The COPS Office Editorial and Graphics Style Manual

Revised Third Edition

Community Oriented Policing Services
U.S. Department of Justice

The COPS Office Editorial and Graphics Style Manual

Revised Third Edition

Editors

Erin P.T. Canning
Melissa Fox
Marian E. Haggard

The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author nor the Office of Community Oriented Policing Services can vouch for their current validity.

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Contents

Letter from the Director ..... **v**

Introduction **1**

The Publishing Process **3**
- Development 3
- Refinement 4
- Production 4

Preparing Manuscript Documents for Submission **7**
- General copy requirements 7
- Illustrations: figures, charts, graphs, tables, and photos 8
- Manuscript approval 10

References and Documentation **11**
- Text citations and references 11
- Footnotes and endnotes 12
- Examples 13
  - Books and published reports 13
  - Journal articles and other periodicals 14
  - Newspaper or magazine articles 15
  - Series and multivolumes 15
  - Unpublished documents 16
  - Websites or web pages 16
  - Authors, editors, and translators 17
- Permissions and credits 18

Standards for Publication Design and Production **21**
- Program format 21
- Fonts 21
- Layout: interior 22
- Illustrative materials 23
- Organization of content 24
  - Front matter 24
  - Back matter 24
- Required pages 24
  - Disclaimer 24
  - About the COPS Office 25
  - Letter from the COPS Office director 26
- Copyright and COPS Office publications 26

Covers 26
Front cover 26
Back cover 27
Files released for print 28
File management 28
508 compliance 29

Editing/Proofreading Marks 31

Commonly Confused Words 35

The Big Grammar List 39
A 39
B 41
C 43
D 46
E 47
F 48
G 48
H 48
I 49
J 50
K 51
L 51
M 51
N 52
O 54
P 54
Q 56
R 57
S 57
T 59
U 60
V 61
W 61
X 61
Y 61

Abbreviations 63

COPS Office Divisions and Programs 67

About the COPS Office 68

Letter from the Director

Dear colleagues,

The COPS Office is proud to present the third installment of *The COPS Office Editorial and Graphics Style Manual*. This up-to-date, expanded third edition features writing, editing, citation, and layout guidance for COPS Office publications and related materials.

The purpose of a style manual for any organization is to choose rules of grammar and word usage based on recognized sources to establish consistency across the organization for all written and published material. While style, grammar, and language don't vary according to personal opinion, they do evolve, as has our style manual. In addition to new, in-depth citation examples and updated grammar lists, we've also redesigned the style manual to be a more complete and invaluable resource for your writing needs and hope it will help you to produce a quality publication.

The COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs on virtually every policing and public safety topic. We've distributed these resources to practitioners, community members and leaders, and other stakeholders to help them improve their community policing efforts. As such, we have a long history of producing valuable resources, and this style manual is intended to help authors of publications and resources developed or funded by the COPS Office join this lineage of high-quality products.

Sincerely,

Ronald L. Davis, Director
Office of Community Oriented Policing Services

Introduction

The COPS Office Editorial and Graphics Style Manual is the primary writing, editing, and graphics style reference for COPS Office publications and related materials (e.g., correspondence, reports, and forms). It includes examples of references and other types of documentation; instructions on formatting and design; 508 compliance; permissions; our disclaimer; a list of editorial/proofreading marks; and alphabetical lists of commonly confused words, grammar tips, and acronyms.

The COPS Office has an interest in ensuring that all internal documents, official written correspondence, other externally distributed materials, and publications developed or funded by the COPS Office be consistent with good writing practices and standards, have continuity in thought and organization, and adhere to the approved COPS Office editorial style as set herein. This manual will aid you in producing quality documents.

The guidelines herein are based on *The Chicago Manual of Style*[1] (16th edition) and the *U.S. Government Printing Office Style Manual: An Official Guide to the Form and Style of Federal Government Printing*[2] (2008 edition), with exceptions reflecting our own common use, along with points that are hard to remember or hard to find or that represent changes as style evolves. "The Big Grammar List"—an A to Z listing of guides to capitalization, abbreviation, spelling, numerals, usage, and more—begins on page 39. Use it as you would a dictionary.

The COPS Office Editorial and Graphics Style Manual is by no means comprehensive. If the manual does not cover a question of an editorial nature, use *The Chicago Manual of Style* as your next reference and then the *GPO Style Manual*. If neither answers a style question, use *The Associated Press Stylebook and Libel Manual*[3] as the fourth reference. It addresses matters that the other two do not. All three publications are available in hard cover.

For correct spelling, definitions, and word division, use the most recent edition of *Merriam-Webster's Collegiate Dictionary.*[4] For synonyms and antonyms, you can access Thesaurus.com to help you find and use the appropriate words to express your thoughts or ideas.

For legal citations, use *The Bluebook: A Uniform System of Citation*, latest edition.[5]

1. *The Chicago Manual of Style* is available online by paid annual subscription at http://www.chicagomanualofstyle.org/home.html.
2. See "U.S. Government Printing Office Style Manual," http://www.gpoaccess.gov/stylemanual/browse.html.
3. The *Associated Press Stylebook* is available online by paid annual subscription at http://www.apstylebook.com.
4. See "Merriam-Webster," http://www.merriam-webster.com.
5. See "The Bluebook," https://www.legalbluebook.com.

The Publishing Process

Once the author has finished drafting the manuscript and submitted it to the project manager (PM), the general timeline from review to publication is approximately three months. The phases are as follows:

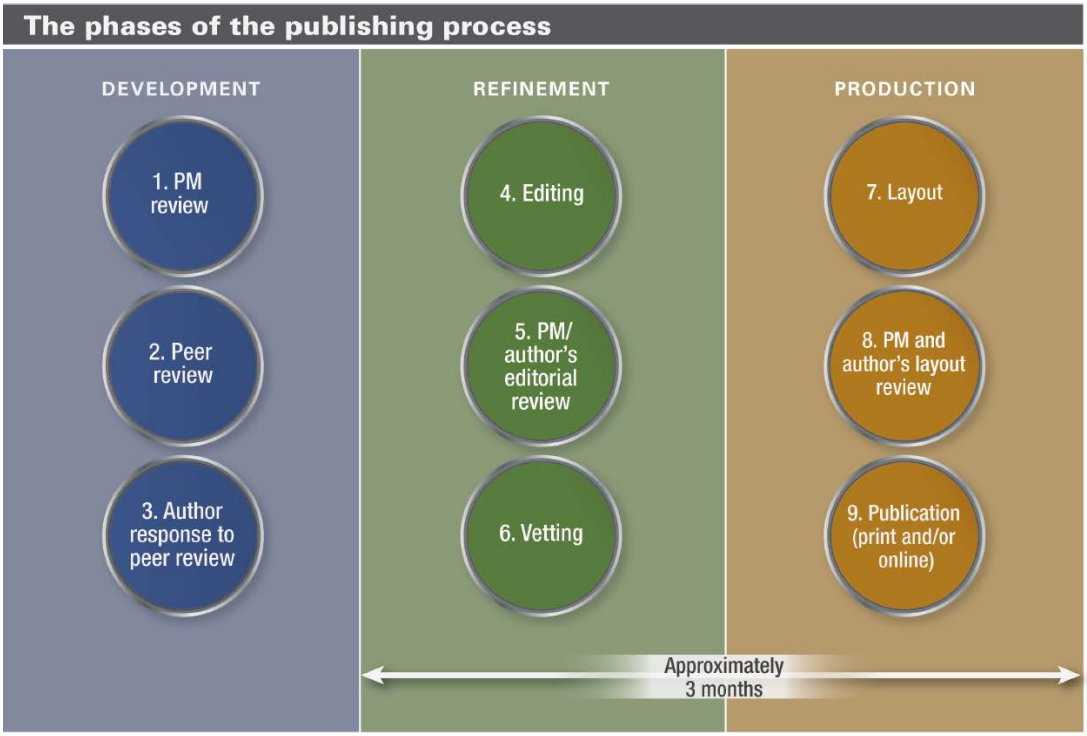
Development

1. **PM review:** The PM reviews the manuscript to ensure it meets the goals of the award and project, addresses the appropriate topic and audience, etc. Afterward, the PM works with the author to address any questions or suggestions.

2. **Peer review (~3 weeks):** After approving the manuscript, the PM submits it to three subject matter experts (SME), who normally include a senior-level practitioner, a line-level practitioner, and an applied academic with practical experience in the given topic. The COPS Office asks all peer reviewers to respond to a standard set of questions; however, the PM seeks the author's input to include any additional questions.

   Exceptions: Reports resulting from meetings or manuscripts collaboratively written by subject matter experts do not require peer review.

Author response to peer review: After receiving the peer review comments, the PM reviews and forwards any pertinent comments to the author, who has the opportunity to accept any suggested changes or provide responses. Once again, the PM works with the author until both parties find the manuscript acceptable.



Refinement

3. **Editing (~2 weeks):** After approving the necessary changes, the PM submits the manuscript for editing. A COPS Office editor reviews the manuscript for grammar, consistency, and comprehension and ensures the format follows the *COPS Office Style Manual*. The two-week time frame depends on workflow and the manuscript's page count.

   Note: Authors and PMs should familiarize themselves with "References and Documentation" on page 11.

4. **PM/author's editorial review (~1 week):** After reviewing the edits, the PM forwards the manuscript to the author for review and approval. Again the PM works with the author until both, plus the editor, deem the final manuscript acceptable.

5. **Vetting (~3 weeks):** Once the author/PM and editor have agreed on the final manuscript, the PM must submit the manuscript to internal reviewers or, if the manuscript references law enforcement or other agencies, to other divisions of the U.S. Department of Justice. When the reviewers have finished the vetting process, the PM and author review any resulting changes and resubmit necessary changes to editing for review.

Production

6. **Layout (~2 weeks):** After the peer review, editing, and vetting processes, the editor submits the final manuscript to the graphic designers for layout. The designers work with the PM to ensure the design is appropriate for the audience and topic.

7. **PM and author's layout review:** The PM sends the laid out publication to the author, who at this point reviews only the layout and scans for egregious errors. As with all previous steps, the PM works with the author and the graphic designer to ensure an appealing package, though please note that the COPS Office maintains final say on use of graphics style, cover art, layout choices, etc.

   Note: The Authors and PMs should familiarize themselves with the "General copy requirements" on page 7. See also "Illustrations: figures, charts, graphs, tables, and photos" on page 8.

8. **Publication (~4 weeks):** After the PM sends the designers an e-mail stating that both the PM and author approve the final layout, the designers submit the files for publication, whether for print or posting to the web. Authors receive a hard copy (if applicable) and link to the publication.

   a. **Print publications:** The COPS Office works with a contracted printer to review, correct, and approve proofs before the office accepts shipment of the hard copies.

b. **Online publications:** The COPS Office publishes all of its publications electronically as PDFs. Before the online version appears in the office's Resource Center, the office makes the PDF 508 compliant so that people with disabilities can access it.

Other COPS Office guidelines covering project development address the peer review and vetting processes in detail. **If authors have any questions or concerns, they should contact their assigned PM.**

Preparing Manuscript Documents for Submission

Whether manuscripts are written internally or externally, authors must prepare manuscripts intended for publication by the COPS Office according to certain standards. These standards encourage cleanly prepared documents that help ensure the authors' intent, save time in development, decrease the number of rounds of review—saving time and money—and enable allocation of more time to quality control.

These standards help ensure the authors' intent, save time in development, and decrease the number of rounds of review.

The COPS Office editor reviews and edits all submitted manuscripts to bring them into compliance with *The COPS Office Editorial and Graphics Style Manual*—the primary editing reference for publications produced by the COPS Office. It provides the correct forms for references, graphic design, 508 compliance, permissions, and use of acronyms and ensures by these standards a consistency of form and expression.

As stated in the introduction to this style manual, the standard sources are based primarily on *The Chicago Manual of Style* (16th Edition), *GPO Style Manual* (2008 edition), and, when necessary, *The AP Stylebook*. A copy of *The COPS Office Editorial and Graphics Style Manual—Guide for Authors* is included in every award packet sent from the COPS Office. Please familiarize yourself with this document and use it as a guideline when preparing written materials for any and all COPS Office publications.

General copy requirements

Before submitting manuscripts for editing, authors should comply with the following:

1. Submit the manuscript in Microsoft Word. Also, turn off "Track Changes," and accept all revisions.
2. Provide complete citations for all quotations and paraphrased passages, including statistics. All content from other sources must be properly cited. (See "References and Documentation" on page 11.)
3. Ensure endnotes, footnotes, and references are formatted consistently. See "References and Documentation" on page 11.
4. Include a table of contents to make the hierarchy for all chapters and subsections clear.
5. Number, title, and reference all illustrations (figures, charts, etc.) in text. See "Illustrations: figures, charts, graphs, tables, and photos" on page 8.
6. Verify all URL addresses in the manuscript.

If able, authors should also do the following:

1. Use a few of Word's preset style tags to set the hierarchy of the manuscript. Basic style tags include the following:
    a. Body Text

    b. List Number
    c. List Bullet
    d. Heading 1, Heading 2, Heading 3, etc.
    e. Footnote Text
2. All notes should be dynamic: i.e., they link to their text references.

Illustrations: figures, charts, graphs, tables, and photos

Author guidelines for incorporating these types of illustrations are as follows:

1. **Identification:** Above each figure, chart, graph, and table, the author must provide an identifying number followed by a period and title. The author should use sentence case but not end the title with a period. The authors/editors may use their own discretion for numbering/organizing these illustrations but must label them consistently.
   Example: Figure 1. Components of multiple casualty violence prevention
   Example: Table 7.3. Agencies participating in site visits

2. **Text reference:** The author must reference all figures, charts, graphs, and tables in the text.
   Example: (See figure 3.)

3. **Placement:** The author can place illustrations in the manuscript's body of text, the manuscript's appendix, or in a separate document. In all three scenarios, each figure, chart, graph, and table still requires an identifying number and title placed above it.

    a. If placed in the manuscript, the illustration should be as close to its reference in text as possible.

    b. If the authors provide the illustration in a separate document or as separate files, the authors should place a noticeable sentence in brackets in the manuscript that indicates where they want the illustration to appear. **Example:** [Place figure X here.]

    c. If the illustration appears in an appendix, the author can add an "A" to the identifying number. **Example:** Table A1. Agencies participating in site visits

4. **Captions:** Authors should use sentence case and place them beneath photos, etc. Captions conclude with periods if they are complete sentences. However, if the majority of captions throughout the publication are complete sentences, then even fragmented captions should conclude with periods for the sake of consistency.
   Example: Detective Smith, ABC (Washington) Police Department, speaks with local community members about youth safety.
   Example: Detective Smith, ABC (Washington) Police Department, speaking with local community members about youth safety

5. **Permissions and credits: The author is responsible for obtaining these** from the copyright holder of all figures, charts, graphs, tables, photos, etc., that the author wishes to use in the publication. The author should place the appropriate amount of information beneath each element (see "References and Documentation" on page 11), use sentence case, and not conclude with a period. **Example:** Source: Adapted from Carlson 2012

   The author is responsible for obtaining permissions and credits.

