word
cardplayer
cardsharp
cardstock
carefree
caretaker
careworn
carfare
car ferry
carjack
carload
cargo(es)
cargo handling (um)
carhop
caroled, ing
carotene
carpetbagger
carpet covered (um)

carpetweaver
carpet weaving (um)
carpool
carport
carrier based (um)
carrierborne
carryall (adj, n)
carryback (adj, n)
carry in (adj, n)
carry on (adj, n)
carryout (adj, n)
carryover (adj, n)
carry over (v)
carsick
carte blanche
cartwheel
carwash
case by case (um)
caseworker
cash and carry (adj)
cash flow (adj)
cashier's check
castaway (n, um)
caster (roller)
 castor (oil)
cast by (um)
castout (n, um)
Castroite views (etc)
casual (unimportant)
 causal (cause)
catalog, ed, ing
catchall
catchphrase
catchup (adj, n)
catch up (v)
catchword
catercorner
caterwauling
catgut
cation
cat o'nine tails
cat's eye (nonliteral)
cat's paw (nonliteral)
cattle breeder
cattle raising (um)
cattle ranch
catwalk
caudillo
cause celebre,
 causes celebres
causeway
cavedweller

cave dwelling (um)
cave in (adj, n)
caviled, er. ing
cease fire (adj, n)
cease fire (v)
cell phone
cement covered (um)
cementmaking
census taker
census taking (um)
center field
center left
centerline
centermost
centerpiece
centerpole
center right
centi (cf)
 centimeter gram second
 rest one word
centri (cf)
 all one word
centro (cf)
 all one word
cephalo (cf)
 all one word
cerebro (cf)
 cerebro ocular
 rest one word
cesarean
cesspit
cesspool
chain driven (um)
chain link
chain of command
chainsmoke (v)
chainsmoker (n)
chairman
chairperson
chair shaped (um)
chairwoman
chalkboard
chalk white (um)
chancellery
chancellor
changeable
changeover (adj, n)
change over (v)
channeled, ing
chaperon
charcoal

charge coupled (um)
chargé d'affaires.
 chargés d'affaires
chargeout (adj, n)
chartroom
chassis (singular and plural)
château
chat room
cheapskate
checkbook
checkbox
check clearing
check in (adj, n)
check in (v)
checklist
checkmark
checkoff (adj, n)
checkout (adj, n)
check out (v)
checkpoint
checkpost
checksheets
checkup (adj, n)
check up (v)
check valve
cheekbone
chemical weapons free (um)
chemico (cf)
 all one word
chemo (cf)
 all one word
cherrypick (v)
chickenfeed
chickenpox
chicken yard
chief justice
chief justiceship
chief mate
chief of staff
 chiefs of staff
childbearing
childbirth
child care
childhood
childlike
chill cast (um, v)
china shop
chin high (um)
chinstrap
chiro (cf)
 all one word

chiseled, ing
chitchat
chloro (cf)
 chlorophyll
 rest one word
chockablock
chock full (adj)
chocolate brown (um)
chokepoint
chole (cf)
 all one word
chopstick
chromo (cf)
 all one word
chrono (cf)
 all one word
chuckwagon
churchgoer
cigarette
cigar shaped (um)
cine (cf)
 all one word
circa
circuit breaker
circum (pref)
 circumarctic
 circumpacific
 rest one word
cirro (cf)
 all one word
cis (pref)
 cisalpine
 cisatlantic
 rest one word
city born (um)
city bred (um)
city dweller
cityfolk
cityscape
citywide
civil defense (adj, n)
civil society (adj, n)
clambake
clamor
clampdown (adj, n)
clamshell
class conscious (um)
claw footed (um)
clawhammer
claybank
clay colored (um)

claymore
claypit
clayworks
clean cut (um)
cleanhanded
cleanout (adj, n)
clean room
clean shaved (um)
clean smelling (um)
cleanup (adj, n)
clean up (v)
clear cut (distinct)
clearcut (forestry) (n, v)
clear eyed (um)
clearheaded
clearinghouse
clear sighted (um)
clearup (n)
clear up (v)
clew (nautical)
 clue (other)
cliche
cliffdweller
cliff dwelling (um)
cliffhanger
cliffside
clifftop
clip art
cloak and dagger (adj, n)
clockface
clockwatcher
clockwise
close air support
close connected (um)
close cut (um)
closed circuit (adj)
closed door (um)
closedown (n)
closed shop
closefisted
close hold (adj)
close in (um)
close knit
closeminded
closemouthed
closeout (adj, n)
close out (v)
close quarters (um)
closeup (n, um)
close up (v)
cloth backed (um)
clotheshorse

clothesline
clothespin
cloudbase
cloudburst
cloudcap
cloud hidden (um)
cloverleaf
cloud cover
cloud covered (um)
clubfoot
club shaped (um)
co (pref)
 coauthor
 cochair
 cohost
 co op
 cooperate
 co opt
 co optation
 co orbital
 co owner
 coproduction
 rest one word
coal black (um)
coalboat
coal car
coalfield
coal fired (um)
coal gas
coalition (generic)
 Coalition (specific
 U.S. led alliance)
coal laden (um)
coal loader
coal mine
coal miner
coal mining (um)
coalpit
coal slurry (um)
coast guard
coastline
coastside
coathanger
coatrack
coattails
cobweb
coca grower
coca growing (um)
cocaine
cockeyed
cockfight
cockpit

cocksure
cock tailed (um)
coconut
codename
codenamed
codeword
coffebreak
coffee colored (um)
coffeegrower
coffee growing (um)
coffeehouse
coffeepot
cofferdam
cogwheel
coin operated (um)
coke oven
coldblooded
coldbloodedness
cold chisel (v)
coldcuts
cold flow (v)
cold forge (v)
cold hammer (v)
cold hammered (um)
coldpack
cold press (v)
cold roll (v)
cold rolled (um)
cold shoulder (v)
Cold War
cold work (v)
coli (cf)
 all one word
collarbone
collateral
colocated
colo (cf)
 all one word
colorblind
colorblindness
color code (v)
colorfast
combatant
combat arms
combat capable (um)
combated. ing
combat ready (um)
combat support (adj, n)
combined arms (adj)
comeback (adj, n)
come between (n)
comedown (n)

come off (adj, n)
come on (adj, n)
come out (n)
comeuppance
command and control
commander in chief
commando(s)
command post
commandwide
commingle
commit, ted, ting
common law
commonplace
common sense
commonweal
commonwealth
communicate
communitywide
companionship
companywide
compel, led, ling
compendium,
 compendiums
condominium,
 condominiums
cone shaped (um)
conference room
confidant (masculine
 and feminine)
 confident (sure)
confidence and
 security building (um)
confidence building (um)
confirmer
confrere
congressman at large
conjurer
connector
consignor
consomme
consortium, consortiums
consulter
container ship
contra (pref)
 contra acting
 contradictor
 contraindicate
 contra ion
 rest one word
control, lable, led, ling
converter

conveyor
cookoff (adj, n)
cookout (adj, n)
cookstove
coolheaded
cooped up (um)
copilot
copout (n)
cop out (v)
copper bottomed (um)
copper colored (um)
copperhead
copper mine
copper miner
copperplate
copper plated (um)
copperworker
copperworks
copycat
copydesk
copyedit
copyreader
copyright
coral red (um)
cork lined (um)
corkscrew
corncob
cornerpost
corn fed (um)
corn growing (um)
cornhusk
cornmeal
cornstarch
corpsmember
corral, led, ling
cost effective (adj)
cost effectiveness
costo (cf)
 all one word
cost of living (um)
cost saving (um)
cotton growing (um)
cotton mill
cottonmouth (snake)
cottonseed
coulee
councilor (of council)
 counselor (adviser)
counseled, ing
countdown (adj, n)
counter (cf)

