



NUREG-1379, Rev. 1

# **NRC Editorial Style Guide**

Office of Administration



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# **NRC Editorial Style Guide**

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Office of Administration

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## **Abstract**

The “NRC Editorial Style Guide” provides writing and style guidance to all NRC staff members. It addresses the questions and issues most frequently fielded by NRC editors. This revision of the document emphasizes the importance of plain language and includes detailed guidance on using technology to write and edit more effectively. The goal of the “NRC Editorial Style Guide” is readability and consistency for all NRC publications.



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## Preface

Editorial style refers to the choices that writers and editors make to eliminate inconsistencies in their documents. These choices are sometimes difficult because usage changes as the language evolves. In updating this style guide, words related to new technologies posed a special challenge. Is it Email, E-mail, e-mail, or email? The U.S. Government Printing Office standard is e-mail, but this guidance clashes with a trend towards closing hyphenated words. The example shows that the authorities who compile style guides do not always agree. Moreover, each discipline—journalism, law, physics, mathematics—has specific standards.

The Office of Administration compiled the revised NRC Editorial Style Guide to promote the goal of consistency for all NRC publications. To address frequent staff questions, we have introduced several new sections. Technology and Writing covers key word processing tools for writing, editing, and clearing hidden data from final documents. We have also provided a Helpful Web Reference Tools section to point writers towards resources like a glossary, a list of abbreviations, and NRC Web pages with document templates and more specific guidance. The URLs provided were functional at the time of printing. The solutions in this style guide are derived for the most part from the *United States Government Printing Office Style Manual*, with a few exceptions that we have noted. We also turned to *The Chicago Manual of Style*, and the *MLA Handbook for Writers of Research Papers* for guidance.

Follow this style guide for most documents, but remember that the NRC is an interdisciplinary agency producing everything from legal rulings to public service announcements. The Office of the General Counsel follows *The Bluebook: A Uniform System of Citation*. The Office of Public Affairs works with media and relies on *The Associated Press Stylebook* to produce press releases. In addition, conferences and scholarly journals often have their own in-house styles that NRC staff members must follow.

As author, identify your intended audience and determine if that audience has a separate style standard. Most importantly, strive to communicate clearly and comprehensibly with your audience. Even if you are writing for a technical audience, the NRC serves the public and the public has a right to read and understand our documents. Please see the new Plain Language section in this guide to see how plain language tips can make your writing more clear, direct, and powerful.

For user convenience, we have tried to keep this guide a compact, easy-to-use reference. Of course, a guide of this size cannot hope to substitute for the scope of information in the *GPO Style Manual*, which sets the style rules for the Federal Government. Please refer to the *GPO Style Manual* for style information not covered here.

Rulemaking, Directives and Editing Branch  
Office of Administration





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# 1 Abbreviations and Symbols

Use abbreviations and symbols in technical text, reports, tables, brackets, footnotes, and references. Generally, avoid abbreviations and symbols in the conventional text (e.g., correspondence). Consult NUREG–0544, “NRC Collection of Abbreviations,” available at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0544/r4/> in the NRC Electronic Reading Room.

Chapters 9 and 10 of the *GPO Style Manual* <http://www.gpoaccess.gov/stylemanual/index.html> present a comprehensive list of abbreviations, signs, and symbols and guidance for their use. Follow the guidance in these chapters and the rest of this section unless publication requirements for a particular document dictate otherwise. For example, to publish an article in a journal, you may need to follow the publisher’s in-house style. The NRC uses the metric system. If in certain cases you use nonmetric units for values, please also include those values in metric units.