   Note: Begin requesting permission as early as possible—it can take a long time (sometimes months)—and submit the permissions and credits for each copyrighted item to the COPS Office prior to vetting. See "Permissions and credits" on page 18.

6. **Supplying images:** The COPS Office accepts the following formats: **.jpg**, **.tif**, **.eps**, **.ai**, **.psd**, and **.bmp**. Vector images (.eps and .ai; typically Adobe Illustrator) are most desirable because they are not resolution-dependent. Raster images (.jpg and .tif) should be **no less than a printing resolution of 300 dpi** unless the publication is only for the web, in which case 72 dpi is sufficient. **Note:** Even if the intention of a publication is that it be web only, the higher resolution is still desirable, as web users may print the publication or the COPS Office may print it at a later date.

   Graphic images placed or inserted into Microsoft Word documents are not desirable. Unless the author has already collected or packaged the graphic images with an InDesign file, the author should provide the graphic image files in their original form. If transmitted via e-mail or FTP, the author can bundle them in a zipped file.

When the manuscript is ready for layout (see "The Publishing Process" on page 3), as a rule, COPS Office graphic designers recreate or design graphs and charts to be in line with COPS Office graphic standards and to be consistent with the overall design of the publication. In such cases, graphics embedded in Microsoft Word are acceptable only for visual guidance.

Furthermore, COPS Office graphic designers try to place these elements on the same page where referenced or on the page facing the text reference. If the size or nature of a particular element makes that impossible, the designers place the element on a following page, as close as possible, that references that element. In addition, the text reference then includes the page number of the element. **Example:** As shown in figure 8 on page 43….

If the author submits a manuscript that is not wholly in compliance with the above specifications, the COPS Office editor notifies the PM. The author and PM then work together to bring the manuscript into compliance upon agreement with the editor.

Manuscript approval

The COPS Office editor reviews and edits the compliant manuscript and may consult with the COPS Office PM, who in turn may consult with the author(s). When the PM and author review the edited manuscript, they are to do the following:

- **Use Track Changes to record all new edits/changes to the manuscript.** (Doing so speeds up the editor's next review.)
- Accept the editor's changes that the PM/author agrees with.
- Comment on the editor's changes that the PM/author disagrees with; don't delete them. **Note:** Usually dialogue between the author/PM and editor reveals the missing link between what the author's trying to convey and what the author is (or is not) actually saying.
- Reply to all of the editor's questions and supply any missing elements or text.

Following this process helps to speed up the editor's next review, maintain version control, and keep the project to its deadline.

References and Documentation

Authors must provide citations (and sometimes permissions) for quotations or paraphrased material that originated from another source.

The COPS Office uses the formats described here for all original writing and in creating endnotes and references for documents. We ask that our grantees and contributing authors use the same format when preparing documents for the COPS Office. The format is based on *The Chicago Manual of Style* (16th edition), which may be consulted for additional information.

Note: The **author is responsible** for making sure all references are accurate and up to date. The COPS Office editor edits only for style, not accuracy.

Authors must provide citations (and sometimes permissions) for quotations or paraphrased material that originated from another source.

Text citations and references

Text citations are an abbreviated parenthetical author-date reference that refers readers to an alphabetical reference list. This list includes references to all books and other forms of documentation used throughout the publication. The reference list is located at the end of the publication or at the end of each chapter to which it applies.

Author-date citations in the manuscript must agree exactly, in both name and date, with the corresponding entries in the reference list, and there must be an entry for every text citation. A text (or end of block quotation) citation should use the author's last name followed by the year of the publication—with no comma between the two. For text citations with more than three authors, provide only the first name followed by et al. **Examples:**

(Jones 2006)

(COPS Office 2013)

(Cohen and Ludwig 2003)

(Patterson, Chung, and Swan 2012)

(Braga et al. 2001)

Footnotes and endnotes

Footnotes provide readers with immediate knowledge of the sources mentioned in the body of text and any supporting information. Endnotes are suited for publications with many sources that would otherwise crowd the bottom of a publication if presented as footnotes. However, because endnotes are far away from their text references, the author needs to provide the entire citation (e.g., author, title, and publisher) and try not to overwhelm the reader with too many uses of "ibid.," which basically means "same as before."

For example, if two consecutive notes refer to the same citation, replace the second citation with ibid. instead of providing the full citation again. If the second note identifies a different page, then simply provide the page number after ibid. **Example:** Ibid., 3.

If a repeated citation appears two or more notes earlier in its full form, use the author's last name, approximately four key words of the title, and the page number. Then, add in parentheses the number of the prior note that provides the entire citation. **Examples:** Meares, "Legitimacy of Police," 654 (see note 23); Kennedy, *Deterrence and Crime Prevention*, 2 (see note 1).

If the manuscript includes a reference list in addition to notes, the notes themselves do not need to include the full citation. Instead, all notes can be shortened to their abbreviated form (i.e., the author's last name, four key words of the title, and the page number), which takes up much less room at the bottom of the laid out publication. **Example:**

> **Reference:** Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. 2001. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August): 195–226. http://www.d.umn.edu/~jmaahs/Correctional%20Assessment/Articles/Braga_problem_oriented%20policing_deterrence.pdf.
>
> **Shortened note:** Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence," 195–226.

If a note provides several citations, separate each citation with semicolons. The order of the citations can be based on importance, be alphabetical, or be arranged according to year. **Example:** Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence," 195–226; Meares, "Legitimacy of Police," 654.

As for numbering, endnotes may appear at the end of the publication or at the end of each section/chapter. Endnotes always begin with Arabic numbers. The COPS Office editor determines which is most appropriate.

Footnotes are usually at the bottom of the page and should be set up using InDesign's footnote layout options. Footnotes may also be placed in the outside margins of a page. The COPS Office editor and designer determine whether to organize notes numerically or with symbols. Typically, footnotes should begin with Arabic numbers; however, if a document includes both endnotes and footnotes, the footnotes should begin with symbols and use the following sequence: * † ‡ §. If a page has more than four symbols, double the sequence: ** †† ‡‡ §§.

Footnote/endnote reference numbers in text are superscript and follow any punctuation mark except for the dash. In the notes themselves, the numbers are full size, not superscript, and followed by a period.

Examples

Pay special attention to punctuation—periods, commas, order of names, etc.

In the following examples, pay special attention to punctuation—periods, commas, order of names, etc. Here are some general rules that apply to both references and notes:

- **Author names:** Reference lists are arranged alphabetically by authors' last names; therefore, invert the name of the first author, giving the last name first. All other author names appear in normal order with commas separating each. In notes, however, all authors' names appear in normal order. (See also "Authors, editors, and translators" on page 17.)
- **Titles:** For all, use initial caps except for prepositions and articles.
- **Cities and states:** When the city is not well-known, include the state in the publisher's information (e.g., Livonia, MI; Byram, NJ). **Use postal abbreviations without periods (CA, DC, TX, and IL).**
- **Catalog numbers:** If available, provide the NCJ number at the end of a citation, before the URL or doi.
- **URL and doi:** When available, provide one or the other at the end of the citation.

The examples below are provided in two formats: N = note and R = reference.

Books and published reports

These types of citations include the following basic information: the name of the author(s); the title of the publication; the year of publication; and the city, state, and name of the publisher. The order of this information depends on the type of citation: i.e., reference or note.

R: Kennedy, David M. 2008. *Deterrence and Crime Prevention: Reconsidering the Prospect of Sanction*. New York: Routledge.

N: 1. David M. Kennedy, *Deterrence and Crime Prevention: Reconsidering the Prospect of Sanction* (New York: Routledge, 2008).

When citing a specific chapter or other section within a book, enclose it in quotation marks, and place it just before the book's title. When a separate author has written an individual chapter, place the names of the editors associated with the larger work (meaning the book as a whole) after the book's title.

R: Cohen, Jacqueline, and Jens Ludwig. 2003. "Policing Crime Guns." In *Evaluating Gun Policy: Effects on Crime and Violence*, edited by Jens Judwig and Philip J. Cook. Washington, DC: Brookings Institution Press. http://repository.cmu.edu/heinzworks/204/.

Piehl, Anne M., and Stefan F. LoBuglio. n.d. "Does Supervision Matter?" In *Prisoner Reentry and Crime in America*, edited by Jeremy Travis and Christy Visher, 105–138. New York: Cambridge University Press.

N: 2. Jacqueline Cohen and Jens Ludwig, "Policing Crime Guns," in *Evaluating Gun Policy: Effects on Crime and Violence*, ed. Jens Judwig and Philip J. Cook (Washington, DC: Brookings Institution Press, 2003), http://repository.cmu.edu/heinzworks/204/.

3. Anne M. Piehl and Stefan F. LoBuglio, "Does Supervision Matter?" in *Prisoner Reentry and Crime in America*, ed. Jeremy Travis and Christy Visher (New York: Cambridge University Press, n.d.), 105–138.

Journal articles and other periodicals

Do not separate the title of the periodical and the volume number with a comma. Note the colon after the issue number in parentheses and the en dash between the page numbers.

For references, if the citation provides a season or month instead of an issue number, it takes the place of the issue number in the parentheses. For notes, the season/month appears in the parentheses, before the year.

R: Meares, Tracey. 2009. "The Legitimacy of Police among Young African-American Men." Marquette Law Review 92 (4): 651–666.

Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. 2001. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August): 195–226. http://www.d.umn.edu/~jmaahs/Correctional%20Assessment/Articles/Braga_problem_oriented%20policing_deterrence.pdf.

Mitchell, Ojmarrh, David B. Wilson, Amy Eggers, and Doris L. MacKenzie. 2012. "The Effects of Drug Court on Criminal Offending." *Campbell Systematic Reviews* 8(4). doi:10.4073/csr.2012.4.

N: 23. Tracey Meares, "The Legitimacy of Police among Young African-American Men," *Marquette Law Review* 92, no. 4 (2009): 651–666.

24. Anthony A. Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire," *Journal of Research in Crime and Delinquency* 38 (August 2001): 195–226, http://www.d.umn.edu/~jmaahs/Correctional%20Assessment/Articles/Braga_problem_oriented%20policing_deterrence.pdf.

25. Ojmarrh Mitchell et al., "The Effects of Drug Court on Criminal Offending," *Campbell Systematic Reviews* 8, no. 4 (2012), doi:10.4073/csr.2012.4.

Newspaper or magazine articles

Even if the magazine has an issue and/or volume number, use only the date. Note the comma between the news source and the date.

R: Dehnart, Andy. 2011. "Beyond Scared Straight's Real-Life Controversy." *The Daily Beast*, February 23. http://www.thedailybeast.com/articles/2011/02/23/beyond-scared-straights-real-life-controversy.html.

Blum, Justin, and Yolanda Woodlee. 2001. "Trying To Give Kids a Good Scare." *Washington Post*, June 3, C01.

N: 44. Andy Dehnart, "Beyond Scared Straight's Real-Life Controversy," *The Daily Beast*, February 23, 2011, http://www.thedailybeast.com/articles/2011/02/23/beyond-scared-straights-real-life-controversy.html.

45. Justin Blum and Yolanda Woodlee, "Trying To Give Kids a Good Scare," *Washington Post*, June 3, 2001, C01.

Series and multivolumes

When citing a publication that exits within a series (indefinite amount) or multivolume (planned number of volumes), the title of the series or multivolume appears just after the individual publication's, separated by either a period (for references) or comma (for notes). While publication titles are italicized, series and multivolume titles are not.

R: Visher, Christy A. 1992. *Pretrial Drug Testing*. Research in Brief. Washington, DC: National Institute of Justice. NCJ 137057. https://www.ncjrs.gov/app/Search/Abstracts.aspx?id=137057.

Felson, Marcus. 2003. "The Process of Co-Offending." In *Theory for Practice in Situational Crime Prevention,* edited by Martha Smith and Derek B. Cornish. Vol. 16 of Crime Prevention Studies. Monsey, NY: Criminal Justice Press.

Patterson, George T., Irene W. Chung, and Philip G. Swan. 2012. *Effects of Stress Management Training on Physiological, Psychological, and Behavioral Outcomes among Police Officers and Recruits*. No. 8 of Crime Prevention Research Review. Washington, DC: Office of Community Oriented Policing Services.

N: 89. Christy A. Visher, *Pretrial Drug Testing,* Research in Brief (Washington, DC: National Institute of Justice, 1992), NCJ 137057, https://www.ncjrs.gov/app/Search/Abstracts.aspx?id=137057.

90. Marcus Felson, "The Process of Co-Offending," in *Theory for Practice in Situational Crime Prevention,* ed. Martha Smith and Derek B. Cornish, vol. 16 of Crime Prevention Studies (Monsey, NY: Criminal Justice Press, 2003).

91. George T. Patterson, Irene W. Chung, and Philip G. Swan, *Effects of Stress Management Training on Physiological, Psychological, and Behavioral Outcomes among Police Officers and Recruits,* no. 8 of Crime Prevention Research Review (Washington, DC: Office of Community Oriented Policing Services, 2012).

Unpublished documents

The name of the sponsoring organization or conference at which document was presented takes the place of the traditional publisher's information, with the city, state, month, and day of the presentation included if available.

R: Rose, Dina R. 2008. "A Thug in Jail Can't Shoot Your Sister: Incarceration and Social Capital." Paper presented to the American Sociological Association, New York, August 12.

Cook, David Dykes. 1990. "Effects of a Non-Confrontational Prisoner-Run Juvenile Delinquency Deterrence Program." PhD dissertation, Department of Psychology, Mississippi State University.

N: 100. Dina R. Rose, "A Thug in Jail Can't Shoot Your Sister: Incarceration and Social Capital," paper presented to the American Sociological Association, New York, August 12, 2008.

102. David Dykes Cook, "Effects of a Non-Confrontational Prisoner-Run Juvenile Delinquency Deterrence Program," PhD dissertation, Department of Psychology, Mississippi State University, 1990.

Websites or web pages

First, URLs should take users directly to the cited source, not to the homepage that hosts the source.

Second, web pages usually do not have an author; therefore, the owner of the website is both the author and publisher. In such instances, references, which depend on the author-date system, provide the "author" first and do not need to repeat the publisher. Conversely, notes should give the title of the website or web page first and then identify the publisher. (See also "Same author and publisher" on page 18.)

Web pages that have a publication or "last modified" date usually place this information at the bottom. However, if the web page is continuously updated and does not provide a publication or last modified date, then the citation should include an "accessed" date before the URL.

R: Chicago Manual of Style. 2014. "Chicago-Style Citation Quick Guide." Accessed January 15, 2014. http://www.chicagomanualofstyle.org/tools_citationguide.html.

YouTube. 2013. "Statistics." Accessed December 23, 2013. http://www.youtube.com/yt/press/statistics.html.