counteract
counterattack
counter checking (banking)
counter countermeasures
counterintelligence
counter off
counternarcotics
 but counter narcotics
 trafficking efforts
counterpropaganda
counterrebel
counterregime
counter septum
counterterrorism
 but counter
 terrorism finance
 efforts (etc)
 rest one word
country born (um)
country bred (um)
countryside
country western
countrywide
coup de grace, coups de grace
coup d'etat, coups d'etat
coupe
coursework
court martial
courtship
cousin in law
coveralls
covername
cover term
coverup (adj, n)
cover up (v)
cowcatcher
cowhand
cowherd
cowhide
cowpath
cowpen
cozy
crackdown (adj, n)
crack down (v)
crackup (adj, n)
craneway
cranio (cf)
 all one word
crankcase
crank driven (um)
crankshaft

crash land (v)
crash landing (n)
crawfish
cream colored (um)
credit card
creditworthiness
creekbed
creekside
crestfallen
crewcut
crewmember
crew served (um)
crew station
crew training
crimefighter
crimewave
crisis, crises
crisscross
criterion, criteria
critique
crook (cf)
all one word
crop index
crop year
cross appeal
crossarm
cross baffle
crossband
crossbar
crossbeam
crossbones
cross border
cross brace
crossbred
cross bridge (v)
cross channel
cross check
cross claim
cross compound (v)
cross connect
cross country (adj)
cross cultivate (v)
crosscurrent
crosscut, ting
cross echelon
cross examination
cross examine
cross eyed (adj)
crossfeed
cross fertile (um)
cross fertilize (v)
crossfire

crossflow
cross grained (um)
crosshair
crosshatch
cross immunity
cross index (um)
cross interrogate (v)
crosslegged
cross level (v)
cross license (v)
crossmark
crossmember
cross national (adj)
crossover (adj, n)
crosspath
cross pollinate (v)
cross pressure
cross purpose (n)
cross question
crossrange
cross reaction
cross refer (v)
cross reference
crossroad
cross section
cross sectional (um)
cross service
cross stone
cross sue (v)
crosstalk
cross target
crosstie
crosstown
crosstrack
cross train
crossunder (adj, n)
cross vote
crosswalk
crosswind
crosswise
crossword
crowbar
crowd control
crow's foot (nonliteral)
crow's nest (nonliteral)
cruise missile
cryptanalysis
crypto (cf)
crypto Christian (etc)
rest one word
crystal clear (um)
crystalline

crystallize
cubbyhole
cudged, ing
cum laude
cumulo (cf)
all one word
cupful
curbside
cure all (adj, n)
current account (adj, n)
curriculum, curriculums
curveball
custom built (um)
custom made (um)
custom tailored (um)
cut and fill (adj, n)
cutaway
cutback (n)
cut back (v)
cutglass
cut in (n)
cutoff (n, um)
cutout (n, um)
cutover (adj)
cutrate (adj)
cutthroat
cutting edge (um)
cut under (um)
cut up (n, um)
cyano (cf)
all one word
cyber activist
cyberactivity
cyberactor
cyber adversary
cyberanalysis
cyber analyst
cyberanalytic
cyber arena
cyberattack
cyberattack signature
development (etc)
cyber authority
cyber battlefield
cybercafe
cyber campaign
cyber capability
cyberchallenge
cyber coalition
cyber cognitive
analytic tools
cyber collection

cyber command
cybercommunication
cyber community
cyber components
cyber concern
cyberconflict
cybercrime
cybercriminals
cyber customer
cyberdata
cyberdefense
cyber deterrence
cyber doctrine
cyber domain
cyberdominance
cyber economy
cybereffort
cyber element
cyber emir
cyber enterprise
cyberentity
cyberenvironment
cyberespionage
cyberevent
cyber expert
cyberexploitation
cyberfirm
cyberforce
cyberfraud
cyber fusion
cyber geographics
cyber geolocation
cyber hardware
cyberhostilities
cyber implications
cyberincident
cyber indications and warning
cyberinformation
(information in the cyber realm)
cyber information
(information about the
cyber infrastructure)
cyber information assurance
cyber infrastructure
cyber initiative
cyberintelligence
cyberintrusion
cyber investment
cyberism
cyber issue
cyberland

cyber law
cyber means
cybermercenaries
cyber mission
cyber modeling
cyber national
signatures
cyber national strategy
cybernetwork
cyber offensive and
defensive operations
cyberoperation
cyber operator
cyber order of battle
cyber organization
cyber pact
cyberpenetration
cyber plan
cyber platform
cyber police
cyber policy
cyber position
cyber posture
cyber power
cyberproduction
cyber proficient foreign
actors (etc)
cyber program
cyber realm
cyber reconnaissance
cyber related data (etc)
cyber requirement
cyber research and
development
cyber resources
cyber role
cybersabotage
cyber safeguard
cybersecurity
cyber service
cyber signature
cyber situational
awareness
cyber skills
cyber solution
cyberspace
cyber staff
cyberstrategy
cyber support
cybersystem
cyber target

cyber tactics,
techniques, and
procedures
cyber team
cybertechnique
cyber technology
cyber terminology
cyberterrorism
cyberthreat
cybertool
cyber toolkit
cyber training
cyber unit
cybervisualization
cybervulnerability
cyberwar
cyberwarfare
cyberweapon
cyber word
cyber world
cyber year
cyclo (cf)
all one word
cysto (cf)
all one word
cyto (cf)
all one word
czar

dairy farm
damping off (n, um)
damsite
dancehall
danger line
daredevil
daresay
dark eyed (um)
darkhorse (nonliteral)
data bank
database
data flow
datalink
data mine (v)
data mining (um)
data mining (n)
data point
data print
data processing (um)
data set
dateline

date stamp (n)	debarkation	dermato (cf)
date stamp (adj, v)	debris	<i>all one word</i>
datum (rarely used), data	debt service	descendant (adj, n)
daughter in law	debut	desecrater
daybed	decadelong	desert bred (um)
daybreak	decades long	desktop
day care	decisionmakers	détente
daydream	<i>but</i> policy and	deter, red, ring
day fly (aviation) (v)	decision makers	deterrence
day flying (um)	decisionmaking	deterrent
daylit	deckhand	detractor
daylong	deep cut (um)	deutero (cf)
day school	deep dive (um)	<i>all one word</i>
day shift	deep felt (um)	develop, ed, ing, ment
daytime	deep freeze (um, v)	developing country (um)
day to day (um)	deep frying (um)	devilry
dayworker	deepgoing	devotee
D day	deep laid (um)	dewclaw
D day plus 4	deep rooted (um)	dewlap
de (pref)	deep sea (adj)	dewpoint
deactivate	deep seated (um)	dextro (cf)
de air	deep set (um)	<i>all one word</i>
decentralize	deep space (adj)	dextrous
deconflict	deep strike (um)	di (pref)
deenergize	deep underground (um)	<i>all one word</i>
deescalate	deep voiced (um)	dia (pref)
degaussing	deepwater (um)	<i>all one word</i>
deice	de facto	diagrammed, ming
de ion	defense	diagrammatic
derail	defense industrial	dialed, ing
<i>rest one word</i>	defuse	dialog box
deadbeat (n)	degrees Celsius	dialogue (discussion)
deaddrop (nonliteral)	degrees Fahrenheit	dial up (adj, n)
dead end	dehydr(o) (cf)	diamondback
deadeye (n)	<i>all one word</i>	diamond backed (um)
deadfall	déjà vu	diamond shaped (um)
deadhead	dejure	diaphragm
dead heat	démarche (n)	diazo (cf)
dead in the water (um)	deliverer	diazoxide
deadline	demagogue	<i>rest one word</i>
dead load	demarcation	die away (um)
deadlock	demi (pref)	dieback
deadweight (adj, n)	demi Christian (etc)	diecast (adj, v)
deadwood	demi incognito	die cut (adj, v)
deaf mute	<i>rest one word</i>	diehard (adj, n)
deathbed	demonstrator	diesel driven (um)
deathblow	denial of service (um)	diesel electric
deathlike	denouement	diesel engine
death rate	dependent	diesel powered (um)
deathtrap	depot	diffuser
deathwatch	depth charge	dike
debacle		dimlit