1. Use the same form of an abbreviation for both the **singular and plural forms of a unit of measure**.
  - 1 m
  - 3 m
  - 1 kg
  - 5 kg
2. Omit internal and terminal **punctuation** unless its omission would cause confusion.
  - 1 in. (Period avoids confusion with the word “in”.)
  - 5 cm
3. In technical text, use abbreviations for **units of measure** only if they are used with numbers.
  - 200 r/min (*but*—The test would determine the number of revolutions per minute.)
4. State the term from which an **abbreviation not commonly known** is formed, followed by its abbreviation in parentheses. Subsequently, use the abbreviation instead of the term. Redefine abbreviations in every new chapter or major section.
  - iodine–131 metaiodobenzylguanidine (I–131 MIBG)
  - 60 indicated horsepower (ihp)
  - electromotive force (emf or EMF)
5. Use periods in abbreviations for **foreign phrases**. (Et is Latin for “and”; therefore, it is not an abbreviation.)
  - et al. (for *et alii*, meaning “and others”)
  - e.g. (*exempli gratia* meaning, “for example”)
  - i.e. (*id est* meaning, “that is”)
  - et seq. (for *et sequentes*, meaning “and the following”)

6. The abbreviations **e.g.** and **i.e.** (followed by a comma), should be used **only inside parentheses**; otherwise, write out the English equivalents. Do not italicize e.g. and i.e.
- Today we received specific instructions for preparing the report (**i.e.**, its due date, contents, and format).
  - Today we received specific instructions for preparing the report, **that is**, its due date, contents, and format.
7. Use the **U.S. Postal Service two-letter** State and Province abbreviations in any address and any capitalized geographic term including town, park, forest, historic site, airport, or military station.
- Montgomery County, MD
  - Atlanta, GA
  - Banff National Park, AB, Canada
  - *but*—deciduous forests of Wisconsin; black sand beaches in Hawaii

## 2 Acronyms and Initialisms

Although acronyms and initialisms are types of abbreviations, the guidance for their use differs from that for other types of abbreviations. An acronym is a pronounceable term formed from the initial letters of a compound expression (e.g., LOCA for loss-of-coolant accident). An initialism is a nonpronounceable term formed from the initial letters of a compound expression; the initial letters are pronounced as separate letters (e.g., NRC for the U.S. Nuclear Regulatory Commission).

Most acronyms are capitalized except for certain well-known acronyms that are lower case by convention. For a list of commonly used NRC acronyms, see NUREG-0544, "NRC Collection of Abbreviations," available at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0544/r4/> in the NRC Electronic Reading Room.

1. **Use an acronym or initialism** if the term it represents will be **used more than several times** in a document. State the words from which the abbreviation is formed the first time a term is used, followed by its abbreviation in parentheses. As a general rule, you can subsequently use the abbreviation instead of the term. In a lengthy document, **restate the term followed by its abbreviation at the beginning of each chapter** or major section. However, keep in mind that **excess acronyms and abbreviations can make an otherwise well-written document difficult to understand**. When writing for a lay audience, or even a technical audience that does not share your specialty, use acronyms carefully. You may sometimes need to redefine an acronym, offer a brief explanation of the acronym, or use a synonym instead. Always **avoid stringing several acronyms together in a single sentence**. Do not include acronyms in headings and titles.
  - The Advisory Committee on Reactor Safeguards (**ACRS**) has reviewed this rule. The **ACRS** advised that staff revise three sections.
  - The Advisory Committee on Reactor Safeguards has reviewed this rule. The **committee** advised that staff revise three sections.
2. Although an acronym or initialism is capitalized, **do not capitalize** the term it represents **unless** the term would **ordinarily** be **capitalized**.
  - Office of the General Counsel (OGC)
  - technical specification (TS)
  - crack opening displacement (COD)
3. **To form the plural** for most acronyms and initialisms, add a lower case s without an apostrophe.
  - 12 NPPs
  - five RGs
  - 2.0 FTEs