COPS Office (Office of Community Oriented Policing Services). 2013. "Not In Our Town: Working Together for Safe, Inclusive Communities." Last modified May 6, 2013. http://www.cops.usdoj.gov/Default.asp?Item=2679.

N: 112. "Chicago-Style Citation Quick Guide," Chicago Manual of Style, accessed January 15, 2014, http://www.chicagomanualofstyle.org/tools_citationguide.html.

113. "Statistics," YouTube, accessed December 23, 2013, http://www.youtube.com/yt/press/statistics.html.

114. "Not In Our Town: Working Together for Safe, Inclusive Communities," Office of Community Oriented Policing Services, last modified May 6, 2013, http://www.cops.usdoj.gov/Default.asp?Item=2679.

Authors, editors, and translators

More than one author

In references, the first author's name is inverted, providing the last name first; all other author names appear in normal order with commas separating each. If the reference includes more than six authors, after the sixth name, replace the rest with et al.

In notes, all names appear in normal order. If the note includes more than three authors, only the first author's name appears in full, followed by et al.

R: Mazerolle, Lorraine, Sarah Bennett, Jacqueline Davis, Elise Sargeant, and Matthew Manning. 2013. "Legitimacy in Policing: A Systematic Review." *Campbell Systematic Reviews* 9(1). doi:10.4073/csr.2013.1.

N: 118. Lorraine Mazerolle et al., "Legitimacy in Policing: A Systematic Review." *Campbell Systematic Reviews* 9, no. 1 (2013), doi:10.4073/csr.2013.1.

Only editors or translators

When a publication does not identify an author, the editors or translators assume the author's position in the citation.

R: Rubin, Jay, trans. 1998. *The Wind-Up Bird Chronicle*. New York: Vintage Books.

N: 123. Jay Rubin, trans. 1998. *The Wind-Up Bird Chronicle*. New York: Vintage Books.

Same author and publisher

In general, references that cite a work written and produced by the same entity include the name of that entity in both the author's and publisher's location; such circumstances usually apply to organizations that don't attribute a work to a single writer. This rule, however, does not apply for websites (see also "Websites or web pages" on page 16).

On the other hand, because notes do not depend on the author-date system, the author's name is best placed in the publisher's position.

R: GAO (U.S. General Accounting Office). 1997. *Drug Courts: Overview of Growth, Characteristics, and Results*. Washington, DC: U.S. General Accounting Office.

COPS Office. 2012. *Community Policing Defined.* Washington, DC: Office of Community Oriented Policing Services. http://ric-zai-inc.com/Publications/cops-p157-pub.pdf.

N: 131. *Drug Courts: Overview of Growth, Characteristics, and Results* (Washington, DC: U.S. General Accounting Office, 1997).

132. *Community Policing Defined* (Washington, DC: Office of Community Oriented Policing Services, 2012). http://ric-zai-inc.com/Publications/cops-p157-pub.pdf.

Permissions and credits

Authors must secure the appropriate permissions to use illustrative materials that are not their own, meaning they must obtain releases for photographs (both the subject of the photograph, if a person, and the photographer) and other illustrative materials, such as logos, charts, and graphs. The COPS Office is not liable for an external author's failure to obtain permission to use copyrighted materials.

Types of illustrative materials and the appropriate credit language for each type include the following:

- Obtained permission: Reproduced with permission from…
- Adapted: Adapted from…
- Author-created materials based on someone else's data: Data from…
- Permission not needed: Reprinted from…

Authors must also provide a source citation for each illustration used. **Examples:**

R: Reproduced with permission from Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. 2001. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August): 197. http://www.d.umn.edu/~jmaahs/Correctional%20Assessment/Articles/Braga_problem_oriented%20policing_deterrence.pdf.

Adapted from Braga et al. 2001, 197.

N: 1. Adapted from Christy A. Visher, *Pretrial Drug Testing,* Research in Brief (Washington, DC: National Institute of Justice, 1992), 5, NCJ 137057, https://www.ncjrs.gov/app/Search/Abstracts.aspx?id=137057.

2. Reproduced with permission from Visher, *Pretrial Drug Testing,* 5.

Note: The format of the citation depends on whether the publication uses notes or text citations (see "References and Documentation" on page 11). If the citation appears in the references list, the author need provide only the shortened format in the source line.

Standards for Publication Design and Production

The graphic standards outlined here represent the baseline standards for all publication design and layout by the COPS Office. Except in rare circumstances, COPS Office graphic designers internally produce all design and layout and handle production preparation.

Some publications are part of a series for which the graphic designers have previously developed a design template. All freestanding reports and publications contain a COPS Office disclaimer statement (see "Disclaimer" on page 24). Some page layouts in these publications are predetermined or "boilerplate," such as the copyright page or back cover, although some of the language changes per publication.

Other than those instances, the creative direction of each publication is the purview of the COPS Office publication graphic designers, in consultation and consensus with the COPS Office project manager and editor. Final approval of the publication design lies with the project manager, who may consult with others to obtain approvals. Ultimately, the project manager e-mails final design approval to the graphic designers.

Program format

Adobe InDesign CS6 (Windows) page layout and design software, in conjunction with the rest of the Adobe Creative Suite, is the preferred software of the COPS Office Publishing & Creative Resources group. If the author provides InDesign source files to the COPS Office, they must be InDesign CS2 or above and must be properly packaged with linked image files and fonts. The package should contain a PDF for reference.

COPS Office designers convert publications created in QuarkXpress to InDesign CS6 if possible; otherwise, QuarkXpress is not supported. Microsoft Publisher is not supported.

Submit work on a disc or as an e-mail file attachment no larger than 8 MB. The COPS Office recommends zipping a folder of multiple files for transfer.

Fonts

Use only fonts from the COPS Office library of OpenType fonts. In the event illustrations use other font formats, convert them to outline paths. Do not use fonts that are not in the OpenType library. If the designer must use a different font format (e.g., PostScript or TrueType), convert it to outline paths.

Use Suitcase to manage fonts.

If using supplied fonts that are not OpenType and cannot be substituted with a corresponding OpenType font from the COPS Office Font Library, create a folder in Suitcase for a separate font set to manage the supplied font. The folder can be a Set folder designated and named for the project or placed in a Set folder titled Client or Temporary.

Layout: interior

Bleed: Bleeds should extend 1/8 inch / .125 inch / p9 beyond the page.

Color: The interior of most COPS Office publications is 2-color, usually black and PMS spot color. The designers and PMs should work together to determine the best design for audience and usage. This palette can be carried into the illustrative materials. Interiors can also be 1-color, either black or a dark enough hue of another spot color. However, if a publication is being digitally printed or is for only the web, the designer can use full color (RGB for web and CMYK for print).

Contents page: If the publication contains a Contents page, set up InDesign so that it automatically generates and updates this list when interior alterations occur. Build a Contents page style based on the Paragraph styles used in the document. Headers and footers can appear on this page.

Disclaimer page: Headers and footers do not appear on this page. Photo credits for the front cover do.

Folio: Number the cover page section as “a.” Beginning with the title page, number the front matter section in lower-case Roman numerals (i, ii, iii, etc.) until page 1 of the introduction or first chapter. Depending on the design of the header, use either a drop folio or blind folio for the opening page of a new chapter, leaving the header empty.

Hyphens: Do not stack more than two hyphens within a paragraph.

Images: Link and update images within the saved package. See “File management” on page 28.

Master pages: Design and apply master pages throughout the publication.

Notes—endnotes: Endnotes may appear at the end of the publication or at the end of each section/chapter. Endnotes always begin with Arabic numbers. The COPS Office editor determines which is most appropriate.

Notes—footnotes: Footnotes are usually at the bottom of the page and should be set up using InDesign’s footnote layout options. Footnotes may also be placed in the outside margins of a page. The COPS Office editor and designer determine whether to organize notes numerically or with symbols. Typically, footnotes should begin with Arabic numbers; however, if a document includes both endnotes and footnotes, the footnotes should begin with symbols and use the following sequence: * † ‡ §. If a page has more than four symbols, double the sequence: ** †† ‡‡ §§.

Notes—illustrations and sidebars: Notes should be placed directly below their illustrations (e.g., table) or sidebars, not at the bottom of the page or end of the document, and use symbols not Arabic numbers. Again, use the following sequence: * † ‡ §. If an illustration or sidebar has more than four symbols, double the sequence: ** †† ‡‡ §§.

Paragraphs: Alignment should be flush left; do not indent paragraphs. Add space after paragraphs rather than using multiple returns. Adjust spacing to eliminate and prevent orphans and widows. Paragraphs are allowed to break across spreads with a minimum of three lines at the bottom or top of the pages.

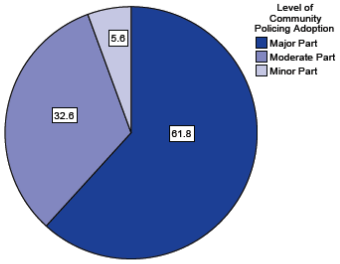
Spacing: No double spaces after a period.

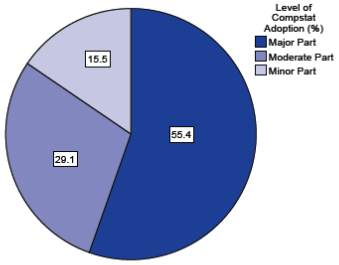
Styles: Strictly employ paragraph and character styles. This practice helps ensure consistency of style and assists in the subsequent tagging operations required for creating 508 compliant publications. See also "508 compliance" on page 29.

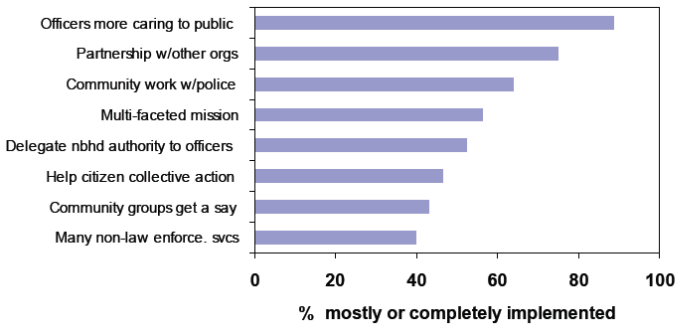
Illustrative materials

Illustrative materials include figures, charts, graphs, tables, and photos. For these, the COPS Office accepts the following formats: **.jpg**, **.tif**, **.eps**, **.ai**, **.psd**, and **.bmp**. Raster images should be no less than a printing resolution of 300 dpi unless the publication is only for the web, in which case 72 dpi may be sufficient. **Note:** Even if the intention of a publication is that it be web only, the higher resolution is still desirable, as web users may print the publication or the COPS Office may print it at a later date.

Images should be no less than a printing resolution of 300 dpi unless the publication is only for the web.







Before releasing files to print, the designers should convert all linked graphics to CMYK or grayscale.

The designers should also covert fonts used in graphics created in Adobe Illustrator to paths when the publication is complete. Throughout the revision and approval process, archive an editable version in the Art folder located in the project's Design folder.

See also "File management" on page 28.

Organization of content

Depending on what sections a manuscript includes, these sections should appear in the following order:

Front matter

- Title page
- Disclaimer page
  - Disclaimer
  - Author's copyright information
  - Recommended citation
  - ISBN
  - Year of publication
- (Table of) Contents
- Letter from the COPS Office director
- Letters from other organizational heads
- Foreword
- Preface
- Acknowledgments
- Introduction
- Text

Back matter

- Appendixes
- Abbreviations
- Glossary
- Notes
- References
- About the authors
- About other organizations
- About the COPS Office

Required pages

Disclaimer

Typically, the following disclaimer, which includes the grant or cooperative agreement information, appears on the copyright page. A statement regarding the viability of any Internet references, the ISBN, and the year of publication follow the grant information paragraph.

The COPS Office project manager provides the editor with the grant or cooperative agreement number, and the following language appears in each project:

> This project was supported by cooperative agreement / grant number XXXX-XX-XX-XXXX awarded by the Office of Community Oriented Policing Services, U.S. Department of Justice. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.
>
> The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

Beneath the disclaimer, list the recommended citation, ISBN, and year of publication. **Example:**

> Recommended citation:
> Canning, Erin P.T., and Marian E. Haggard, eds. 2014. *The COPS Office Editorial and Graphics Style Manual*. 3rd ed. Washington, DC: Office of Community Oriented Policing Services. http://ric-zai-inc.com/ric.php?page=detail&id=COPS-W0434.
>
> ISBN: XXX-X-XXXXXX-XX-X
> Published [year]

COPS Office publications usually include an International Standard Book Number (ISBN) even though the office cannot issue its publications for sale. Exceptions include white papers, CD-ROMs, meeting reports, brochures, etc.

For reprints, revisions, and new editions, use the following language beneath the ISBN (use periods only when both dates appear on the same line):

> Reprints: First published [year]. Reprinted [year].
> Revisions (<20%): First published [year]. Revised [year].
> New editions (>20%): First edition [year]. Second edition [year].

About the COPS Office

Most publications have a page designated for “About the COPS Office.” The COPS Office editors are responsible for supplying this page in the manuscript, monitoring updates, and making sure the most recent version is used.

Letter from the COPS Office director

Each publication should include a letter from the director of the COPS Office, and the project manager is responsible for securing the letter and providing it to the editors. For all letters, the format of the signature should be as follows: the person's name, followed by a comma and then his or her position or title. The next line should then include the complete name of the company, division, or institution.
Example:

Ronald L. Davis, Director
Office of Community Oriented Policing Services

The look of the letters should flow with the design of each publication rather than having them appear like an actual letter with the office's letterhead.

Copyright and COPS Office publications

If applicable, U.S. Department of Justice (DOJ) regulations permit an external author to copyright any publication subject to copyright and developed with COPS Office funds. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the publication, or authorize others to use the publication, for Federal Government purposes. In addition, the COPS Office may reproduce the publication by any means, without restriction.

If an external author is using copyrighted material in a COPS Office-funded publication, the author should notify the copyright holder of the COPS Office's rights to the publication.

Covers

Covers typically can be printed in up to 4 colors, spot or process. The presence of a 4/C photo necessitates a 4-color process design.

If the publication is part of a series, such as Crime Prevention Research Review (CPRR), the design and cover layout should be consistent with the design template currently in use for that series.

For freestanding publications (not part of a series), several areas of the front and back covers are boilerplate, but some language changes per publication.

Front cover

See *Graphic Standards and Identity System for the COPS Office*, which discusses proper use of the COPS Office brand, along with color, typography, and other usage considerations.

Branding: Place the .eps version of the COPS Office logo (with DOJ seal) in the bottom left corner of the front cover. The design determines whether the cover should use the 4-C process, black, or KO/white .eps version of the seal/logo.

Wraparound design: The design may carry over to the back cover, as long as it accommodates the information required, as outlined below.