dimout (adj, n)	dog tired (um)	downflow
dingbat	do little (adj, n)	downgrade
dining room	domestically produced	downgradient
dinitro (cf)	do nothing (adj, n)	downgrowth
dinitro spray	doomsday	downhill
<i>rest one word</i>	doorbell	down link
dipstick	doorframe	download
direct connected (um)	doorjamb	downlock (n)
directed energy (adj)	doorknob	downlook
direct indirect	doormat	downpayment
direction finding (um)	doorstop	downplay
dirt cheap (um)	Doppler effect	downpour
dirt encrusted (um)	dorsi (cf)	downrange
dirty work	<i>all one word</i>	downright
dis (pref)	dorso (cf)	downriver
<i>all one word</i>	dorso occipital	downrush
disaster relief	<i>rest one word</i>	downside
discreet (prudent)	dot com (adj, n)	downsize
discrete (distinct)	double agent (adj)	downslope
dishcloth	double barreled (um)	downspout
disheveled, ing	double breasted (um)	downstairs
dishwasher	double charge (v)	downstream
disk	doublecheck (n, v)	downstroke
diskjockey	doublechecked (adj)	downswing
disk shaped (um)	double click	downtime
dispatch	double count (v)	down to earth
dispel, led, ing	doublecross (nonliteral)	downtown
distill, ed, ing, ment	doubledeal, ing (v)	downtrend
distributor	double decker	downtrodden
districtwide	double duty (adj)	downturn
ditchdigger	double edged (um)	downward
dive bomb (v)	double entendre	downwind
diverter	doubleheader	draft age
division level (um)	double jointed	draftage (allowance)
do all (adj, n)	double play	draft exempt (um)
dockhand	double quick (um)	dragnet
dockside	double space	drainpipe
dockworker	doubletalk	drawback
doctorate	double time	drawbridge
doctor's degree	double track (adj, v)	drawdown (adj, n)
dog bitten (um)	doubletree	draw down (v)
dogcatcher	double up (um, v)	drawgear
dog ear (v)	doweled, ing	drawing board
dog eared (adj)	downbeat	drawing room
dogfight	downcast	drawn out (um)
dogfood	down covered (um)	drawoff (adj, n)
dogleg	downcut	drawout (adj, n)
dogma, dogmas	downdraft	drawspan
do gooder	down echelon (adj)	drawstring
dogsled	downfall	dreamed
dog tag	downfield	dressing room

dressup (adj, n)
driftmeter
drift mining (um)
drill down
drill like
drinking water
drip dry (um, v)
driveaway (adj, n)
drive by (adj, n)
drive by (v)
drive in (adj, n)
drive shaft
drive through (adj, n)
drive up (adj)
dropaway (adj, n)
drop down (adj)
dropkick
dropleaf (adj, n)
dropleg
dropoff (adj, n)
drop off (v)
dropout (adj, n)
drop out (v)
drop text
drought
droughtlike
drought stricken (um)
drug addicted (um)
drugpusher
drug trafficker
drug trafficking
drumbeat
drumhead
drumstick
drum up (adj, n)
dryclean
drycleaning
dry cure (v)
drydock
dry farm (v)
dry packed (um, v)
dry rot
dry rotted (um)
dry salt (v)
dry season (adj)
drywash
dual gauge (um)
dual hatted (adj)
dual purpose (um)
dual track (um)
dual use (um)

duck billed (um)
duckblind
duckpond
due date
due in (n, um)
dueled, ing
dueout (n, um)
dues paying (um)
duffelbag
dug in (um)
dugout (n)
dug up (um)
dull edged (um)
dull looking (um)
dullness
dumbbell
dumbwaiter
dumbfound
dumpsite
duo (cf)
 all one word
dustbin
dustcloth
dust covered (um)
dustpan
duststorm
dutybound
duty free (um)
dwelt
dyeing (coloring)
 dying (death)
dys (pref)
 all one word

earache
earbud
eardrum
earflap
earful
early 1960s vintage
 (adj) (etc)
early June (etc) (um)
early model (adj)
early or mid March (etc)
early to mid March
 figures (etc)
early warning (adj, n)
earmark
earphone
ear piercing (um)

earplug
earring
earshot
earsplitting
earthfill
earthmover
earthmoving
earthquake
earth shaking (um)
earthwall
east central (um)
East European (um)
 Eastern Europe (n)
easternmost
eastgoing
east northeast
east southeast
eastward
easygoing
eavesdrop
Ebola
edge plane
edgewise
editor in chief
eggbeater
egg shaped (um)
eggshell
eightfold
eight ply (um)
eight wheeler
elan
elbowroom
electro (cf)
 electrochemical
 electromagnetic
 electro optical
 electro osmosis
 electro ultrafiltration
 rest one word
elicited, ing
elite
ellipsis, ellipses
email
embargo(es)
embarrass
embed
embellish
embryo (cf)
 all one word
emigrant (go from)
 immigrant (go into)

émigré
emir
emptyhanded
enameled, ing
encase
encephalo (cf)
 all one word
enclose
enclosure
encumber
encumbrance
end all (adj, n)
end game
end item (um)
endmost
endnote
endo (cf)
 all 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
engineerroom
engine shop
engine yard
English language (etc) (um)
ennui
en rapport
enroll, ed, ing, ment
en route
ensnare
entero (cf)
 all one word
entree
entrench
entrepôt
entrust
envelop, ed, ing
envelope (n)
epi (pref)
 epilogue
 rest one word

equaled, ing
equal rights (adj, n)
equi (cf)
 equi gram molar
 rest one word
equilibrium, equilibriums
equip, ped, ping
erratum, errata
erythro (cf)
 all one word
escapable
esprit de corps
esthetic
ethno (cf)
 all one word
ethnic Uzbek (etc) (adj, n)
Euro (cf)
 Euroatlantic
 Eurocommunism
 Euroloan
 Eurozone
 but euro (currency)
 all one word
evacuee
evenhanded
even numbered (um)
even tempered (adj)
eventide
ever changing (um)
ever constant (um)
ever growing (um)
everglade
evergreen
everlasting
evermore
ever present (um)
ever ready (um)
every day (each day)
 everyday (ordinary)
everyone (all)
 every one (distributive)
every time
evildoer
ex cathedra
excol, -led, -ling
excommunicate
exemplar
exhibitor
ex libris (singular and plural)
ex officio
exoatmosphere

exoatmospheric
ex parte
expel, led, ling
exposé
ex post facto
ex FARC (etc)
ex president (etc)
ex servicemember (etc)
extoll, ed, ing
extra
 extra American
 extra condensed (um)
 extraconstitutional
 extracurricular
 extra fine (um)
 extrahazardous
 extrajudicial
 extra large (um)
 extralegal
 extra long (um)
 extramural
 extraordinary
 extra strong (um)
 extraterritorial
 extravascular
 for extra (outside),
 generally 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
eyesore
eyestrain
eyetooth
eyewash
eyewitness
eying

facade	farmland	ferro (cf)
facecloth	farmstead	ferro carbon titanium
facedown (adj, n)	farmworkers	ferro uranium
face-on (adj, n)	far off (um)	rest one word
face-off (adj, n)	far reaching (um)	fete
faceplate	far right (adj)	fetish
face-saving (um)	far rightist (um)	fever stricken (um)
face-to-face (um)	farseeing	fiber
faceup (adj, n)	far set (um)	fiberboard
factbook	farsighted	fiberglass
fact-check (v)	farther (distance)	fiber optic (adj)
fact checking (n)	further (degree)	fiber optics (n)
factfinding	fastback	fibro (cf)
factsheet	fast breaking (um)	fibro osteoma
fadeaway (adj, n)	fast moving (um)	rest one word
fade-in (adj, n)	fast track (n)	field day
fadeout (adj, n)	fast track (adj, v)	field deploy (v)
fail-safe	fat free (um)	fieldglass
fainthearted	father in law	fieldgoal
fairground	fat soluble (um)	field grade (adj)
fair-haired (um)	fatwa	field grade (n)
fairminded	faultfinding	field launch (v)
fairplay	faultline	fieldpiece
fairytale	faux pas (singular and plural)	field strip (v)
fait accompli, faits accompli	favor	field test (v)
fallback (adj, n)	fax	field training
fall-in (adj, n)	fax	fierce looking (um)
falloff (n)	fear free (um)	fiery tempered (um)
fallout (adj, n)	fearmongering	fighter bomber
fallow land	featherbed	fighter interceptor
false-bottomed (um)	featherweight	fighter pilot
falsehood	fedayee (singular rarely used), fedayeen	fig leaf
fancy-free (um)	fed up (um)	figurehead
fanfare	feebleminded	figure of eight (um)
fan-jet	feedback (n)	figure work (printing)
fan-shaped (um)	feedback bag	file clerk
fan-tailed (um)	feedgrain	file hard (um)
faraway (n, um)	feedlot	file name
far cry	feedstock	fill in (adj, n)
far-distant (um)	fellow (cf)	fillout (adj, n)
Far East (n)	fellowship	fill up (adj, n)
Far Eastern (um)	fellow traveler	filmgoer
farfetched	rest two words	filmmaker, filmmaking
farflung	felt lined (um)	filmstrip
fargone	felucca	finback
far-left (adj)	fence jumper	fine cut (um, v)
far-leftist (um)	fencepost	fine drawn (um)
farm-bred (um)	fence sitter	fine featured (um)
farmhand	fence sitting (um)	fine looking (um)
		fine tune (v)
		fine tuning