4. **To form the possessive** of an acronym or initialism, use an apostrophe plus s, just as you would for a normal word.
- EDO's report
  - IAEA's May conference
  - RES's funding (*also*—funding from RES; RES funding)
  - Avoid visually odd formations (NMSS's staff; O<sub>3</sub>'s chemical instability)
5. **To decide** whether **a** or **an** should precede an acronym or initialism, pronounce the first syllable of the abbreviation. "A" should precede a consonant sound; "an" should precede a vowel sound.
- an ACRS meeting ("ay" is a vowel sound)
  - an AEC report ("ay" is a vowel sound)
  - a FEMA decision ("fee" is a consonant sound)
  - an NRC office ("en" is a vowel sound)
  - a LOCA occurred ("low" is a consonant sound)

### 3 Capitalization

We assume NRC staff members already know the basics of capitalization. Capitalize the first word of a sentence, the pronoun I, and proper names. When in doubt, do not capitalize. For example, if a term could be either a proper name or a description (e.g., the department of engineering), using the lower case is correct.

1. Capitalize **titles of persons if they precede a personal name**. Use lowercase if the title follows the name except for titles of great eminence including heads of state, assistant heads of state, heads of governmental units, and royal rulers. Do not capitalize general references to titles. Likewise, **capitalize specific names of organizations**, but not general references to them.

- President George Washington (*and also*—the President)
- King Bhumibol Adulyadej (*and also*—the King of Thailand; His Royal Highness)
- Governors Richardson and Lingle (*and also*—The Governors will meet later.)
- U.S. Senator Barack Obama (*but*—Barack Obama, senator; the senator)
- The staff in Region IV (*but*—the regional office)
- Judge Mia Jones (*but*—Mia Jones, the judge)

For NRC titles, follow the above guidance, but you may capitalize titles of branch chief and above. This NRC practice differs significantly from *GPO Style Manual* Rule 3.35. Do not capitalize general references to most titles.

- NRC Senior Health Physicist Ana Lee (*but*—two NRC health physicists)
- Deputy Director Ryan Yamada (*and also*—Ryan Yamada, Deputy Director)
- NRC Director of the Office of Personnel, David Calvo (*and also*—David Calvo, Director of the Office of Personnel)

2. Capitalize **Commission or Commissioners** when referring to the collegial head of NRC as a group and **Chairman or Commissioner** when referring to the Chairman or a member of the Commission individually. This NRC practice differs from *GPO Style Manual* Rule 3.35.

- The Chairman requests a response by Friday and expects the Commission to discuss the issue Monday morning.

3. Capitalize a well-known short form of a specific proper name.

- the Congress (U.S. Congress, *but*—congressional action, congressional staff)
- the President (of any country)
- the District (District of Columbia)
- the Capitol (in the District)
- the Agency (for U.S. Central Intelligence Agency, U.S. Environmental Protection Agency, *but*—the agency for U.S. Nuclear Regulatory Commission and all other organizations that do not have “Agency” in their official title.)



- the Office (U.S. Government Accountability Office, but—the office for all other offices, including NRC internal offices)

4. Capitalize the following governmental organizations.

- Federal
- Federal Government
- State (*but*—Do not capitalize “local”)
- Nation as a Federal entity (but—“nation” when referring to the country as a whole)
- Federal, State, and local responders
- Tribal officials (Unlike GPO, the NRC capitalizes “Tribal” to signify a sovereign entity.)

5. Capitalize a **common noun followed by a letter or number** that refers to a specific publication, class, figure, or table, except for page or paragraph. (This NRC practice differs from *GPO Style Manual* Rule 3.9.)

- Category I
- IAEA Category III sources
- Appendix K
- Chapter III
- Class 1E
- Table 4
- Figure 8
- Section 7
- *but*—paragraph 4 on page 82

6. Capitalize the first letter of the symbol for an isotope, chemical element, or compound. Do not capitalize the spelled-out name for the symbol.