Back cover

Abstract: Place an abstract, "blurb," or short synopsis of the publication on the center of the back cover. The author typically provides the text to the COPS Office project manager, and it is reviewed by the project editor before layout. It should be consistent in design and complementary to the overall cover design.

Branding: On the bottom left, include a 4-C process .eps version of the DOJ seal beside the COPS Office logo. Align beneath the COPS Office logo the copy shown in figure 1. If the publication is a joint project, include the other organization's logo and contact information to the right of the COPS Office (see figure 2). **Note:** This has become the official, boilerplate look for the back cover; do not deviate from this look or change the text unless the team agrees upon a universal change.

Figure 1. Branding the back of COPS Office publications

Figure 2. Branding the back cover of a joint project

Identification: Place the ISBN, e-project number, and year of publication in the lower right corner of the back cover:

ISBN: 978-1-935676-01-0
e011413242
Published 2014

For reprints, revisions, and new editions, use the following language beneath the ISBN and e-project number (use periods only when both dates appear on the same line):

Reprints: First published [year]. Reprinted [year].
Revisions (<20%): First published [year]. Revised [year].
New editions (>20%): First edition [year]. Second edition [year].

Files released for print

Files are not ready to release until they have gone through a preflight review and are cleared of all errors. Package the files in accordance with the print vendor's requirements. If the files are being printed offset, package them with all linked images and fonts and include a PDF for immediate reference. The PDF should be at a resolution that meets the specifications of the print vendor. Other requirements for preparing files for release include the following:

- Clear the pasteboard; unnecessary text boxes or images should not exist outside the print area.
- Run spell-checker.
- Eliminate unused style sheets, layers, and colors.
- If the files are being printed, make sure images are CMYK and package them with all source files.

File management

The job project folder name should begin with the e-project number. Store the project folder in the appropriate parent folder on the server under the month and year the project started.

Also, begin the job file name with the e-number.

During the design comp and approval stage, a file may link to an image in the COPS Office image library. After the PM and author have approved the design, save all images out of the image library and into their project's Art folder before making any modifications. **The final version of a file should never link to an image in the image library.**

Never modify images in, or remove images from, the image library.

Archive all sanctioned and newly acquired logos in the "Logo" folder on the server. Do not alter final, sanctioned logo art files, unless the design is updated or redesigned. If different formats are required and not already available in the logo library, export a copy to or save a copy in that logo's specific folder.

At the completion of a project, after it has been packaged and released for printing or has been uploaded to the web, leave the following files in the project folder:

- The Design folder, which contains
  - images folder containing staged art files that may be needed in the future, such as layered .psd files and .ai files with editable text;
  - old folder that contains all previous versions of the InDesign files and PDFs;
  - the "packaged" folder (usually matches the project name), which contains
    - The final InDesign file and final PDF;
    - Document Fonts folder;
    - Links folder containing final art files;
    - Instructions text document.
- The Editing and Layout Copy folders, which contain the original Word source documents.

All publications produced by the COPS Office must be available to the public in accessible PDF formats that are compliant with Section 508 of the Rehabilitation Act of 1973.

508 compliance

All publications produced by the COPS Office must be available to the public in accessible PDF formats that are compliant with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d). Section 508 ensures disabled users have access to electronic and information technology produced or used by federal agencies. Accessibility involves the ability of people with disabilities, including those who are visually impaired, deaf, or hard of hearing, to access documents through special software on their PCs or through other means. For additional information on Section 508 requirements, see the DOJ Section 508 web page at www.usdoj.gov/crt/508/508home.html.

In terms of InDesign and 508 compliance, please follow these general guidelines:

- **Tagging:** When exporting a PDF from InDesign, make sure to select the "Create tagged PDF" option in the General tab.
- **Tables:** If a table has to span multiple pages, repeat headers across each page.
- **Contrast:** For AAA compliance, contrast needs to be at least 7:1 for text smaller than 18 points and 4.5:1 for text 18 points or larger (14 points if bolded). To check the contrast, use the following link: https://www.ssbbartgroup.com/reference/index.php/Color_Contrast_Checker.

Editing/Proofreading Marks

Punctuation marks	Examples
⊙ Insert period	The dog barked⊙
Insert comma	Red, white and blue
? Insert question mark	What did she say?
! Insert exclamation point	Help!
“ ” Insert quotation marks	The judge said, “Guilty.”
‘ ’ Insert single quotation marks	I asked, “Did you say ‘never’ or something else?”
Insert apostrophe	The constituents needs.
: Insert colon	These three: animal, vegetable, mineral.
; Insert semicolon	Membership: United States, 7;France, 5
Insert hyphen	MidAtlantic
Insert em dash	Read the report it was very informative.
Insert en dash	1996 2002
( ) Insert parenthesis	(Take a break)
[ ] Insert brackets	(His study of a flightless bird [the kiwi] last year)
# Insert a space	The yellowballoon.

Operational signs	Examples
Delete	Bread and butter
Delete and close up space	Happpy
Close up; delete space	Chesa peake
Begin new paragraph	The bird flew away. The next morning the man...
or tr Transpose	The cat calico stared to purr. Or The cat calico started to purr. tr
..... or stet Let it stand; do not change	Give the book to me. Or Give the book to me. stet
Move right	Take the dog for a walk.
Move left	Take the dog for a walk.
Center	Give the dog a bone.
Move up	Put the cat outside.
Move down	Put the cat outside.
Flush left	Feed the children
Flush right	Feed the children
Align vertically	One Two Three Four Five
Spell out	The COPS Office

Operational signs	Examples
∨ Insert here or make superscript	Mary's cell phone; D.A.R.E.R
∧ Insert here or make subscript	Open the door; H2O
—— or ital Set in italic type	He is very unhappy. *Or* He is very unhappy. ital
~~ or b.f. Set in bold type	He is very unhappy. *Or* He is very unhappy. b.f.
rom Set in roman type	He is very unhappy. rom
≡ Set in capital letters	iacp
/ or ⌐ or l.c. Set in lower case	The pink tuLip. *Or* The ~~PINK~~ tuLip. *Or* The piNk tulip. l.c.
Set in small caps	AdobeR *Or* AcrobatR s.c.
Caps and small caps	THE PINK TULIP
✓✓✓ or eq.# Equalize space	Equalize ✓ this ✓ space. *Or* Equalize ^ this ^ space. eq.#
w.f. Wrong font	Open **the** door. w.f.

Commonly Confused Words

accept/except – Whereas *accept* means to receive, *except* means to exclude. ***Example:*** "Everyone except Bob accepted the award."

adviser/advisor – Both are okay, but pick one per document for consistency.

affect/effect:

- **affect** (v): To influence. ***Example:*** "Late delivery affected the schedule."
- **effect** (v): To accomplish, to bring about, or to cause. ***Example:*** "The director's announcement will effect change within the department."
- **effect** (n): The result of an action. ***Examples:*** "His announcement had a positive effect on the department. The effect was greater efficiency."

alternate/alternative – These words are not always interchangeable as nouns or adjectives. *Alternate* means every other one in a series; may stand for "a substitute." *Alternative* means one of two or more possibilities and connotes a matter of choice that is never present with an alternate. ***Example:*** "The flooded road left them no *alternative* so they took the *alternate* route."

amid/among/between:

- **amid:** Refers to a quantity that cannot be counted (i.e., mass nouns). ***Example:*** "He exhibited calm amid the chaos."
- **among:** Used for three or more items. ***Example:*** "The money was divided among the four winners."
- **between:** Used for only two items. ***Example:*** "She had to choose between tennis and swimming."

as well as / and – While *and* implies equality among the limitless number of items it can join, *as well as* places less emphasis on the item following it and cannot connect more than two items. If *as well as* is used to add a third item to a series, *and* must be used between the first two items. ***Example:*** "The service was prompt *and* courteous, as well as efficient." *Prompt* and *courteous* are equally more important than *efficient*.

assure/ensure/insure:

- **assure:** To promise or make sure by removing doubt. ***Example:*** "Bill assured David that he would bring the book."
- **ensure:** To make certain. ***Example:*** "The team hired a specialist to ensure the project would meet the deadline."
- **insure:** To guarantee against risk or loss; to underwrite. ***Example:*** "They insured their house against fire damage."

because/since – Not interchangeable. Whereas *because* refers to a reason or condition, *since* refers to time. ***Example:*** "Because of neighborhood watch and other new programs, crime has decreased considerably since 1994."

because of (adv) / **due to** (adj) – Not interchangeable. *Due to* is an adjective; thus, it can modify only nouns. *Because of* is an adverb; thus, it modifies verbs. ***Examples:***

- **adverb required:** "He decided to buy new vests because of the newly implemented policy." Here, *because of* is modifying the verb *decided*.
- **adjective required:** "His decision about buying new vests was due to the newly implemented policy." Here, *due to* is modifying the noun *decision*.

between – See **amid/among/between**.

capital/capitol:

- **capital**: Refers to money; punishable by death; the capital of a state. ***Example:*** "She committed a capital offense. The nation's capital is Washington, D.C."
- **capitol:** Refers to the building in which the legislative body meets. ***Examples:*** the U.S. Capitol building; Capitol Hill (the site of the U.S. Capitol).

compare to / compare with:

- **compare to:** To point out or consider similarities. ***Examples:*** "Shakespeare compared life to a stage."
- **compare with:** To point out or consider differences and similarities. ***Examples:*** "For this thesis, I will compare Congress with the British Parliament."

complement/compliment:

- **complement:** Something that completes, brings to a whole, or makes perfect. ***Example:*** "To complement the committee, they had to ask for two more people."
- **compliment:** An expression of praise, admiration, or congratulation. ***Example:*** "He complimented her on her presentation."

compose/constitute/comprise:

- **compose/constitute**: To form the basis of or be a part of something larger (i.e., a number of smaller items constitute/compose the whole). ***Example:*** "Representatives of six departments constitute the committee."
- **comprise:** To consist of, contain, or include (i.e., the whole comprises a number of smaller items). Do not use "is comprised of." ***Example:*** "A committee comprises representatives of six departments."

continual/continuous/continuing/ongoing – *Continual* means a frequent occurrence with short intervals, *continuous* means nonstop, and *continuing/ongoing* means in progress with no end in sight.

different from / different than – Use *different from* for correct usage.

disinterested/uninterested:

- **disinterested:** Impartial; showing no favor. ***Example:*** "Judges should be disinterested."
- **uninterested:** Not interested in something. ***Example:*** "Children are uninterested in chores."

due to / because of – Not interchangeable. See **because of / due to**.

effect – See **affect/effect**.

e.g. and i.e. – Not interchangeable. Use *e.g.* to introduce an example, and use *i.e.* to provide clarification. When doing so, follow each by a comma. They can be enclosed in parentheses, or a colon at the end of a sentence can introduce them. Do not use *etc.* at the end of a list that begins with *e.g.* or *i.e.* ***Example:*** "Community policing practices help foster legitimacy (i.e., they help build trust between the community and its police agency): e.g., after the community-police meeting, neighbors felt more comfortable reporting calls for service."

either/or – Do not combine *either* with *nor*. See also **neither/nor**.

ensure – See **assure/ensure/insure**.

farther/further – Use *farther* for physical distance, and use *further* for metaphorical distance. ***Example:*** "While you drive the car farther down the road, we'll pursue this discussion further."

fewer/less; over/under; more/less than:

- **fewer/less:** Use *fewer* when referring to items that can be counted, and use *less* when referring to a mass quantity that can't be counted individually. ***Example:*** "We had less snow and thus fewer snowflakes last winter."
- **under/over:** Use when referring to spatial relationships. ***Example:*** "The mouse hid under the desk, and the cow jumped over the moon."
- **more/less than:** Use when referring to quantities. ***Examples:*** "More than 50 people came to the conference. He paid less than $50 for the train ticket."
- Use "during" (not "over") as in "During the past several years…"

i.e. and e.g. – See **e.g. and i.e.**

imply/infer – Not interchangeable. Whereas *imply* means to suggest or indicate indirectly, *infer* means to deduce from evidence at hand. ***Examples:*** "My boss suggested that I take a vacation, implying I was working too hard. Because she is a farmer, we inferred she got up early."

incentivize – Not a real word. Use *motivate* or *incentives*. ***Example:*** "The agency will motivate its employees by providing incentives."

insure – See **assure/ensure/insure**.

its/it's:

- **contraction:** *It's* is a contraction for *it is* or *it has*. ***Example:*** "It's a lovely day. It's been so long since last we met."
- **possessive:** *Its* is the possessive form of the pronoun *it*. ***Example:*** "The committee held its meeting on Tuesday."
- **pronoun:** When referring to a singular organization or group, use *it* or *its* as the pronoun, not *they* or *their*. ***Example:*** "The police department tested its new procedure."

less/fewer – See **fewer/less; over/under; more/less than**.

more than / over – See **fewer/less; over/under; more/less than**.

neither/nor – This is the only acceptable combination for *nor*. Do not use *neither…or*, *either…nor*, or *not…nor*.

not only…but also – When *not only* and *but also* are used in conjunction, the sentence elements (e.g., nouns, verbs, or prepositions) that come after each set of words must have the same structure/form. ***Examples:*** "The community would like the police to end *not only thefts* (n) *but also gang violence* (n). Community police officers assigned to ethic communities *not only talk* (v) with community members *but also learn* (v) about their cultures and traditions."

over – See **fewer/less; over/under; more/less than**.

precede/proceed:

- **precede:** To be, go, or come in front or ahead. ***Example:*** "The awards ceremony preceded dinner."
- **proceed:** To move forward, begin, and carry on an action. ***Example:*** "The committee will proceed with its plans."

principal/principle:

- **principal:** The head person; the chief executive officer of an educational institution; a matter or thing of primary importance; foremost. ***Examples:*** "She is the principal of the new high school. The committee's principal purpose is to obtain buy-in."
- **principle:** A law; a rule or code of conduct; a doctrine. ***Example:*** "She followed the principles of moral behavior."

shall/will – Whereas *shall* is typically used in legal writing to express what is mandatory, *will* is more common for nonlegal purposes.

since/because – See **because/since**.

that/which:

- **that:** This restrictive pronoun introduces information that is essential to defining the word it modifies. ***Example:*** "Dr. Violanti and colleagues conducted health and stress screens for the study that looked at 464 police officers for over five years." Here, "that looked at 464 . . ." helps narrow down which study the author's referring to.
- **which:** This nonrestrictive pronoun introduces information not necessary to defining the word it modifies. ***Example:*** "Dr. Violanti and colleagues conducted health and stress screens for the Buffalo Cardio-Metabolic Occupational Police Stress (BCOPS) study, which looked at 464 police officers for over five years." Here, we already know exactly which study the author's talking about, so the fact that it looked at 464 officers isn't necessary.

under – See **fewer/less; over/under; more/less than**.

which/that – See **that/which**.