finger cut (um)	first come, first served	flatback (bookbinding)
fingerprint	firstcomer	flatbed
fingertip	first echelon (adj)	flat bottomed (um)
fin shaped (um)	first ever (um)	flatcar
fiord (as common noun; as part of name, follow Board on Geographic Names)	first generation (adj)	flatfoot
firearm	first half (adj)	flat footed
fireball	firsthand (adj, adv)	flathead
firebase	firstline (adj)	flatiron
firebolt	first made (um)	flatout (n, um)
firebomb	first named (um)	flat rolled (um)
firebrand	first quarter (adj)	flattop
firebreak	first rate (adj)	flat topped (um)
fire burnt (um)	first rater	flatwoods
fire control (adj)	first responder	fleabite
fire control (n)	first stage (adj)	flea bitten (um)
firecracker	fishbone	fledgling
firedamp	fisheye	fleet footed (um)
fire drill (adj, n)	fish fed (um)	fleur de lis
firefight	fishhook	flexitime
firefighter	fish joint (v)	flier
fireguard	fishpond	flightcrew
fire hardened (um)	fishtrap	flight hour
firehose	fistfight	flightline
firepit	fit out, fitting out (v, gerund)	flightpath
fireplace	fitting out (um)	flight test (adj, n)
fireplug	fivefold	flight test. ed. ing
firepower	five ply (um)	flight time
fireproof	five pointed (um)	flip flop
fire red (um)	fixed wing (um)	flip up (adj, n)
fire resistant (um)	flagbearer	floodgate
firesafe	flagpole	floodlamp
fireside	flagpost	floodlight
firestorm	flag raising (um)	floodlighting
fire support (adj)	flagship	flood plain
fire tested (um)	flag signal (v)	floodtide
firetrap	flagstaff	floodwall
firetruck	flak jacket	floodwater
firewall	flame cut (v)	floorboard
firewarden	flameout (n)	floorlamp
firewood	flameproof	floor length
firm footed (um)	flamethrower	floor mat
firm handed (um)	flammable	floor plan
firm set (um)	flareback (adj, n)	floorspace
firm up (adj, n)	flareout (adj, n)	floorwalker
first aid (adj, n)	flareup (adj, n)	flotation
first ballot (adj)	flashback (adj, n)	flour mill
firstborn	flashbulb	floursack
first class (um)	flashcard	flowchart
	flashgun	flowerbed
	flashlamp	flowerpot
	flashpoint	flowmeter

flowoff (adj, n)	footbridge	format, ted, ting
flowsheet	foot candle	formfitted
flowthrough	foot dragging	formula, formulas
fluo (cf)	footfall	forsake
<i>all one word</i>	footgear	forswear, forswore
fluoro (cf)	foothill	forte
<i>all one word</i>	foothold	forthcoming
flush cut (um)	footlocker	forthright
flush decked (um)	footloose	forthwith
fluvio (cf)	footnote (n, v)	fortuneteller
<i>all one word</i>	footnoting	forum, forums
flyaway	footpad	forward (ahead)
flyback	footpath	foreword (preface)
flyball	footplate	forward deploy (v)
flyblown	foot pound	forward leaning (um)
fly by night (adj, n)	foot pound second	forward looking (um)
flycatcher	footprint	foul looking (um)
fly fish (v)	footrace	foulmouthed
fly fishing	footrail	foulup (adj, n)
flying boat	footrest	fountainhead
flying fish	foot second	fourfold
flyleaf	foot soldier	four footed (um)
flypaper	footsore	four masted (um)
flytrap	footstep	four master
flyweight	footstool	four ply (um)
flywheel	foot trail	fourscore
focus, focuses	footwalk	foursome
focused, ing	footwall	foursquare
fog hidden (um)	for (pref)	four star (adj)
foghorn	<i>all one word</i>	fourth quarter (adj)
fold in (adj, n)	forbid, forbade, forbidding	four wheel drive (n)
foldout	forced labor	four wheel drive (um)
foldup (adj, n)	force on force (adj)	four wheeled
folklore	force projection	foxhole
folksong	force protection	foxhound
follow on (adj, n)	forcewide	foxtailed
followthrough (adj, n)	fore (cf)	fracto (cf)
followup (adj, n)	fore and aft (n, um)	<i>all one word</i>
follow up (v)	fore edge	frameup (adj, n)
foodborne	foresee	framework
foodgrain	<i>rest one word</i>	Francophile
foodgrower	foreign exchange (adj, n)	Francophone
food processing (adj)	forest covered (um)	freeborn
foodstore	forest land	freedom fighter
foodstuffs	forestside	free enterprise (adj, n)
foolhardy	forgettable	free fall
foolproof	forgo (do without)	free for all
foot and mouth (adj)	forego (precede)	freehand (drawing)
football	foregone conclusion	freehanded
footbath	forklift	freehold
footbrake	fork tailed (um)	freelance

freelancer	fullback	gaslamp
freeloader	full bellied (um)	gaslight
free market (adj. n)	fullblooded	gaslit
free market	fuller's earth	gasline (machine)
oriented (um)	fullface	gas line (queue)
freemasonry	fulfill, ed, ing. ment	gaslock
free port	full fledged	gas main
free spoken (um)	full grown (um)	gas mask
freestanding (um)	full load	gasmeter
freethinker	full speed (adj, adv)	gastro (cf)
freethinking	full strength (adj, adv)	gastro omental
free trade (adj. n)	full time (adj, adv)	<i>rest one word</i>
freeway (highway)	fundraiser	gas well
freewheel (um, v)	fundraising	gasworker
freewheeling	fungus, fungi	gasworks
free will (n)	funneled, ing	gatekeeper
freewill (adj)	funnel shaped (um)	gatepost
freeze dry (v)	fur clad (um)	gauge
freezeout (adj, n)	furcoat	Gaullist policies (etc)
freezeup (adj, n)	fur lined (um)	gauss
freight car	fur trimmed (um)	gearbox
freight room	fuse	gearcase
fresh looking (um)	fuze (mechanical or electrical)	gear driven (um)
fresh painted (um)	fuselage	gear operated (um)
freshwater (adj)	fuseplug	gearshift
fresh water (n)		gearwheel
front end (adj)		gelatin
frontline		gemcutter
front loading (um)	gainsay	gem set (um)
front man	galact(o) (cf)	gemstone
fronto (cf)	<i>all one word</i>	general purpose (adj, n)
fronto occipital	gallbladder	genius, geniuses
fronto orbital	galley proof (printing)	geo (cf)
<i>rest one word</i>	galvano (cf)	geolocation
front page	<i>all one word</i>	geopolitics
frontrunner	gamboled, ing	geotag
frontrunning	game changer	<i>all one word</i>
frontseat	game changing (um)	german silver
front wheel (um)	game plan	germ free (um)
frostbite	gangboss	gerrymander
frost free (um)	gangplank	getaway (adj, n)
frost killed (um)	garrote	getoff (adj, n)
frostline	gasbomb	get together (adj, n)
frostproof	gas driven (um)	getup (adj, n)
fruitcake	gases	ghetto(s)
fruit fly	gasfield	ghostwrite
fruit growing	<i>but oil and gas fields.</i>	ghostwriter
frying pan	natural gas field	gigabyte
fueled, fueling	gas fired (um)	gilt edge (um)
fueler	gas flow (adj)	give and take (adj, n)
fuel line	gas heated (um)	give away (v)
fuel oil		giveaway (adj, n)