- Na sodium
- NaCl sodium chloride
- Co-60 cobalt-60

7. Capitalize a **trade name**.

- Xerox
- Halogen
- Plexiglas
- Vu-Graph
- Zircaloy (*but*—zirconium)

8. Capitalize the names of all **computer codes**, and capitalize the names of computer **languages and software** consistent with their trade names. If the code is an acronym, spell out the full name the first time it appears in a document.
- Code: MESORAD, CPLUME
  - Language: Fortran, Oracle
  - Software: dBase, Lotus 1-2-3
9. Capitalize a descriptive term that denotes a **geographic region or feature** used as a proper name.
- the Midwest
  - the Continental Divide
  - the Deep South
  - Western Europe
  - Gulf States (*but*—gulf coast)
10. Do not capitalize a term used as a **geographic direction or a position** that is not a proper name.
- northerly, northern
  - north, south, east, west
  - eastern seaboard
  - west coast, east coast
11. Capitalize **months**, but not **seasons**.
- May, October
  - spring, autumn
  - spring 2007 (not Spring 2007)
12. Capitalize the first word and all important words in **titles of publications and legislation**.
- Secrets of the Past: Nuclear Energy Applications in Art
  - The Paperwork Reduction Act of 1982
13. Do not capitalize **articles, prepositions (except for “To” as part of an infinitive)**, and **conjunctions** unless they are the first word of a title or important to its meaning.
- How To Write, Speak, and Think More Effectively
  - Creating Energy Sources for the Future
  - A Guidebook to Nuclear Reactors
  - Handbook of Nuclear Safeguards Measurements Methods

14. Capitalize **hyphenated words** by the same rules you would use if the words were not hyphenated.
- ex-President Clinton
  - Commissioner-elect Jones
  - high-level waste
  - “A Study of Proposed High-Level Waste Repositories”
15. Do not capitalize the names of systems at nuclear facilities.
- residual heat removal system
  - emergency core cooling system
16. **Do not capitalize document types**, unless followed by a number or letter referring to a specific document.
- regulatory guide (*but*—Regulatory Guide 1.18)
  - management directive (*but*—Management Directive 4.1, “Accounting Policies and Practices”)
17. **Do not capitalize** a common noun followed by a letter or number identifying a **component of a nuclear power plant**.
- train A
  - valve PRV–22
18. **Capitalize basic alphabet keys**, all the **named keys** (e.g., Ctrl, Shift, Alt) and **menu items** (e.g., File, Save, Print).
- To run a spell check, go to Tools, then choose Spelling and Grammar.
  - A keyboard shortcut for copying text is Ctrl+C.
19. Capitalize these **technology-related** words. For information on how to compound technology-related words, see Section 4.
- Internet
  - Web page
  - Web site
  - Web

## 4 Compound Terms and Unit Modifiers

A **compound term** can appear in one of the three following forms: (1) open (e.g., nuclear power plant, mill tailings site), (2) closed (e.g., rulemaking, runoff), and (3) hyphenated (e.g., full-scale simulation, fitness-for-duty program). Although there are rules to compounding terms, there are also many exceptions. Modern English is moving towards a general trend of closing compounds, unless doing so causes confusion. For example on-line or on line, is now online.

Chapter 6 of the *GPO Style Manual* presents general rules for compounding words. To look up a specific word, go to Chapter 7 of the *GPO Style Manual*, “Compounding Examples,” where you will find 6,000 compound words in their correct open, closed, or hyphenated form. To find the *GPO Style Manual* online, go to <http://www.gpoaccess.gov/stylemanual/index.html>.

Compound terms that modify nouns are called **unit modifiers**. Those that precede nouns are typically hyphenated. Those that follow the nouns they modify are typically not hyphenated.

- an NRC-sponsored study (*but*—a study sponsored by NRC)
- an industry-sponsored study (*but*—a study sponsored by industry)
- handled on a case-by-case basis (*but*—handled case by case)

Use hyphens carefully with unit modifiers because their placement can cause misreadings. For example, depending on the usage of the words, each of the following phrases or sentences is correct.

- a biological-waste management system
- a biological waste-management system

The following table provides detailed guidance on the use of hyphens with unit modifiers.