The Big Grammar List

A

a/an – When deciding whether to use the indefinite articles *a* or *an* before a word (or acronym), base the decision not on the spelling but on whether the first letter is pronounced as a vowel. Many nouns and acronyms that begin with a consonant are pronounced as if starting with a vowel. ***Examples:*** an FBI agent; an honest man; a hospital; an HTML document; a university; an X-ray. See also **acronyms**.

abbreviations – See **academic degrees**, **compass points**, **e.g.**, **i.e.**, **names**, **state names**, and **U.S.**

academic degrees – Lowercase when spelled out. Do not use periods with the abbreviations. ***Examples:*** BA, bachelor of arts, bachelor's degree; MA, masters of arts, master's degree; PhD, doctor of philosophy; MD, doctor of medicine, medical degree.

acknowledgment – Not acknowledgement (i.e., do not include the 2nd e).

acronyms:

- **a/an:** If an acronym is widely pronounced as a word, the pronunciation of the first letter of the word determines the article. ***Examples:*** a NATO meeting; a COPS Office publication; an IADLEST training session. See also **a/an**.
- **apostrophes:** Do not make acronyms possessive when introduced for the first time in parentheses after the spelled out term. Afterward, to make an acronym possessive, add the apostrophe per usual. ***Examples:***
    - Something belongs to one CEO: "The CEO's life is hectic."
    - Something belongs to more than one CEO: "All CEOs' lives are hectic."
    - Contraction with "is" (informal): "The CEO's coming to the networking event."
- **first use:** Spell out acronyms the first time introduced. Then follow the spelled-out term with the acronym in parentheses, and use only the acronym afterward. In a document with long chapters, repeat the spelled-out term with the acronym in parentheses at first mention in each major section or chapter. If the spelled-out term is plural or possessive, do not make the parenthetical acronym plural or possessive. ***Example:*** "The U.S. Department of Justice's (DOJ) budget is subject to debate. Later in the year, the DOJ will . . . ."
- **periods:** Federal and state agencies or departments are not punctuated with periods. ***Examples:*** FBI; FTC; COPS Office; DOJ.
- **plurals:** Do not make acronyms plural when introduced for the first time in parentheses after the spelled out term.

Afterward, to make an acronym that doesn't end with an "s" plural, simply add the s—no apostrophe. ***Examples:***

  - More than one CEO: "Many CEOs attended the event."
  - *Wrong*: "There are 12 CEO's on the board."

- **single use:** If a term is used only once in a document, chapter, or section, do not follow it with the acronym in parentheses.

- **the:** As a general rule, the definite article *the* is inappropriate when acronyms sound like names. But use *the* before acronyms when each letter is pronounced separately. ***Examples:*** **"**NATO and NASA will meet next month. A spokesperson for the FBI, the BBC, and the EU said . . . ."

- See also "Abbreviations" on page 63 for a quick reference list of those frequently used in COPS Office publications.

active voice – According to the Plain Writing Act of 2010, authors should use active voice as much as possible to avoid the ambiguity and questions inherit in passive voice: e.g., "A survey was conducted." (Who conducted the survey?) In such cases, writers should do any of the following:

- **Find out who performed the action:** "A policy was implemented" becomes "The agency implemented a policy."
- **Change the verb:** "The recruits were taught about de-escalation" becomes "The recruits learned about de-escalation."
- **Change the sentence:** "A survey was conducted and a report written" becomes "The report, based on a survey, revealed . . . ."

ad hoc – Two words; no hyphen or italics. See also **italics**.

addresses:

- **compass points:** Do not use periods with NW, SE, etc. Do use a period for N., S., W., and E. when they preface a street name. Do not abbreviate north, south, east, or west when they are the street name. ***Examples:*** 1060 South Avenue; 5 Irving Street NW; 16 E. Knute Dr.
- **D.C./DC:** In running text, include the periods in D.C., but do not use periods when it's part of a complete address. ***Examples:*** a school trip to Washington, D.C.; U.S. Department of Justice, Office of Community Oriented Policing Services, 145 N Street NE, Washington, DC 20530. See also **District of Columbia**.
- **ordinals:** Do not use superscript. ***Example:*** 124 22nd Street.
- **street names:** Spell out street, avenue, boulevard, lane, and building. ***Exceptions:*** footnotes, endnotes, exhibits, and lists.
- See also **URL**.

administration – Capitalize when it's part of the full, proper name of an organization. Lowercase when it's used as a descriptor or appears alone. ***Examples:*** the Food and Drug Administration; the Kennedy administration; the administration.

age – Hyphenate only when an age modifies another noun. ***Examples:*** 18-year-old offender; 18 years old.

agency – Capitalize when it's part of the full, proper name of an organization. Lowercase when it's used alone. ***Examples:*** Central Intelligence Agency; the agency; the local law enforcement agency of Smith County. See also **law enforcement agencies**.

a.m. – Lowercase; use periods; place a space between the hour and a.m. ***Example:*** 8:00 a.m.

amendment – Capitalize only when it's part of a proper name. ***Examples:*** First Amendment; 14th Amendment; an amendment.

America – Do not use as a synonym for the United States.

and/or – A shortcut that is unnecessary; pick one or include *or both*. ***Examples:*** **"**Police and businesses will issue warnings. Police, businesses, or both will issue warnings."

anti – As a general rule, do not hyphenate. ***Examples:*** anticrime; antidrug; anti-Semitism; antiviolence; Anti-Drug Abuse Act. See also **prefixes**.

apostrophe:

- **words that end with "s":** Follow the pronunciation when forming a possessive for a word ending in "s." ***Examples:*** Harris's house; Jones's house; Francios' house.
- See also **acronyms**, **county names**, **dates**, and **COPS Office**.

appendices – Not appendixes.

at risk (prep + n); **at-risk** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** **"**It was an at-risk situation. He put the whole department at risk."

attorney general – Capitalize when it immediately precedes a person's name. Lowercase when it follows a name or replaces a name. ***Examples:*** Attorney General Holder; State Attorney General Smith; the attorney general; the state attorney general. See also **job titles**.

attorney general's office – Capitalize only when it's part of a proper name. (The order of each office's name should match how it appears on each office's website.) Lowercase when it's used as a descriptor or appears alone. ***Examples:*** the attorney general's office; the Maryland Attorney General's Office; Pennsylvania Office of Attorney General; Office of the West Virginia Attorney General; the Calvert County State's Attorney's Office. See also **job titles**.

author (n) – Do not use as a verb. ***Examples:*** *Wrong* – "He authored the book." *Right* – "He is the author of the book; he wrote the book." See also **coauthor**.

B

bachelor's degree – Lowercase when spelled out. Do not use periods with the abbreviation. ***Examples:*** BA; bachelor of arts; bachelor's degree. See also **academic degrees**.

back up (v); **backup** (n; adj) – As a verb, spell as two words. As a noun or adjective, spell as one word. ***Examples:*** "He will back up his

statement. Calling for backup isn't just a backup plan."

benefited – Not benefitted.

bill – Capitalize only when it's part of a proper name. Lowercase when it's used as a descriptor or appears alone. ***Examples:*** the bill introduced in Congress; Harrison narcotic bill; the Bill of Rights.

broken windows – A well-known term in law enforcement; therefore, no quotation marks are needed. If a writer chooses to emphasize the term at first mention, quotation marks are acceptable then, but don't use quotation marks whenever the term is mentioned again in that document.

bulleted (vertical) lists:

- **basic:** Lists should be introduced by a complete sentence followed by a colon. Only the first word of each bulleted item should be capitalized (unless the item includes proper nouns). All of the bulleted items should be either complete sentences that end with a period or fragments that do not end with periods. A single list cannot have a mix of both sentences and fragments. If only one bulleted item is a sentence (or vice versa), then the series is not parallel and needs to be edited. See **parallel structure**.
- **bullets vs. numbers:** Use numbers when listing the steps in a procedure or when the text specifies a certain number of items that will be described. In all other cases, use bullets.
- **sentence-like:** Lists that read like a single sentence should begin with an introductory phrase, which is **not** be followed by a colon. All bulleted items should begin lowercase and end with a semi-colon, except for the final item, which concludes the sentence list with a period. Do not include *and* at the end of the penultimate bulleted item.
- See also **numbered lists**.

Bulleted list examples

Basic + fragments: Each guide focuses on a specific organizational need:

- General public safety project management
- Performance improvement
- Communications interoperability
- Small and rural agencies

Basic + sentences: Benefits of these guides include the following:

- They support a wide variety of projects.
- There is no need to reinvent the wheel; they are based on best practices.
- They are user friendly and easy to follow.

Sentence-like: Community policing enables law enforcement agencies and their communities

- to problem solve issues together with the community;
- to build community partnerships;
- to foster organizational change.

See also numbered lists.

buy in (v); **buy-in** (n; adj) – As a verb, spell as two words and don't hyphenate. As a noun or adjective, do hyphenate. ***Examples:*** "He didn't buy in to the concept. Use the buy-in plan to obtain buy-in for the idea."

bylaw – Always one word; no hyphen.

C

capitalization:

- **document elements:** Lowercase text references to general elements of a document. ***Examples:*** introduction; reference list; chapter 1; note 2; appendix A; figure 1; table 5.
- **federal/state:** Capitalize federal and state when they are part of the formal, proper names of government or corporate bodies, but lowercase them when they are used as an adjective to distinguish federal, state, county, or city entities from private entities. ***Examples:*** Federal Bureau of Investigation; State Department of Corrections; the federal program; the state police department.
- **organizations:** Capitalize terms such as agency, bureau, center, department, institute, or office when they are part of a formal, proper name, but lowercase them when they appear alone. ***Examples:*** Federal Bureau of Investigation; U.S. Department of Justice; Department of History; the agency; the department; the bureau. See also **it/its**.
- See also **job titles.**

capitalization—title case – Use this style for all document titles and chapter headings. All major words have an initial cap. The following list outlines more specific rules:

- **articles:** Lowercase all articles (i.e., a, an, and the) unless as the first or last word in a title.
- **conjunctions:** Lowercase all conjunctions (i.e., and, but, for, nor, and or).
- **hyphens:** Capitalize all elements of hyphenated compounds (e.g., Problem-Oriented Policing).
- **prepositions:** Lowercase all prepositions (between, from, in, than, to, with, etc.).
- **pronouns:** Capitalize all pronouns (Both, That, Which, Who, Whoever, Whom, etc.).
- **verbs:** Capitalize all forms of the verb "to be" (Are, Be, Is, Was, Were, Will, etc.) and adverbs.

capitalization—sentence case – Use this style for all secondary headings and for the titles of charts, tables, figures, etc. See also "Illustrations" on page 8.

catalog – Not catalogue.

CD-ROM – Not CD-Rom.

charts – See "Illustrations" on page 8.

city – Lowercase, even when used in *city of* constructions, unless referring to the city's governmental body. Capitalize *city* when it is part of a formal, proper name. ***Examples:*** the city; the city of New York's tourist center; the law passed by the City of New York; New York City. See also **state**.

citywide – Always one word; no hyphen.

coauthor (n) – No hyphen. Do not use as a verb. ***Examples:*** *Wrong* – "He coauthored the book." *Right* – "He is the coauthor of the book." See also **author**.

commas:

- **three or more items:** In a list of three or more items, include a comma (a.k.a. serial comma) before the final conjunction. ***Example:*** red, white, and blue.
- **two clauses:** Always use a comma to separate two ideas that could function as two separate sentences. ***Example:*** "The police agency assisted the community, and the community in turn assisted the police agency."
- **two predicates:** Do not separate two predicates with a comma, as the second could never function as a separate sentence. ***Example:*** "The Sutin Civic Imagination Award recognizes the efforts of collaborative partnerships that have transformed public safety in their community through civic interactions and honors a team of law enforcement and community members whose innovative civic interactions have transformed public safety in their community." Here, "honors a team of . . ." could not function as its own sentence, so do not use a comma.
- See also **county names**, **dates**, **e.g. and i.e.**, **etc.**, **job titles**, **names**, **numbers**, **quotation marks**, **semicolons**, **states**, **state names**, and **U.S. Department of Justice**.

community-based – Always hyphenate.

community oriented – Never hyphenate.

community planning – Never hyphenate.

community policing – Never hyphenate.

community-wide – Always hyphenate.

compass points – See **addresses**.

compound words – See **prefixes**.

CompStat – The New York City Police Department's computer statistics (CompStat) program for collecting crime statistics from city precincts. Other law enforcement agencies have their own versions and spellings: e.g., COMPSTAT, Compstat, compstat, comstat. Be sure to use the correct spelling specific to the agency and be consistent. When in doubt, use the original New York City Police Department's version.

Congress – Capitalize when referring to the U.S. Congress or another formally named group. ***Examples:*** Congress; the Congress of Racial Equality.

congressional – Capitalize when it's part of a full, proper name. Lowercase when it's used as a descriptor. ***Examples:*** the First Congressional District; the congressional district.

congressman/congresswoman – Use representative instead when first introducing a U.S. House member. However, congressman/congresswoman may be used subsequently when not attached to a name. See also **job titles**.

Constitution (U.S.) – Capitalize when referring to the U.S. Constitution. ***Example:*** the Constitution.

constitutional – Capitalize when it's part of a full, proper name. Lowercase when it's used as a descriptor.

COPS Office – Upon first reference, spell out the Office of Community Oriented Policing Services and follow with the acronym (COPS Office) in parentheses; never make the parenthetical acronym possessive (see also **acronyms**). Every time thereafter, use the acronym COPS Office. Because other organizations use the COPS acronym, always refer to the COPS Office as the COPS Office. ***Example:*** "The U.S. Department of Justice created the Office of Community Oriented Policing Services (COPS Office) as a result of the Violent Crime Control and Law Enforcement Act of 1994. The COPS Office's grants provide . . . ."

cost-benefit analysis – Always hyphenate. Not cost/benefit analysis.

cost effective / **cost-effective** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "A cost-effective program. The program was cost effective."

counterterrorism – Always one word; no hyphen.

country – Lowercase, even when referring to the United States. ***Example:*** our country.

county – Lowercase except when specifying a county's name. ***Examples:*** county authorities; Montgomery County; Fairfax and Loudoun Counties. See also **county names**.

county names – Use an apostrophe only if it's part of the legally constituted name. ***Examples:*** Prince George's County; St. Mary's County. See also **state names**.

court – Capitalize only when it's part of a proper name. Lowercase when it's used as a descriptor or appears alone. ***Examples:*** the U.S. Supreme Court; the Supreme Court; the New York Court of Appeals; the court. See also **legal cases**.

coworker – Always one word; no hyphen.

crime fighter (n); **crime-fighting** (adj) – Hyphenate only when used as an adjective to modify another noun.

cross-check – Always hyphenate.

cross-examine (v); **cross-examination** (n) – Always hyphenate.

cross fire – Two words.

cross-reference – Always hyphenate.

cross section (n); **cross-section** (adj) – Hyphenate only when used as an adjective to modify another noun.

cross-train (v); **cross-training** (n) – Always hyphenate.

cut back (v); **cutback** (n; adj) – As a verb, spell as two words. As a noun or adjective, spell as one word.

curriculum (singular); **curricula** (plural)

cyberbullying – Always one word; no hyphen. See also **prefixes**.

cybercrime – Always one word; no hyphen. See also **prefixes**.

cyberstalking – Always one word; no hyphen. See also **prefixes**.