glacio (cf)
 all one word
glamorous
glamour
glassblower
glasscutter
glassmaking
glassworks
glauco (cf)
 all one word
glidepath
glideslope
globetrotting
glosso (cf)
 all one word
glove box
gluc(o) (cf)
 all one word
glycero (cf)
 all one word
glyco (cf)
 all one word
go ahead (adj, n)
goalpost
go around (adj, n)
goatherd
go back (adj, n)
go between (n)
gocart
godchild
goddaughter
godfather
godless
godmother
godparent
godsend
godson
go fast (adj)
go getter
go getting (adj, n)
goings on
gold filled (um)
gold inlaid (um)
goldleaf
gold mine
goldplate
gold plated (um)
goldsmithing
goodbye
good faith (adj)
good for nothing (n, um)

good natured (um)
good offices
good quality (adj)
goodwill
go off (adj, n)
gooseflesh
gooseneck
goosepimples
gossipmonger
gothic type
government in exile
government owned (um)
governmentwide
grab all (adj, n)
grab bag
grabhook
grainfield
gram molecular
gram negative (um)
gram positive (um)
grandchild
grandfathered
grandstand
grandstanding
grant aid
grant in aid
grapeseed
grapevine
grapho (cf)
 all one word
grass covered (um)
grassroots (nonliteral)
gravedigger
graveled, ing
graveside
gray
gray arms
gray haired (um)
gray market (um, v)
grayout (adj, n)
great aunt
greatcoat
Greater London (etc)
great grandchild (etc)
great power (adj)
great uncle
greenback (adj, n)
greenbelt (community)
greenhorn
greensand (geology)
greenwood (forest)

green wood (literal)
greyhound
gridiron
ground attack (um)
ground based (um)
groundbreaking
groundburst
ground controlled
 intercept
ground crew
ground effect machine
ground force(s) (adj, n)
groundmass
ground mobile (um)
ground rules
ground shock
groundspeed
ground station
ground support
groundswell
ground test (adj, n)
ground test, ing (v)
ground war
groundwave
groundwater
groundwork
group connect (v)
groupthink
groveled, ing
grownup (n, um)
gruesome
guarantee (n, v)
 guaranty (n) (law)
guarantor
guardhouse
guard post
guardrail
guerrilla (warfare)
guesswork
guesthouse
guest worker
guided missile (adj)
guideline
guidepost
guide rail
gun barrel (adj)
gunblast
guncotton
guncrew
gundeck
gunfight

gunfighting
gunfire
gun for hire (um)
gunlock
gunmaking
gun mount
gunplay
gunpoint
gunpowder
gunrack
gunrunner
gunrunning
gunship
gunshot
gun shy (adj)
gunsight
gunsmith
gunstock
gunwale
gutless
gymno (cf)
 all one word
gyneco (cf)
 all one word
gypsy
gyro (cf)
 gyro horizon
 gyro mechanism
 rest one word

habeas corpus
habitué
hacksaw
hadith
hailstone
hailstorm
hairband
hairbreadth
hairbrush
haircut (n)
hairdo
hairstresser
hairline
hairpin
hairsplitting
hajj(es)
hajji
halal
half and half (n, um)

half afraid
half alive
halfback (football)
half baked (um)
half bound (um)
half brother
half clear
halfcocked
half dark
half day (adj)
half dozen (adj)
halfhearted
half hour
half hourly (um)
half life
half load
half loaded (um)
half mast
half measure
half mile (adj)
half miler
half monthly (um)
half moon
half on (adj. n)
halfpace
halfpenny
half ripe (adj)
half sister
half speed (adj)
halfstaff
half strength (adj)
halftime
halftone (printing)
halftrack
half true
half truth
halfway
half weekly (um)
half yearly (um)
hallmark
halo(s)
ham fisted (adj)
ham handed (adj)
hamstring
hamstrung
hammerhead
hammerlock
hammertoe
handbag
handball
handbill

handbook
hand bound (um)
handbrake
hand built (um)
hand carry (v)
handcart
hand carve (v)
handclap
handclasp
hand clean (v)
hand courier (v)
handcrank
handcuff
hand cut (v)
hand fed (v)
handgrenade
handgrip
handguard
handgun
hand held (um)
hand high (um)
handhold
handicap. ped. ping
hand in hand (um)
handkerchief
hand knit (v)
handlebar
hand letter (v)
handmade
hand me down (adj. n)
handmix (v)
handoff (adj. n)
hand off (v)
handout (adj. n)
hand out (v)
handover (n)
handpick (v)
handpicked
handprint
handrail
handsaw
hand selected
handset
handshake
hands off (adj)
hands on (adj)
handspring
handspun
hand stamp (v)
handstand
handstitch

hand tailored (um)
handtool
hand tooled (um)
handwoven
hand wringing
handwrite (v)
handwritten
hangdog
hang glider
hangnail
hangout (adj, n)
hangup (adj, n)
happy go lucky
hara kiri
harass
harbormaster
harborside
hard and fast
hard baked (um)
hard bitten (um)
hard boiled (um)
hardcase
hard charging
hardcopy
hardcore
hardcover
hard currency (adj, n)
hard drive (n)
hard driving (um)
hardhat
hardheaded
hard hit (um)
hard hitting (um)
hard line (n)
hardline (adj)
hardliner (n)
hardnose
hardpan
hard pressed (um)
hard set (um)
hardship
hardstand
hard surface (um)
hardtack
hard target (adj)
hardtop (auto)
hard up
hardware
hardwired
hard won (um)
hard work

hard working (um)
has been (n)
hashmark
hashtag
hatband
hatpin
hatrack
haulback (n)
have not (adj, n)
haversack
hawkbill
hawk nosed (um)
hawsepipe
hayloft
haymarket
haystack
haywire
H bar
H beam
H bomb
headache
headachy
headband
headcloth
headcount
headdress
headfirst
headgear
headhunter
headlamp
headlight
headline
headlock
headlong
head of state
head on (adj, adv)
headphone
headquarters
headrest
headroom
headscarf
headset
headspace
headspring
headstand
headstart
headstock
headstream
headstrong
heads up (adj, n)
headwaiter

headwaters
headway
headwind
health care (adj, n)
healthful (producing health)
healthy (in good health)
heartache
heartbeat
heartbreak
heartburn
heartfelt
heartland
heartsick
heartstring
heartthrob
heat resistant (um)
heat sensitive (um)
heatstroke
heat treating (um)
heavy duty (um)
heavyhanded
heavy lift (adj)
heavysset
heavy water (n)
heavy water (adj)
heavy water moderated
heavyweight (adj, n)
hecto (cf)
all one word
hedgehog
hedgehop
height finding (adj)
heir apparent
helicopter borne (um)
helio (cf)
all one word
helix, helices
helpmate
help page
helter skelter
hema (cf)
all one word
hemi (pref)
all one word
hemo (cf)
all one word
hempseed
henceforth
henceforward
hepato (cf)
all one word