D

dashes:

- **em dash:** The equivalent of two hyphens, an em dash (—) denotes a break in thought or introduces an explanatory element in a sentence. There is no space on either side of the em dash. To insert an em dash on PCs, type Alt + 0151 or type Ctrl + Alt + minus. ***Example:*** "Take this report with you—it is very informative—when you go to the meeting."
- **en dash:** Longer than a hyphen but shorter than an em dash, an en dash (–) separates dates, times, and page numbers. There is no space on either side of the en dash. To insert an en dash on PCs, type Alt + 0150 or type Ctrl + minus. ***Examples:*** 1995–2009; 11:00 a.m.–6:30 p.m.; pages 100–200.
- **hyphen:** There is no space on either side of a hyphen when used to combine two words.
- See also **dates** and **numbers.**

dates:

- **commas:** When writing the month, day, and year in a sentence, place a comma after the year. However, when writing only the month and year, do not use any commas, except when the year concludes an introductory phrase. ***Examples:*** "He gave the speech on May 1, 2014, in New York. He gave the speech in June 2014 in New York."
- **mm/dd/yyyy:** When using this style for lists, agendas, etc., include all four numbers for the year.
- **ranges:** Use an en-dash (–) to separate a range. To insert an en-dash on PCs, type Ctrl+minus. Do not include spaces on either side of an en dash. ***Examples:*** January–March; July 7–September 16; 1995–2009; 2010–2014; 1980–86. See also **dashes**.
- **plural:** Do not use an apostrophe when making a decade plural. ***Example:*** "Policing has changed since the 1920s."
- **possessive:** Use an apostrophe per usual when making a date possessive. ***Example:*** 1920's police uniforms.
- **ordinals:** As a general rule, do not use ordinals for dates. ***Example:*** "The theft took place on January 6."

D.C./DC – Abbreviate D.C. when it's used as an adjective in running text, and include the periods. However, do not use periods when it's used in a complete address or in reference lists and notes. ***Examples:*** "The COPS Office has been located in Washington, D.C., since its establishment. The address for the Office of Community Oriented Policing Services is 145 N Street NE, Washington, DC 20530." See also **addresses**, **District of Columbia**, and **state names**.

decision maker – Two words; no hyphen.

decision making (n); **decision-making** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "The community must work together in its decision making. The decision-making process has concluded."

department – Capitalize when it's part of the full, proper name of an organization. Lowercase when it's used alone. ***Example:*** "The U.S. Department of Justice will issue new rules next week. They are the result of the department's reevaluation of…"

Department of Justice – See **U.S. Department of Justice**.

dialogue – Not dialog.

District of Columbia – Spell out when used as a noun or as part of a proper name or legal case. Abbreviate when used as an adjective. ***Examples:*** "Visit the District of Columbia. Crime in Washington, D.C., is down." See also **addresses** and **D.C./DC**.

downtime – Always one word; no hyphen.

drive by (v); **drive-by** (n; adj) – As a verb, spell as two words and don't hyphenate. As a noun or adjective, do hyphenate. ***Examples:*** "We drove by the house. Gangs are notorious for drive-bys. It was a drive-by shooting."

drug-free – Always hyphenate. ***Example:*** "The neighborhood has been drug-free for a year."

E

e.g. and i.e. – Not interchangeable. Use *e.g.* to introduce an example, and use *i.e.* to provide clarification. When doing so, follow each by a comma. They can be enclosed in parentheses, or a colon at the end of a sentence can introduce them. Do not use *etc.* at the end of a list that begins with *e.g.* or *i.e.* ***Example:*** "Community policing practices help foster legitimacy (i.e., they help build trust between the community and its police agency): e.g., after the community-police meeting, neighbors felt more comfortable reporting calls for service." See also **abbreviations** and **etc**.

ellipsis – Include a space before, between, and after each period. An ellipsis at the end of a sentence is followed by a period. ***Example:*** "And then we went to the meeting . . . ."

e-mail – Hyphenate e-mail; capitalize only when the word starts a sentence. If at all possible, do not break e-mail addresses across multiple lines.

e- (prefix) – Hyphenate all words that begin with this web-related prefix. When used in a title, capitalize the *e-* and the word that follows. ***Examples:*** e-business; e-commerce; e-grants. ***Examples of title case:*** E-Business; E-Commerce; E-Grants.

epilogue – Not epilog.

et al. – This abbreviation means "and others"—the others being people, not things. Because *al.* is the abbreviation, the period is required. Do not italicize this term.

etc. – This abbreviation means "and other things." Lists that being with *for example*, *such as*, *i.e.*, *e.g.*, or a similar expression should not conclude with *etc*. If used in the middle of a sentence, follow *etc.* with a comma. Do not italicize it. ***Example:*** "After work, I had to run a lot of errands at the post office, the grocery store, etc., before I could go home."

ethnicities:

- **Alaska Native:** Collective term for Aleuts, Eskimos, and Indians of Alaska.
- **Asian:** Not oriental, when referring to race without being specific.

- **Black:** Capitalize when it's used as a synonym for African American.
- **Hispanic:** Capitalize.
- **Latina/Latino:** Capitalize.
- **Hyphenation:** Use a hyphen only when two ethnicities are modifying a noun. ***Examples:*** African-American man; Asian-American woman.
- **Native American:** When describing people, use this term instead of Indian.
- **White:** Capitalize when it's used as a synonym for Caucasian.
- See also **Indian country**.

exhibits – See **illustrative material**.

ex-convict – Always hyphenate.

ex-offender – Always hyphenate.

F

fax numbers – Use dashes as separators. The same style applies to telephone numbers. ***Example:*** 000-000-0000.

federal/federally – Capitalize when used as part of the proper name of government entities, but lowercase when used as an adjective to specify the jurisdiction level. ***Examples:*** Federal Bureau of Investigation; Federal Government; federal policies; federal agencies.

Federal Government – Always capitalize.

figures – See "Illustrations" on page 8.

follow up (v); **follow-up** (n) – As a verb, spell as two words and don't hyphenate. As a noun or adjective, do hyphenate.

fort – Always spell out. ***Examples:*** Fort Worth; Fort Lauderdale.

frontline – Always one word; no hyphen.

fundraising/fundraiser – Always one word; no hyphen.

FY (fiscal year) – Include a space between FY and the full four-digit year. When paired with a year, do not spell out the term *fiscal year*. ***Example:*** FY 2014; a meeting about the fiscal year.

G

gender – Use instead of the word "sex" in tables.

governor – Capitalize when it immediately precedes a person's name. Lowercase when it follows a name or replaces a name. ***Examples:*** Governor Smith; the governor. See also **job titles**.

government – A generic term that is almost always lowercased. ***Examples:*** the Canadian government; the government; the Federal Government.

graphs – See "Illustrations" on page 8.

grant making (n); **grant-making** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "Their services include grant making. This grant-making office has helped the field in numerous ways."

H

handheld – Always one word; no hyphen.

he and she; he or she – Do not use slashes, such as he/she.

health care – Two words; no hyphen.

his and her; his or her – Do not use slashes, such as his/her.

home page – Two words; no hyphen.

hotline – Always one word; no hyphen.

hot spot(s) – Two words; no hyphen or quotation marks. Always choose the singular when used as an adjective to modify another noun. ***Examples:*** "The agency focused its analysis on crime hot spots. The police department engaged in hot spot policing."

hyphenation:

- **age:** Hyphenate only when an age modifies another noun. ***Examples:*** 18-year-old offender; 18 years old.
- **comparative/superlative:** Never hyphenate comparatives (better, best, worst, etc.) or superlatives (lower, higher, etc.). ***Examples:*** lower income group; low-income group.
- **–ly adverbs:** Never hyphenate. ***Examples:*** congressionally chartered group; successfully run business.
- **numbers:** Hyphenate numerical compounds that modify a noun. ***Examples:*** 15-year program; 15 years.
- **two words modifying a noun:** Use a hyphen between two words that, when combined, are modifying a noun. ***Examples:*** high-level decision; COPS Office-sponsored seminar.
- See also **dashes** and **numbers**.

I

illustrative material – See "Illustrations" on page 8.

impact – Try not to overuse this word, as an *impact* can't describe every action that causes something to happen, and make sure to explain the kind of *impact*. Try also using *effect* or *influence*. ***Examples:*** "The changes had a positive impact on productivity. The changes will adversely affect staffing."

important / importantly – See **more/most important/importantly**.

in depth (prep + n); **in-depth** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "We had an in-depth conversation. She studied the report in depth."

indexes – Not indices.

i.e. and e.g. – Not interchangeable. Use *i.e.* to provide clarification, and use *e.g.* to introduce an example. When doing so, follow each by a comma. They can be enclosed in parentheses, or a colon at the end of a sentence can introduce them. Do not use *etc.* at the end of a list that begins with *i.e.* and *e.g.* ***Example:*** "Community policing practices help foster legitimacy (i.e., they help build trust between the community and its police agency): e.g., after the community-police meeting, neighbors felt more comfortable reporting calls for service." See also **abbreviations** and **etc**.

Indian country – Note the lowercase "c" in *country*. See also **ethnicities**.

information sharing (n); **information-sharing** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "The software improved information sharing. The information-

sharing software facilitated more effective multijurisdictional investigations."

in service (prep + n); **in-service** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** in-service police officer; in-service workshop.

Internet – Always capitalize.

intranet – Lowercase; also lowercase extranet.

it/its – When referring to organizations, departments, and other nonhuman entities, use it or its, not they or their. ***Example:*** "The ABC Corporation will announce its earnings." See also this same entry in "Commonly Confused Words" on page 35.

italics:

- **emphasis:** For emphasis, if absolutely necessary, use italics (or quotation marks), but don't overdo it. The reader will get the point the first time.
- **foreign words:** Do not italicize well-known foreign words.
- **legal cases:** Italicize case names, but not the "v." (*United States* v. *Smith*).
- **titles:** Use italics for the titles of major works: e.g., publications, magazines, journals, and films. If the title appears in an italicized sentence, do not italicize the title. ***Examples:*** "The updated *Community Policing Defined* features all new graphics. *The newest version of* Does Neighborhood Watch Reduce Crime? *contains updated statistics.*" See also **quotation marks**.
- **unfamiliar terms:** For unfamiliar terms, if necessary, use italics (or quotation marks) only upon first use. Do not continue to use italics (or quotation marks) thereafter.

J

job titles:

- **after names:** In a body of text, lowercase all job titles, offset by commas, that appear immediately after a person's name. ***Exceptions:*** lists, photo captions, and other similar nonprose uses. ***Example:*** "The meeting included John Doe, vice president of the Justice Foundation, and Joe Brown, chief of police of the Stanhope (Kansas) Police Department."
- **alone:** In a body of text, lowercase job titles when used generically or alone, except when referring to the President of the United States. ***Examples:*** the director; the six mayors; the chief of police; the new sheriff; the President (of the United States).
- **before names:** Capitalize formal titles that appear immediately before a name. Lowercase informal job descriptions. ***Examples:*** Chief of Police Joe Brown; Director Anne Anderson; attorney David Johnson; program manager Stephanie Smith.
- **past/future:** Aside from lists, agendas, etc., do not capitalize qualifying words such as former, then, or acting when they appear in front of a person's job title. ***Examples:*** former Mayor Joe Smith; then Chief of Police David Jones; acting Director Jane Doe.
- **photo captions:** Capitalize job titles in photo captions.
- **repeating titles:** After introducing someone for the first time with his or her title, do not repeat the title thereafter. However, in longer

publications, it's acceptable to repeat someone's shortened title upon first mention per paragraph. ***Example:*** "Joe Brown, chief of police of the Stanhope (Kansas) Police Department, attended the meeting. Brown provided valuable advice. According to Chief Brown, crime has decreased 10 percent. Brown attributed this decline to the department's new community oriented policing program."

- **lists:** Capitalize job titles following names in a list (e.g., agendas, conference programs, and workshops). ***Example:*** Moderator: Jane Smith, Assistant General Counsel, ABC Corporation.
- See also **attorney general** and **president**.

K

kick off (v); **kickoff** (n; adj) – As a verb, spell as two words. As a noun or adjective, spell as one word.

L

law enforcement agencies – For nonstate law enforcement agencies, include the state in parentheses immediately after the jurisdiction's name. Agencies in well-known cities can appear without a state. ***Examples:*** Alexandria (Virginia) Sheriff's Office; Raleigh (North Carolina) Police Department; Metropolitan (D.C.) Police Department; San Francisco Police Department.

law enforcement jobs – See **job titles**.

legal cases – Use italics for case names but not for the "v." ***Example:*** *John Jones* v. *Richard Smith*. See also **versus**.

lists – See **bulleted lists**, **job titles**, and **numbered lists**.

log on (v); **logon** (n) – As a verb, spell as two words. As a noun, spell as one word.

long-standing (adj) – Always hyphenate.

-ly adverbs – Never hyphenate. ***Examples:*** congressionally chartered group; successfully run business.

M

marshal – Capitalize when it immediately precedes a person's name. Lowercase when it follows a name or replaces a name. ***Examples:*** "He asked U.S. Marshal John Doe to make the arrest. The marshal made the arrest." See also **job titles**.

master's degree – Lowercase when spelled out. Do not use periods with the abbreviations. ***Examples:*** MA (master of arts); MPA (master of public administration); MS (master of science). See also **academic degrees**.

mayor – Capitalize when it immediately precedes a person's name. Lowercase when it follows a name or replaces a name. ***Examples:*** "At the ceremony, Mayor Jay Jones will make a statement. The reporter asked the mayor to comment." See also **job titles**.

medical doctor – Lowercase when spelled out. Do not use periods with the abbreviation. ***Examples:*** MD; doctor of medicine; medical degree. See also **academic degrees**.

memorandum (singular); **memoranda** (plural)

money – Always use Arabic numerals. Spell out cents, but use the symbol for dollars. Use $1 million, $1.3 million, $4,473,000 or $4.473 million, 50 cents.

more/most important/importantly – Unless something occurred in an important way and warrants the use of the adverb *importantly*, most of the time *more/most important* is the correct usage. ***Example:*** "More important, such partnerships between universities and communities are mutually beneficial."

multi – As a general rule, do not hyphenate. ***Examples:*** multiagency; multicultural; multijurisdictional; multisite; multi-stakeholder. See also **prefixes**.

N

names:

- **initials:** Initialized first and middle names include periods but not spaces. ***Example:*** J.W. Smith.
- **repeating names:** Generally, use only the last name (and not job title) upon second reference.
- **suffixes:** Do not use a comma before Sr. or Jr. or before Roman numerals. For inverted names, the suffix still comes last, and a comma is necessary to separate the suffix from the first name. ***Examples:*** Joseph Smith Sr.; Smith, Joseph, Sr.
- See also **job titles** and **law enforcement agencies**.

nation; national – Lowercase, as in "our nation."

nationwide – Always one word; no hyphen.

neighborhood watch – Lowercase when referring to programs similar to the national program.

Neighborhood Watch Program – Use initial caps when referring to the national program—originally developed by the National Sheriffs' Association—also known as USAonWatch.

not only . . . but also – See "Commonly Confused Words" on page 35.

non – As a general rule, do not hyphenate. ***Examples:*** nonprofit; nonlethal. See also **prefixes**.

numbered lists:

- **numbers vs. bullets:** Use numbers when listing the steps in a procedure or when the text specifies a certain number of items that will be described. In all other cases, use bullets. ***Example:*** "The six best practices are as follows:"
- **run-in (i.e., within a paragraph):** If numbers or letters separate each item in a sentence list, enclose them in parentheses. The first parenthesis should follow a colon only if a complete sentence introduces the list. Separate items with commas; however, if one or more of the items include internal commas, then separate all of them with semicolons.
- **vertical, basic:** Lists should be introduced by a complete sentence followed by a colon. Each numbered item should use sentence case. All of the numbered items should either be complete sentences, each ending with a period, or fragments that do not end

with periods. A single list cannot have a mix of both sentences and fragments. If only one numbered item is a sentence (or vice versa), then the series is not parallel and needs to be edited. See **parallel structure**.

- **vertical, sentence-like:** Lists that read like a single sentence should begin with an introductory phrase, which is **not** followed by a colon. All numbered items should begin lowercase and end with a semi-colon, except for the final item, which concludes the sentence list with a period. Do not include *and* at the end of the penultimate numbered item.
- See also **bulleted lists**.

Numbered list examples

Run-in: The model provides templates for only four components of project management: (1) project decision-making structure, (2) project communications plans, (3) project charter, and (4) project risk management.

Vertical, sentence-like: Three best practices for agencies using social media include

1. designating a specific person to post content;
2. updating the content regularly;
3. responding to other users' posts in a timely manner.

See also bulleted lists.

numbers:

- **10+:** Use Arabic numerals for 10 and greater, and spell out one through nine. ***Exception:*** measurements. ***Examples:*** seven officers; four hours; five months; 100 agencies.
- **24/7:** In running text, the use of 24/7 is acceptable.
- **beginning sentences:** Spell out a number that starts a sentence. ***Example:*** "Eighty-six of the 94 respondents supported the change."
- **commas:** Use a comma in numbers with four or more digits. ***Example:*** 1,350.
- **compounds:** Hyphenate numerical compounds that modify a noun. ***Examples:*** 15-year program; 15 years.
- **fractions:** Generally speaking, spell out simple fractions. Do not mix fractions with percentages. ***Exception:*** measurements. ***Examples:*** three-fourths of the agency; a quarter of a mile.
- **measurements:** Always use Arabic numerals with units of measurement, degrees, decimals, money, percentages, or proportions: 6 feet; 3/4 inch; 4 degrees; 71 degrees Fahrenheit; 71°F; 5 percent; $95; 50 cents.
- **ordinals:** As a general rule, spell out ordinals first through ninth, and do not use superscript. ***Examples:*** first floor; 21st century; 35th President of the United States. See also **dates** and **addresses**.
- **parentheses:** Do not follow a spelled-out number with the numeral in parentheses (except for App Guides).
- **percentages:** Always use numerals to denote percentages. In text, always spell out *percent*, but use the symbol (%) in tables, graphs, figures, and illustrations.
- **ranges:** Use en-dashes (–) between groups of numbers, such as pages (25–26), years (1995–2009), or a nine-digit zip code (20849–6000). To insert an en-

dash on PCs, type Ctrl+minus. Do not include spaces on either side of an en dash. See also **dashes**.

- See also **addresses**, **dates**, **money**, **number lists**, **time**, **telephone numbers**, and **September 11.**

O

off site (prep + n); **off-site** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "The COPS Office meeting will be at an off-site location. The COPS Office meeting is off site."

off-line – Always hyphenate.

only – Place *only* as close as possible to the word it qualifies. ***Examples:*** *Wrong* – "The police only arrested the gang leader." *Right* – "The police arrested only the gang leader."

on site (prep + n); **on-site** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "The meeting will take place in an on-site room. The meeting will take place on site."

ongoing – Always one word; no hyphen.

online – Always one word; no hyphen.

operationalize – Jargon. Instead use *implement*, *carryout*, *work on*, or *do*. ***Example:*** "The recommended steps will help ~~operationalize~~ implement the principals of community policing."

organization chart – Not *organizational* chart.

P

parallel structure – All lists (whether numbered, bulleted, or within sentences) must have parallel structure, meaning the words or phrases of each listed item must have the same grammatical structure. For example, all listed items must either be complete sentences or all fragments. If they begin with verbs, all of them must be in the same tense (past, present, or future) with the same suffixes (such as ending -ing or -ed). See also **bulleted lists** and **numbered lists**. ***Examples:***

- Enforcement agencies face specific challenges in managing the patrol function, such as *keeping* patrol officers informed, *providing* routine police services, and *ensuring* officer safety.
- Critical services an agency must perform in the investigation include the following:
  - *Provide* surveillance
  - *Establish* roadblocks
  - *Identify* potential crime sites

passive voice – According to the Plain Writing Act of 2010, authors should use active voice as much as possible to avoid the ambiguity and questions inherit in passive voice: e.g., "A survey was conducted." (Who conducted the survey?) In such cases, writers should do any of the following:

- **Find out who performed the action:** "A policy was implemented" becomes "The agency implemented a policy."
- **Change the verb:** "The recruits were taught about de-escalation" becomes "The recruits learned about de-escalation."

- **Change the sentence:** "A survey was conducted and a report written" becomes "The report, based on a survey, revealed . . . ."

parentheses – Parenthetical content embedded within a sentence, regardless of whether the parentheses contain a complete sentence, does not require a period, and the first word should not be capitalized. However, if the parentheses aren't embedded within another sentence, their contents should contain a complete sentence, conclude with a period, and begin with a capitalized first word. ***Example:*** "The foundation hosted the conference (my assistant has enclosed the minutes). I went to the conference yesterday morning. (I forgot my coffee.)"

percent – Always use numerals to denote percentages. In text, always spell out *percent*, but use the symbol (%) in tables, graphs, figures, and illustrations. ***Example:*** "The chief of police said the budget was cut by 15 percent." See also **numbers**.

PhD – Do not use periods with the abbreviations. Lowercase when spelled out: i.e., doctor of philosophy. See also **academic degrees**.

p.m. – Lowercase; use periods; place a space between the hour and p.m. ***Example:*** 8:00 p.m.

police departments – See **law enforcement agencies**.

policy maker (n) – Two words; no hyphen.

policy making (n); **policy-making** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "Their services include policy making. The policy-making arm of the office has prepared new guidance."

possessive:

- **singular nouns:** Add an apostrophe and "s." ***Examples:*** the officer's safety; 1920's police uniforms.
- **plural nouns:** Add an apostrophe after the "s." ***Example:*** the officers' safety.
- **singular nouns that end in "s":** Follow the pronunciation when forming a possessive. ***Examples:*** Harris's house; Francios' house.
- See also **apostrophes**, **acronyms**, **COPS Office**, and **dates.**

post-application – Always hyphenate. See also **prefixes.**

post-award – Always hyphenate. See also **prefixes.**

postal abbreviations – See **addresses**, **D.C./DC**, **District of Columbia**, and **state names**.

post-traumatic stress disorder – Note hyphen.

pre-application – Always hyphenate. See also **prefixes.**

pre-award – Always hyphenate. See also **prefixes.**

prefixes – Do not hyphenate most compounds formed with the following prefixes: ante, anti, bi, bio, co, counter, cyber, extra, infra, inter, intra, macro, meta, micro, mid, mini, multi, neo, non, over, post, pre, pro, proto, pseudo, re, semi, socio, sub, super, supra, trans, ultra, un, under. ***Exceptions:***

- Always hyphenate pre- and post-application and pre- and post-award.

- Hyphenate if not doing so would change the meaning of the word. ***Examples:*** re-create (to create again) vs. recreate (to take recreation); re-cover (to cover again) vs. recover (to get back).
- Hyphenate if the second element is already a compound. ***Examples:*** multi-stakeholder; post-fundraising.
- Hyphenate if the second element is a number. ***Examples:*** mid-1990s; mid-20s.
- Hyphenate if the second element is a capitalized proper name. ***Example:*** mid-Atlantic.
- Hyphenate if the prefix ends and the second element begins with the same vowel or consonant and they are difficult to read without a hyphen. ***Examples:*** semi-independent; anti-inflammatory. ***Exceptions:*** reengineer; reelect; reentry; preexist; bookkeeping.
- Hyphenate if two prefixes are offered for one word. In such cases, the prefix standing alone takes a hyphen. ***Examples:*** over- and underused; macro- and microeconomics.

president – Capitalize when referring to the President of the United States or when used in front of a person's name, but lowercase when used alone and not referring to the President of the United States. ***Examples:*** "The President signed the bill today. The president of ABC Corporation attended the meeting. At the fundraiser, President Jones made an announcement." See also **job titles**.

problem-oriented – Always hyphenate. ***Example:*** problem-oriented policing.

problem solver – Two words; no hyphen. ***Example:*** "He considers himself a problem solver."

problem solving (n); **problem-solving** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "Educational planning helps with problem solving. The training included problem-solving exercises."

pronouns – Use singular pronouns with singular nouns, and use plural pronouns with plural nouns. ***Examples:*** "Each officer completed ~~their~~ his or her report. The officers completed their reports. Every agency deployed ~~their~~ its officers for assistance. The agencies deployed their officers for assistance." See also **it/its**.

Q

quotation marks:

- **criminal justice terms:** Do not use quotation marks (or italics) for terms commonly used in the criminal justice field. ***Examples:*** hot spots; broken windows.
- **emphasis:** For emphasis, if absolutely necessary, use quotation marks (or italics), but don't overdo it. The reader will get the point the first time.
- **punctuation:** Place periods and commas inside quotation marks. Place colons, semicolons, question marks, and exclamation points outside of the quotation marks unless the punctuation is part of the quoted material.
- **single vs. double:** Use single quotation marks for a quote within a quote.

- **titles:** Use quotation marks for the titles of shorter works: e.g., chapters, magazine or journal articles, and titled sections or pages on a website. ***Example:*** the "Problem Analysis" chapter in *Group Violence Intervention*.
- **unfamiliar terms:** For unfamiliar terms, if necessary, use quotation marks (or italics) but only upon first use. Do not continue to use quotation marks (or italics) thereafter.
- See also **italics**.

quotations—direct – With a direct quote from another publication, present it as originally published, and always include citations. Do not change the text. See also "References and Documentation" on page 11.

R

rank and file (n); **rank-and-file** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "The rank and file will vote on the contract. Rank-and-file officers will vote on the contract."

real time (n); **real-time** (adj) – Hyphenate only when used as an adjective to modify another noun.

record keeping (n); **record-keeping** (adj) – Hyphenate only when used as an adjective to modify another noun.

re-create – Hyphenate to mean "to create again." See also **prefixes**.

reelect – Always one word; no hyphen. See also **prefixes**.

reentry – Always one word; no hyphen. See also **prefixes**.

references – See "References and Documentation" on page 11.

representative – Use representative when first introducing a U.S. House member. However, congressman/congresswoman may be used subsequently when not attached to a name. See also **job titles**.

S

SARA – A problem-oriented policing model, developed by Herman Goldstein in 1979, that stands for scanning, analysis, response, and assessment. Note: The spelled out version of SARA is lowercase because the four words are not proper nouns, just like the spelled out version of HIV or CompStat (computer statistics).

seasons – Lowercase all seasons: i.e., spring, summer, fall, and winter.

semi – As a general rule, do not hyphenate. ***Examples:*** semiannual; semicolon; semiautomatic; semi-independent. See also **prefixes**.

semicolons:

- **adverbs:** When an adverb (e.g., therefore, however, and rather) joins two sentences, a semicolon should precede the adverb, and a comma should follow it. ***Example:*** "The solution cannot depend on a few individuals; rather, it needs to become routine at the city level."
- **connection:** Use a semicolon to join two sentences to show the two are closely connected. Do not include a conjunction (and, but, or). ***Example:*** "The police officer spent a lot of time

getting to know the community; the neighbors began to feel more comfortable calling the police department for help."

- **series within series:** Use semicolons to separate groups of items that contains internal commas. ***Example:*** "The problem can be divided into three components: overall trend; seasonal, daily, and weekly cycles; and random fluctuations."

September 11 – When modifying a noun, the year is not necessary unless there is the risk of ambiguity. As an alternative, 9/11 is acceptable if the reference is understood, but pick one version per document. Do not use 9-11. ***Examples:*** the September 11 attacks; the attacks of September 11, 2001.

serial commas – In a list of three or more items, include a comma before the conjunction. ***Example:*** red, white, and blue. See also **commas**.

set up (v); **setup** (n) – As a verb, spell as two words. As a noun, spell as one word. ***Examples:*** "He will set up the computer. My workstation setup is ergonomic."

sheriff's office – See **law enforcement agencies**.

signature – For all letters, the format should be as follows: the person's name, followed by a comma and then his or her position or title. The next line should then include the complete name of the company, division, or institution. ***Example:***
Ronald L. Davis, Director
Office of Community Oriented Policing Services

smartphone – Always one word.

staff – Whether *staff* takes a singular or plural verb depends on how *staff* is being used. If the staff is acting together as a single unit, *staff* takes a singular verb. If the members of the staff are acting as individuals, then *staff* takes a plural verb; however, in such cases, it's better to use staff members. ***Examples:*** "The COPS Office staff is working together. COPS Office staff (members) are reviewing applications and award documents."

start up (v); **start-up** (n; adj) – As a verb, spell as two words. As a noun or adjective, spell as one word.

state – Lowercase, even when used in *state of* constructions and when used as an adjective to specify the jurisdiction level. Capitalize *state* when it is part of a formal, proper name. ***Examples:*** the state; the state representative; the state of Washington; Washington State; state police department; State Department of Corrections. See also **attorney general**, **state attorney general**, **law enforcement agencies**, and **state names**.

state attorney general – See **attorney general** and **job titles**.

state's attorney's office – See **attorney general's office** and **job titles**.

state names:

- **citations:** For the publisher's information, use postal abbreviations for states, and do not use periods (e.g., DC). In both references and notes, well-known cities can be listed without a state abbreviation: e.g., Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco. When the publisher is a university that

includes its state (or Canadian province) in its name, do not repeat the state (or province) in the publisher's location. ***Examples:*** New Paltz, NY: Codhill Press; Pittsburgh: Autumn House Press; Logan: Utah State University Press. See also "References and Documentation" on page 9.