hepta (cf)	high priced (um)	hogsty
<i>all one word</i>	high proof	hog tie (v)
herculean task (etc)	high protein (adj)	hogwash
hereafter	high quality (um)	holdall (adj, n)
hereby	high ranking (um)	holdback (adj, n)
herefrom	high reaching (um)	hold clear (adj, n)
herein	high rise	holddown (adj, n)
hereof	highroad	holdfast (adj, n)
hereon	high school (adj, n)	holdoff (adj, n)
hereto	high seas	holdout (adj, n)
heretofore	high speed (um)	holdover (adj, n)
herewith	high strung (um)	hold time
herringbone	high tech (um)	holdup
hetero (cf)	high technology (um)	holland cloth
<i>all one word</i>	high tension (um)	hollow ground (um)
hexa (cf)	high up (um)	holo (cf)
<i>all one word</i>	high value (um)	<i>all one word</i>
H hour	high water	home baked (um)
hiccup	high water mark	home base (n)
hide and seek (adj, n)	hijack	home based (v)
hideaway (adj, n)	hijacker	homebody
hidebound	hillside	homebred
hideout (adj, n)	hilltop	homebrew
hi fi	hill tribe	homebuilder
high altitude (um)	hindcast	homebuilding
highball	hindleg	home buyer
highborn	hindmost	homecoming
highbred	hindrance	home fed (um)
highbrow (nonliteral)	hindquarter	homefront
high caliber (um)	hindsight	homegrown
high class (um)	hipbone	homeland
high density (um)	hip hop (adj, n)	homelife
high energy (um)	hippo (cf)	homemade
high explosive (um)	<i>all one word</i>	homeo (cf)
higher than market (um) (etc)	hipshot	<i>all one word</i>
higher up (n)	histo (cf)	homeowner
highflier (n)	<i>all one word</i>	homepage
highflying (um)	hit and miss (adj)	homeplate
high frequency (n)	hit and run (adj)	home port (n)
high frequency (um)	hitchhiker	home port (v)
highhanded	hit or miss (adj)	home rule
high hat (v)	Hizballah	homesick
high intensity (um)	hoarfrost	homespun
highlander	hobbyhorse	homestead
high level (um)	hocus pocus	homestretch
highlight (nonliteral)	hodgepodge	hometown
high minded (um)	hogback	homeward
high point	hognose (machine)	homo (cf)
high power (um)	hog nosed (um)	<i>all one word</i>
high precision (um)	hog's back (geology)	homologue
high pressure (um, v)	hogshhead	honey colored

honeycomb
honeydew
honeymoon
honeypot
honeytrap
honorbound
hoodwink
hoofbeat
hoofprint
hook nosed (um)
hookup (adj. n)
hop point
hopscotch
horehound
hormone (cf)
 all one word
hornbill
hornblower
hornpipe
horseback
horseflesh
horsehair
horsehead
horsehide
horsehoof
horsemeat
horseplay
horsepower hour
horsepox
horserace
horse sense (n)
horseshoe
horsethief
horsetrading (nonliteral)
horsewhip
hostage taker
hostage taking
host country
host name
host nation
hotbed
hotblood
hot blooded (um)
hot cold
hotdog
hotfoot
hothead (n)
hotheaded
hothouse
hot launched
hotline (nonliteral)

hotlink
hot mix (um)
hotpatch
hotplate
hot press (v)
hot pursuit (adj)
hotrod (nonliteral)
hot roll (v)
hot rolled (um)
hotspot
hot swap (v)
hot swap (n)
hotwork (v)
hourglass
housebreaking
housebroken
housebuilder
housebuilding
house call
housecleaner
house cleaning (adj)
houseguest
household
housekeeping
housetop
housetrailer
housewares
housewarming
housewife
housework
hover craft
however
howsoever
how to (adj. n)
H piece
hubcap
hull less
humanitarian assistance
humankind
human rights (adj. n)
human source (adj)
humdrum
humpback
Humvee
hunchback
hundredfold
hundredweight
hunger strike
hung up (um)
hunter killer (adj. n)
hush hush

hush money
hushup (adj. n)
hydro (cf)
 hydroelectric
 hydropant
 hydropower
 hydro station
 rest one word
hygro (cf)
 all one word
hyper (pref)
 hyper Dorian (etc)
 hyperlink
 rest one word
hypo (cf)
 all one word
hypothesis, hypotheses
hypotenuse

I band (etc) (adj. n)
I bar
I beam
iceberg
iceblind
ice blindness
iceblock
icebound
icebreaker
icecap
ice clad (um)
ice cold (um)
ice covered (um)
ice cream
icefall
icefield
ice fishing
icefloe (island)
 iceflow (current)
ice free
icemaking
icemelt
icepack
ice shelf
ice skate (n)
ice skate (v)
ice skating
ice storm
ice water
ID (n, v)

ideo (cf)	infantryman	in toto
ideounit	infer, red, ring	intra (pref)
<i>rest one word</i>	inferable	intra atomic (etc)
I iron	inference	intracoastal
ill advised (adj)	information gathering	intranet
ill advisedly	information sharing	<i>rest one word</i>
ill defined (adj)	infra (pref)	intransigent (adj. n)
ill fated (adj)	infrared	intro (pref)
ill health	infra axillary	<i>all one word</i>
ill prepared (adj)	infrastructure	in vitro
ill timed (adj)	<i>rest one word</i>	in vivo
ill treat (v)	ingenious (skillful)	ipso facto
ill use (v)	ingenuous (simple)	ipso jure
ill will	ink black (um)	I rail
imam	inkjet	ironclad
impaneled, ing	inkpot	ironfisted
impel, led, ling	inkspot	iron free (um)
imperiled, ing	inkstain	ironhanded
import export	inkstand	iron lined (um)
impostor	inkwell	iron lung
in (pref/cf)	in loco parentis	ironmaking
inactive (um)	inner circle	iron red (um)
in and out (um)	inner city (adj)	ironside
inasmuch	ino (cf)	ironworking
in being (um)	<i>all one word</i>	ironworks
incountry (um)	input, ting	Islamization
indepth (um)	insect borne (um)	island born (um)
infighting	insignia	iso (cf)
inflight (um)	in situ	isooctane
in house	install, ed, ing, ment	iso osmosis
in law (n)	installation	<i>rest one word</i>
immigration (um)	instant message (adj. v)	
import (um)	instant message (n)	jackhammer
inservice (um)	instill, ed, ing	jack in the box
inshore	intelligence collection	jackknife
insofar	intelligence gathering	jack of all trades
intheater (um)	intelligence sharing	jackpot
<i>rest one word</i>	inter (pref)	jackrabbit
in absentia	inter American (etc)	jackscREW
inbox	interchange	jackstay
inch deep (um)	intersperse	jailbreak
inch long (um)	<i>rest one word</i>	jampacked
inch pound	inter alia	jawbone
incur, red, ring	inter alios	jawbreaker
index, indexes	interceptor	jaywalk
india ink	interment (burial)	J bolt
indigo(s)	internment (jail)	jeep (vehicle type,
Indo European (etc)	intern	not trade name)
industrywide	Internet	jellybean
in extenso	intervener	jellyroll
in extremis	intifada	

jet aircraft		know how (adj. n)
jet airliner		know it all (adj. n)
jet bomber		knowledgeable
jetliner		know little (adj. n)
jetport		know nothing (adj. n)
jet powered (um)		knucklebone
jetprop		kolkhoz(es)
jet propelled (um)		kopek
jet propulsion		kosher
jet set		K ration
jetstream		K term
jetwash		
jeweled. ing. er		
jewel studded (um)		
jigsaw		labeled. ing
jihad		labor intensive (um)
jobholder		laborsaving
jobseeker		labor union
joint force (um)		lackluster
joint service (um)		laid off (um)
joint use (um)		laid up (um)
joint venture (um)		laissez faire
joule		lakebed
joulemeter		lakefront
journeyman		lakeshore
joyride		lakeside
joystick		lameduck (nonliteral)
judgment		lampblack
judgeship		lamppost
jujitsu		lampshade
jump off (v)		lampstand
jumpoff (adj. n)		land attack (adj)
jump start		land base
jungle clad (um)		land based (um)
jungle covered (um)		landborne
junior most		landbound
junk mail		landfall
junkpile		landfast
jury box		landfill
jury fixing (um)		landform
jury rigged (um)		landgrab
just completed (um) (etc)		landgrabber
juxta (cf)		land grant (um)
juxta articular		landholding
<i>rest one word</i>		landline
	keelblock	landlocked
	keelhaul	landlord
	keel-laying (um)	landmark
	keel line	landmass
	keepsake	landmine
	kerato (cf)	land mobile (um)
	<i>all one word</i>	landowner
	kerosene	
	kettledrum	
	key-activated (adj)	
	keyhole	
	keylock	
	keynote	
	keypunch	
	keyring	
	keyword	
	kickback (adj. n)	
	kick-in (adj. n)	
	kickoff (adj. n)	
	kickout (adj. n)	
	kick-start	
	kidnap-for-ransom (um)	
	kidnapped, -ping	
	kidnapper	
	kilo (pref)	
	kilobyte	
	kilogram-meter	
	kilohertz	
	kilovoltampere	
	kilowatt-hour	
	<i>rest one word</i>	
	kindhearted	
	kingbolt	
	kingmaker	
	kingpin	
	kiss-off (adj. n)	
	knapsack	
	knee-deep (um)	
	knee-high (um)	
	knee-jerk (adj)	
	kneepad	
	knifepoint	
	knockabout (adj. n)	
	knockdown (adj. n)	
	knock-kneed (um)	
	knockoff (adj. n)	
	knock-on (adj. n)	
	knockout (adj. n)	
	knothole	
	know-all (adj. n)	

landownership	layoff (adj, n)	letdown (n, um)
landowning	layout (adj, n)	letter bomb
land poor (adj)	layover (adj, n)	letterhead
landscape	layperson	letter perfect (um)
landside	layup (adj, n)	letterpress
landslide	lay up (v)	letterwriting
land tax	laywoman	letup (n)
landward	L bar	let up (v)
lapbelt	L beam	leuc(o) (cf)
laptop	L block	<i>all one word</i>
large scale (adj)	leader line	leveled, ing
lash up (adj, n)	lead filled (um)	leveler
lasso(s)	lead gray (um)	levelheaded
last cited (um)	lead in (adj, n)	libeled, ing
last ditch (adj)	headline	liberal minded (um)
last minute (adj)	lead line (medical, nautical only)	lieutenant colonel
last named (um)	leadoff (adj, n)	lieutenant governor
latchbolt	leadout (adj, n)	lieutenant
latchkey	leadtime	governorship
latecomer	lead up (adj, n)	lifebelt
late June (etc) (um)	lead up (v)	lifeblood
late model (adj)	leakthrough	lifeboat
lath (wood)	lean to (adj, n)	life cycle
lathe (machine)	leapfrog	lifeguard
latter day (adj)	leap year	life insurance (adj, n)
lattermost	leaseback (adj, n)	lifejacket
laughingstock	leasehold	lifelike
launch crew	leather bound (um)	lifeline
launching ways (singular and plural)	leather covered (um)	lifelong
launch on tactical warning (adj, n)	leatherworking	liferaft
launch on tactical warning (v)	leavetaking	lifering
launch on warning (adj, n)	lee shore	lifesaver
launch on warning (v)	leeward	lifesaving
launch pad	left bank (v)	life sized (adj)
launch site	left click (n, v)	lifespan
launch stand	left field	lifestyle
launch weight	left hand (adj)	lifetime
laureled	left handed (um)	lifevest
law abiding (um)	left leaning (adj)	liftoff (adj, n)
law and order (adj)	leftmost	light armed (um)
lawbreaker	left of center (um)	light clad (um)
lawmaking	left sided (um)	lighter than air (um)
lawsuit	leftwing (adj)	lightface (printing)
layaway (adj, n)	left wing (n)	light footed (um)
layback (adj, n)	leftwinger	light producing (um)
lay by (n)	lend lease	lightship
laydown (adj, n)	Leninist doctrine (etc)	light water (n)
layman	lens, lenses	light water (adj)
	lepto (cf)	lightweight (adj, n)
	<i>all one word</i>	light year
	less developed (etc)	likable

like minded (um)	logo (cf)	lower class (um)
limekiln	<i>all one word</i>	lower grade (um)
linchpin	lone wolf (um)	lower income (um)
line of sight (um)	long ago (adv, um)	lower level (um)
lineup (adj, n)	long awaited (um)	lower middle class (um)
line up (v)	long bed (truck)	lowermost
linkup (adj, n)	longbow	low end (adj)
link up (v)	long distance (adj)	low fat (um)
lionhearted	long drawn (um)	low frequency (n)
lipread	longfelt	low frequency (um)
lipservice	long haired (um)	low income (um)
liquefy	longhand (nonliteral)	low intensity (um)
liquid fueled (adj)	long handled (um)	low key (adj)
liquid propellant (adj)	long lasting (um)	lowland (adj, n)
liquid propelled (um)	long lived (um)	low level (adj)
litho (cf)	long past (um)	low lying (um)
litho offset	long pending (um)	low observable
<i>rest one word</i>	longplaying (um)	(adj, n)
little known (um)	long range (um)	low power (um)
little used (um)	long run (adj)	low pressure (um)
livable	longstanding (adj)	low priced (um)
live fire (um)	long term (adj)	low quality (um)
live load	longtime	low ranking (um)
livestock	longwave (radio)	low technology (um)
live wire	longways	low water
livewire (nonliteral)	longwinded	L shaped
living costs	look alike	L square
loadmeter	look angle (n)	lukewarm
loadout (adj, n)	lookdown (adj, n)	lumberjack
loath (adj)	lookdown shutdown (adj)	lumber room
loathe (v)	look in (adj, n)	lumberyard
lockjaw	lookout (adj, n)	lunchtime
locknut	lookthrough (adj, n)	luster
lockon (adj, n)	lookup (adj, n)	lying in (adj, n)
lock on (v)	look up (v)	
lockout (adj, n)	loophole	
lockstep	looseleaf	
lockup (adj, n)	loose tongued (um)	macadamized road
locker room	lopsided	mach 2 (etc)
locus, loci	loudmouthed	machine building (n)
lodestar	loudspeaker (radio)	machine building (um)
lodestone	loud voiced (um)	machine finished (um)
lodgment	louver	machinegun
logbook	low altitude (um)	machine hour
loggerheads	lowborn	machine made (um)
login (adj, n)	lowboy	machine shop
log in (v)	low built (um)	machine tool
logjam	lowdown (n, um)	machine work
logout (adj, n)	low Earth orbit	machismo (n)
log out (v)	low enriched uranium	macho (adj)
logsheet	lowercase (printing)	macro (cf)
		<i>all one word</i>

madam, mesdames
madcap
made over (um)
made up (um)
madras cloth
madrassa(s)
magneto (cf)
 magneto optics
 rest one word
mailbag
mailbox
mail order (um)
mainframe
mainland
main line (literal)
 mainline (nonliteral)
mainmast
mainsail
mainsheet
mainspring
mainstay
mainstream (nonliteral)
maintop
main yard
major domo
major leaguer
major minor
make believe (adj, n)
makefast (n)
makeshift
makeup (adj, n)
make work
making up
mal (cf)
 all one word
malware
manageable
manager director
man day
maneater
maneuver
manhandle
manhole
man hour
manic depressive
manifold
manila envelope
man in the street
mankind
manmade (adj)
man of war

man portable (um)
manpower
mantel (shelf)
 mantle (cloak)
many colored (um)
man year
manyfold
many sided (um)
mapmaker
mapreading
marijuana
markdown (adj, n)
marketplace
markoff (adj, n)
markshot
markup (adj, n)
marshaled, ing
marshaler
martial law
marveled, ing
marvelous
Marxism
mashup (adj, n)
mason jar
mass casualty (um)
mass produce (v)
master at arms
mastermind
master of ceremonies
master's degree
masterstroke
masthead
matchhead
matchstick
matrix, matrices
matter of fact (adj)
maxi (pref)
 all one word
maximum, maximums
maybe (adv)
May Day (I May)
 mayday (distress call)
M day
meager
mealtime
mean spirited (um)
mean time (astronomical)
 meantime (meanwhile)
meanwhile
measurable
meatpacking