- **commas:** When providing the city and state, enclose the state in commas. ***Example:*** "Communities in Byram, New Jersey, assisted the police in problem solving."
- **lists:** Spelling out states is preferable, but lists such as agendas, workshops, or conference programs can use the postal abbreviations. However, include the use of periods (including D.C.).
- **prose:** As a general rule in running text, spell out the names of states, territories, and possessions of the United States when they are used alone (including the District of Columbia) and when they follow the name of a city (except for Washington, D.C.). ***Example:*** "Police officers in Washington, D.C., and Montgomery County, Maryland, participated in the training program."
- **semicolons:** Use a semicolon to separate more than two cities and states. ***Example:*** "Police officers in Montgomery County, Maryland; Washington, D.C.; and Alexandria, Virginia, participated in the training program."
- See also **addresses**, **county names**, **D.C./DC**, **law enforcement agencies**, and **semicolons**.

statewide – Always one word; no hyphen.

subject matter expert – No hyphen.

system-wide – Always hyphenate.

T

tables – See "Illustrations" on page 8.

table of contents – Use "Contents" instead.

telephone numbers – Use dashes as separators, except for numbers such as 911, 311, and 411. The same style applies to fax numbers. ***Example:*** 800-123-4567.

they/their – See **pronouns**.

time – Lowercase a.m. and p.m., and use periods. ***Example:*** 8:00 a.m. See also **numbers**.

time frame – Two words; no hyphen.

time line – Two words; no hyphen.

titles – See **capitalization—sentence case**, **job titles**, and **law enforcement agencies**.

toolkit – Always one word.

toward – Do not include "s" at the end; *towards* is British.

trademarks – These symbols are not legally required and thus can be omitted. If a publication does include them, use a trademark only upon first mention.

trade-off – Always hyphenate.

truth telling (n); **truth-telling** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Examples:*** "Most agencies find truth telling and reconciliation necessary in forming a partnership with the community. The meeting will discuss the truth-telling process."

turn around (v); **turnaround** (n; adj) – As a verb, spell as two words. As a noun or adjective, spell as one word.

U

UK – Spell out when used as a noun or as part of a proper name or legal case. Abbreviate when used as an adjective; do not use periods. ***Examples:*** UK law enforcement agencies; law enforcement agencies across the United Kingdom. See also **U.S.** and **legal cases**.

United States – Spell out when used as a noun or as part of a proper name or legal case. Abbreviate when used as an adjective; make sure to use periods so *U.S.* isn't confused for a pronoun. ***Examples:*** the United States; United States Code; United States Steel Corp.; *United States* v. *Smith*; U.S. Department of Justice; U.S. Congress. See also **acronyms**, **U.S.**, and **legal cases**.

up to date (prep + n); **up-to-date** (adj) – Hyphenate only when used as an adjective to modify another noun. ***Example:*** "The software for this up-to-date technology is not up to date."

URL – In all lists (e.g., notes, references, and agendas), include "http://" in URLs. If at all possible, do not break URLs or e-mail addresses. If a URL begins at the end of a line of text, carry it to the next line rather than breaking it apart. If a URL is too long to comply, break it at a backslash or some other symbol in the address rather than at a hyphen or underscore. In running text, shorten the URL to whatever reads best, but be consistent throughout the document.

U.S. – Abbreviate *United States* when used as an adjective; make sure to use periods so *U.S.* isn't confused for the pronoun *us*. ***Examples:*** U.S. law enforcement agencies; law enforcement agencies across the United States. See also **acronyms**, **UK**, and **United States**.

U.S. Attorney – See **attorney general** and **job titles**.

U.S. Attorney's Office –See **attorney general's office** and **job titles**.

U.S. Department of Justice:

- **layout:** In the final, designed version of a document or publication, keep "U.S." and "Department of Justice" on the same line.
- **preceding other entities:** When "U.S. Department of Justice" precedes a division name, use a comma between the entities unless the possessive works better. ***Examples:*** U.S. Department of Justice, Office of Community Oriented Policing Services; U.S. Department of Justice's Office of Justice Programs.

U.S. Marshal – Capitalize when used as a job title either immediately before or after a person's name. Lowercase when *marshal* is used alone. ***Examples:*** U.S. Marshal David Smith; the marshal arrived. See also **job titles**.

U.S. Marshals Service – No apostrophe in *Marshals*.

use of force – Never hyphenate.

V

variety – When using *the variety*, the verb should usually be singular. When using *a variety*, the verb should usually be plural. ***Examples:*** the variety of publications has; a variety of publications are.

versus – Always spell out *versus* in running text except when referring to legal cases, in which case use "v." only, and italicize case names but not the "v." However, using either "v." or "vs." in graphs, tables, and charts is okay, but choose one version per document. ***Examples:*** theft vs. drugs; *John Jones* v. *Richard Smith*.

W

web – Lowercase; however, the term *Internet* is preferred.

webcast – Always one word.

web page – Two words.

website – Always one word; lowercase.

well – Hyphenate word combinations with *well* when used as an adjective to modify another noun. If the combination comes after the noun, the combination does not require a hyphen. ***Example:*** "She was well known, but her well-read sister was not."

well-being – Always hyphenate.

well-informed – Always hyphenate.

white-collar crime – Hyphenate *white collar* in this instance because it's modifying *crime*.

white paper – Two words.

-wide – Check Merriam-Webster's dictionary for usage to determine if word combinations with *-wide* should be hyphenated; if a combination doesn't appear in the dictionary as one word, hyphenate the combination. ***Examples:*** citywide; community-wide; nationwide; system-wide.

workers' compensation – Lowercase. Note the apostrophe after *workers*.

work – Check Merriam-Webster's dictionary for usage to determine if word combinations with *work* should be spelled as one or two words; if a combination doesn't appear in the dictionary, spell the combination as two words. ***Examples:*** workflow; workforce; work group; workload; workplace; work plan; work release; work site; work space; workstation; workweek.

worldwide – Always one word; no hyphen.

X

Xerox – Use when referring to the Xerox Corporation. Do not use as a verb; use *photocopy* or *reproduce*.

X-ray – Always capitalize the "X," and always hyphenate.

Y

year – Avoid starting a sentence with a year. If doing so is necessary, then spell out the year. ***Example:*** "In 1994, the U.S. Department of Justice created the COPS Office." See also **dates** and **numbers**.

Abbreviations

ATF – Bureau of Alcohol, Tobacco, Firearms and Explosives (no comma after *Firearms*)

BJA – Bureau of Justice Assistance

BJS – Bureau of Justice Statistics

CALEA – The Commission on Accreditation for Law Enforcement Agencies

CD-ROM – Not CD-Rom

COP – community oriented policing (no hyphen)

COPS Office – Office of Community Oriented Policing Services

CPTED – Crime Prevention Through Environmental Design

D.A.R.E. – Drug Abuse Resistance Education (Note the periods; see also **trademarks** in the "Big Grammar List.")

DEA – Drug Enforcement Administration

DHS – (U.S.) Department of Homeland Security

DOJ – (U.S.) Department of Justice

EPIC – El Paso Intelligence Center (a section of the DEA)

FBI – Federal Bureau of Investigation

FLETC – The Federal Law Enforcement Training Center

FOP – Fraternal Order of Police

GAO – Government Accountability Office (formerly General Accounting Office)

G.R.E.A.T. – Gang Resistance Education and Training (periods in acronym; no commas when spelled out)

GSA – (U.S.) General Services Administration

HAPCOA – Hispanic American Police Command Officers Association

HIDTA – High Intensity Drug Trafficking Area

IACA – International Association of Crime Analysts

IACLEA – International Association of Campus Law Enforcement Administrators

IACP – International Association of Chiefs of Police

IADLEST – International Association of Directors of Law Enforcement Standards and Training

IALEIA – International Association of Law Enforcement Intelligence Analysts

IALEP – International Association of Law Enforcement Planners

IC – Intelligence Community (always initial caps)

ICMA – International City/County Management Association

JJC – Juvenile Justice Clearinghouse

JJRC – Juvenile Justice Resource Center

JUSTINFO – NCJRS biweekly electronic newsletter

LAN – local area network

LEIU – Law Enforcement Intelligence Unit

LEO – Law Enforcement Online

MAN – metropolitan area network

MCC – Major Cities Chiefs Association

MCSA – Major County Sheriffs' Association

NASRO – National Association of School Resource Officers

NCFS – National Center for Forensic Science

NCJRS – National Criminal Justice Reference Service

NCVS – National Crime Victimization Survey

NCWP – National Center for Women and Policing

NIBRS – National Incident-Based Reporting System

NIJ – National Institute of Justice

NIST – National Institute of Standards and Technology

NNALEA – National Native American Law Enforcement Association

NOBLE – National Organization of Black Law Enforcement Executives

NSA – National Sheriffs' Association (apostrophe after *Sheriffs*)

OJJDP – Office of Juvenile Justice and Delinquency Prevention

OJP – Office of Justice Programs

OLES – Office of Law Enforcement Standards

OLETC – Office of Law Enforcement Technology Coordination

ONDCP – Office of National Drug Control Policy

OS&T – Office of Science and Technology

OSW – officer safety and wellness

OVC – Office for Victims of Crime

OVW – Office on Violence Against Women

PERF – Police Executive Research Forum

POP – problem-oriented policing

POP Center – Center for Problem-Oriented Policing (note hyphen)

POP Guides – Problem-Oriented Guides for Police (COPS Office publications)

RCPI – Regional Community Policing Institute

SACOP – State Associations of Chiefs of Police (plurals for *Associations* and *Chiefs*.)

SAMHSA – Substance Abuse and Mental Health Services Administration (U.S. Department of Health and Human Services)

SARA – scanning, analysis, response, and assessment

SRO – school resource officer

USCM – U.S. Council of Mayors

USMS – U.S. Marshals Service (no apostrophe in *Marshals*)

COPS Office Divisions and Programs

CAMP – COPS Anti-Methamphetamine Program

CHP – COPS Hiring Program

CHRP – COPS Hiring Recovery Program

CIS – COPS in Schools

COPS Office – Office of Community Oriented Policing Services

COPS Office Response Center

CPA – Community Policing Advancement

CRI-TA – Collaborative Reform Initiative and Technical Assistance

CSPP – Child Sexual Predator Program

CTAS – Coordinated Tribal Assistance Solicitation

FAST – Funding Accelerated for Smaller Towns

GAD – Grants Administration Division

GMD – Grants Monitoring Division

ICTP – Interoperable Communications Technology Program

Meth – COPS Methamphetamine Initiative

MORE – Making Officer Redeployment Effective

OSW Group – Officer Safety and Wellness Group

Partnerships – Partnerships and Technical Assistance Division

R&D – Research and Development Division

SBP – School-Based Partnerships

SOS – Secure Our Schools

Tech – COPS Technology Grants

TRGP – Tribal Resources Grant Program

UHP – Universal Hiring Program

VBI – Value-Based Initiative

About the COPS Office

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

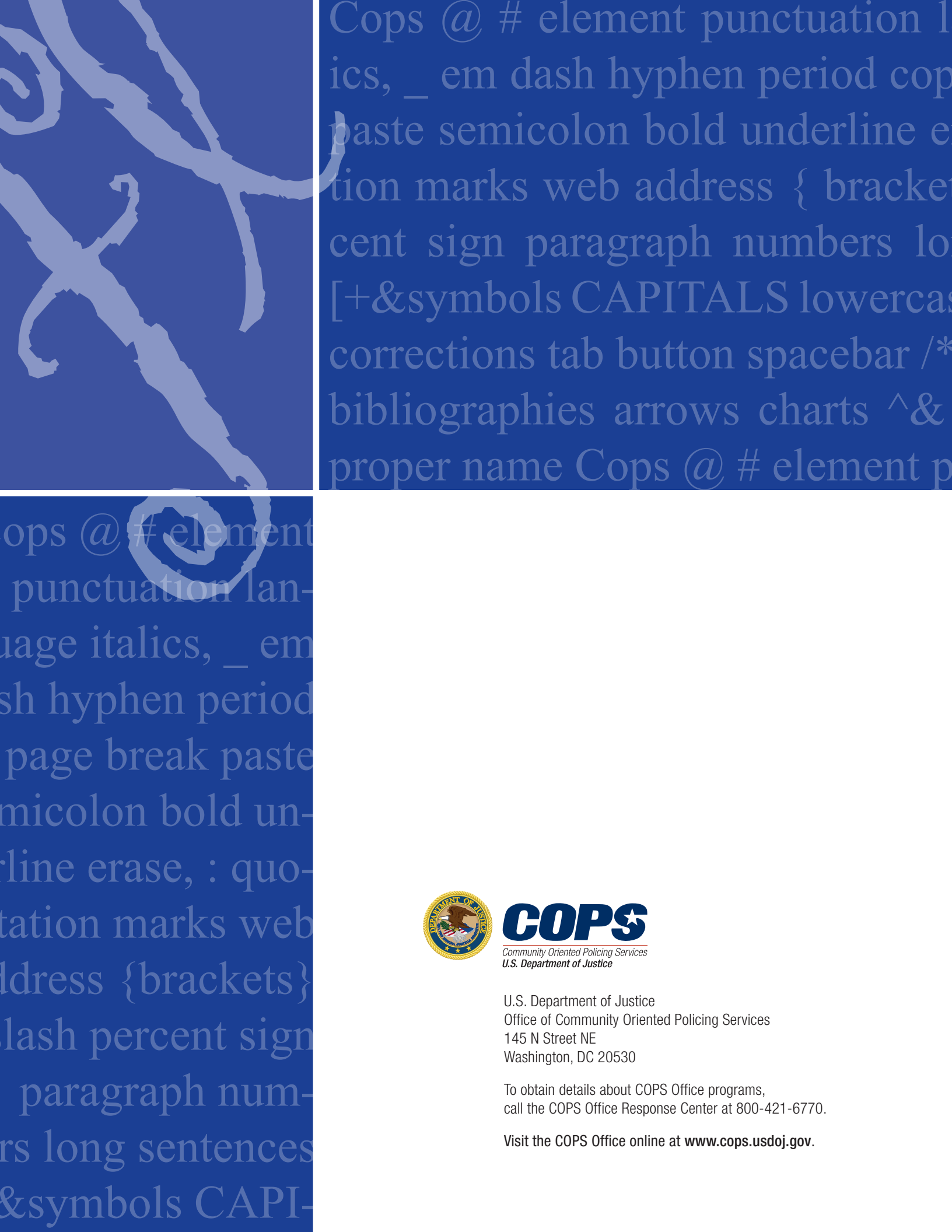
Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

- Since 1994, the COPS Office has invested more than $14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- To date, the COPS Office has funded approximately 125,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at www.cops.usdoj.gov. This easy-to-navigate website is also the grant application portal, providing access to online application forms.



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

To obtain details about COPS Office programs,
call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at **www.cops.usdoj.gov**.