mecca (center of
 interest, not the city)
mechanico (cf)
 all one word
medaled, ing
medalist
medieval
medio (cf)
 all one word
medium, media
medium and high
 altitudes
medium and
 high altitude (adj)
medium to high altitude (n)
medium to high
 altitude (adj)
medium sized (um)
meetingplace
mega (cf)
 megabyte
 megadose
 megaproject
 all one word
megalo (cf)
 all one word
meltdown (n, um)
meltwater
member state (adj)
member state (n)
memento(s)
memorandum,
 memorandums
merchant ship
meso (cf)
 all one word
messhall
messkit
mess up (adj, n)
meta (pref)
 metadata
 metatag
 all one word
metalammonium
metal clad (um)
metal coated (um)
metal cutting (um)
metaled, ing
metal lined (um)
metalworker
metalworking

metalworks	mild mannered (um)	missile defense (adj, n)
meter amperes	mileage	missile equipped (um)
meter kilogram	mile long (adj)	missile support (adj, n)
meter kilogram second	milepost	missile suspension (adj, n)
metier	mile wide (adj)	mission critical (um)
metro (cf)	Military Departments (U.S.)	mist covered (um)
<i>all one word</i>	military political (um)	miter
Metro Manila (etc)	Military Services (U.S.)	miter box
Metropolitan Moscow (etc)	militiaman	miter lock (v)
<i>but</i> Moscow	militia member	mixup (n)
metropolitan area (etc)	millennium, millennia	mixing room
micro (cf)	milli (cf)	mizzenmast
microblog	milligram hour	mobile erector launcher
microorganism	<i>rest one word</i>	mobile missile (adj, n)
<i>all one word</i>	millimeter wave	mockup (adj, n)
mid (cf)	millpond	modeled, ing
midair	millpost	modeler
mid American (etc)	millrace	modus operandi,
mid April (etc)	millstream	modi operandi
midday	mill wright	modus vivendi,
mid decade	minable	modi vivendi
mid 18th century (n) (etc)	mincemeat	mold
mid 18th century (adj) (etc)	mindreader	molehill
mid 1980 (etc)	mindreading	molotov cocktail
mid 1980s (etc)	mindset	mollusk
mid 1980s style (adj)	mineclearing	molt
mid ice	minefield	moneybag
midinfrared	minehunter	moneychanger
midlevel	minehunting	money laundering (um)
midmorning	minelayer	moneylender
mid Pacific (etc)	minelaying	moneymaking
midrange	mineship	moneysaving
midstage	minesweeper	mono (cf)
midterm	minesweeping	mono ideistic
mid to late 1980 (etc)	minethrower	mono ion
midyear	mine warfare (adj, n)	<i>rest one word</i>
<i>rest one word</i>	mineworks	monogrammed, ming
middle age	mini (pref)	monsieur, messieurs
middle aged (um)	miniempire	monthend
middle class (um)	mini state	monthlong (adj)
Middle East (adj, n)	<i>rest one word</i>	month old (adj)
Middle Eastern (adj)	minimum, minimums	moonbeam
middle ground	minimum security (adj)	moonglow
middle income (um)	minister counselor	moonlight
middleman	minor leaguer	moonrise
middlemost	minutia (rarely used),	moonset
middle of the roader	minutiae (plural)	moonshine
middle sized (um)	MIRVed	moonstruck
middleweight	mis (pref)	mopping up (um)
midi (pref)	<i>all one word</i>	mopup (adj, n)
<i>all one word</i>	mischiefmaking	mop up (v)

moratorium,
 moratoriums
moreover
Morse code
mortise
most favored nation (um)
most sought after (um)
mothball(ed)
moth eaten (um)
mother in law
motherland
mother ship
moto (cf)
 all one word
motorbike
motorboat
motorbus
motorcade
motorcoach
motorcycle
motor driven (um)
motordrome
motor pool
motorship
motor torpedo boat
mountain high (um)
mountainside
mountaintop
mouthful
mouthpiece
movable
moviegoer
moviemaking
much needed (um)
muckrake (v)
muckraker (n)
mudbank
mud colored (um)
mudflat
mudflow
mudguard
mudhole
mudslinging
muezzin
mujahid, mujahideen
 *but follow source's
 spelling if part of
 a group name*
mullah

multi (cf)
 multifiber
 multifamily
 multi ply (several plies)
 multipurpose
 multistory
 multiton
 all one word
multiple launch rocket system
multiple purpose (adj)
multiple rocket launcher
musclebound
musico (cf)
 all one word
music teacher
mustache
myria (cf)
 all one word
mytho (cf)
 all one word

nailhead
nail studded (um)
naive
naivete
name calling (um)
name dropping (um)
nameplate
namesake
nano (cf)
 nanotechnology
 all one word
narco (cf)
 narcotrafficker
 narcotrafficking
 all one word
narrow band (adj)
narrow beam (adj)
narrow body (adj. n)
narrow gauge (adj. n)
narrowminded
nation state
nationwide
native born (um)
natural gas (adj. n)
natural gas field
navy blue (um)
nearby
near Earth orbit

Near East (n)
 Near Eastern (um)
near infrared (um)
near miss
near real time (n)
near real time (um)
nearsighted
near success
near term (um)
neckband
neckbone
neck deep (um)
neck high (um)
necktie
needlepoint
needle sharp (um)
need to know (n)
need to know (adj)
ne'er do well
neo (cf)
 neofascist
 neo Greek (etc)
 neo Nazi (etc)
 rest one word
neon light
nerve racked (um)
nerve racking
net centric (adj)
nettlesome
network
net worth
neuro (cf)
 all one word
never ending (um)
nevermore
nevertheless
newborn
newcomer
new fashioned (um)
newfound
new made (um)
newscast
newscaster
newsclip
news editor
news feed
newsletter
newsmagazine
newsmaking
newspaper
newspeople

newsphoto
newsprint
newsreader
newsreel
newsheet
newsstand
newsstory
newsweekly
newsworthy
newton
next generation (adj)
next of kin
nickel
nickelplate
nickel plated (um)
nickeltype
nickname
nightclub
night editor
night fly (aviation) (v)
night flying (um)
nightlife
nightlong (um)
night school
night shift
nightstick
nighttime
night vision (um)
nightworker
nimbostratus
ninefold
nine lived (um)
nitpick, ing
nitro (cf)
 nitro hydro carbon
 rest one word
no account (adj, n)
noble minded (um)
noblesse oblige
nobody
no confidence (um)
no fault (adj)
no first use (um)
no fly zone (adj, n)
no go (adj, n)
no good (n, um)
no hitter (n)
noisemaker
noisemaking

no man's land
nom(s) de guerre
nom(s) de plume
non (cf)
 non air transportable
 nonaligned
 non civil service
 noncommissioned
 noncommunist
 non Communist Party
 noncontrol
 non DIA (etc)
 nondivisional
 non European (etc)
 nonferrous
 non intelligence related
 nonlifelike
 nonmilitary
 nonMIRVed
 non missile equipped
 non mission capable
 nonnegotiable
 nonnuclear
 non nuclear weapon state
 non nuclear powered
 non nuclear related
 nonocean going
 nonoil
 non oil producing
 nonoperational
 non party member
 non rare earth
 non scientific and technical
 non self propelled
 non self sustaining
 non sequitur (etc)
 nonstate
 nonuse of force (adj)
 non U.S. NATO forces
 as prefix, one word
nonesuch
nonetheless
no no
 no no's (plural)
no nonsense (adj)
noonday
northbound
north central
northeast
northeastern
north end

northernmost
northgoing
north northeast
north northwest
north shore
north sider
northward
northwest
nosecone
nosedive
nosedown (adj, n)
nose high (um)
nosering
nose tip
noseup (n, um)
nosewheel
no show (adj, n)
notebook
note taking (um)
note paper
noteworthy
notwithstanding
nouveau riche,
 nouveaux riches
no war/no peace
nowhere
nuclear armed (um)
nuclear capable (um)
nuclear delivery (adj, n)
nuclear free zone
nuclear power (adj, n)
nuclear powered (um)
nuclear strike (adj, n)
nuclear warfighting (um)
nuclear weapons (adj, n)
nuclear weapons free zone
nuclear weapon state
nucleo (cf)
 all one word
nucleus, nuclei
number one (um) (etc)