1. Hyphenate **unit modifiers** used as adjectives and adverbs that precede a noun. Some **types and examples** follow:

Type	Example
Modifier plus present participle	far-reaching effects hard-working staff fear-producing accident thought-provoking analysis
Modifier plus past participle	safety-related activities coal-fired plants performance-based incentives well-defined plan much-acclaimed study long-lived isotope

<b>Type</b>	<b>Example</b>
Multiple-word modifier	not-in-my-backyard attitude easy-to-read document loss-of-coolant accident boiling-water reactor pressurized-water reactor nozzle-to-pipe weld
Suspended modifier (i.e., use of a unit common to a series of unit modifiers)	industry- and agency-sponsored studies long- and short-term goals 8-, 9-, and 10-hour days
Unit modifiers in which one unit is capitalized (These do require the hyphen.)	PDR-available documents NRC-prepared report
Unit modifiers that include numbers (See also Section 5.)	18-inch-diameter pipe six-person team two-shift operation
A prefix before a proper noun, capitalized abbreviation, or number	non-Federal anti-American pre-Jurassic pre-NRC regulatory agency post-2001 security measures
A few adjective-noun unit modifiers	high-level waste low-pressure injection light-water reactor nonlight-water reactor

2. Do not hyphenate (leave open) unit modifiers ending in *ly* as well as certain other modifiers. Some **types and examples** follow:

<b>Type</b>	<b>Example</b>
Modifier ending in <i>ly</i>	poorly managed plant effectively managed branch
Unit modifiers both elements of which are capitalized	an Appendix A criterion 10 CFR Part 50 requirements
Foreign phrases used as unit modifiers	ad hoc meeting ad hominem argument in vitro tissue culture

Type	Example
Three-word unit modifiers whose first two words are adverbs	very well defined procedures unusually well maintained design basis
Noun formed from a one-syllable verb and adverb	makeup followup heatup cooldown startup shutdown

3. Close up most prefixes, but be aware of many exceptions. Use a hyphen to avoid mispronunciation or confusion. Some **types and examples** follow:

Type	Example
Prefixes	multiplant semiannual biweekly nondistinctive nonsafety overpressure
Use a hyphen before a proper noun, capitalized abbreviation, or number.	pre-Columbian artifacts pre-2001 security measures post-U.S.S.R.
Use a hyphen with prefixes to avoid doubling a vowel or tripling a consonant, except after <i>co</i> , <i>de</i> , <i>pre</i> , and <i>re</i> . Also use a hyphen to avoid mispronunciation or ambiguity.	anti-inflammatory gull-like coowner deenergize re-creation vs. recreation multi-ply vs. multiply pre-position vs. preposition co-op un-ionized vs. unionized

4. Close most cases of *wide* and *making* used as a suffix.
- agencywide (*but*—NRC-wide because it is a proper noun)
  - industrywide
  - worldwide
  - decisionmaking
  - rulemaking
  - policymaking

5. Usually, do not hyphenate **chemical and physical terms** except for chemical formulas.
- boric acid solution
  - carbon monoxide gas
  - equivalent uranium content
  - hydrogen ion activity
  - ground water
  - Cr-Ni-Mo
6. Follow these conventions for **technology-related words**. Be aware that conventions may change. For guidance on capitalizing technology-related words, see Section 3.
- Web page
  - Web site
  - Web-related issues (adjective form is still hyphenated)
  - Web broadcasting
  - Webcasting
  - e-mail
  - online
  - database

## 5 Numbers

1. Spell out the numbers **one through nine**.
  - Four reactor licensees reported seven events.
  - The crew replaced four pipes, six valves, and nine gears in record time.
  - *not*—The crew replaced four (4) pipes, six (6) valves, and nine (9) gears in record time.
2. Use numerals for a single number of 10 or more.
  - During August 1985, 21 plants submitted the required reports, but of these reports, two were late. (*but*—of these 21 plants, 2 were late)
  - About 30 engineers attended the meeting.
3. Spell out a **number that begins a sentence**, and spell out related numbers at the beginning of a sentence separated by no more than three words. Alternatively, revise the sentence to avoid using a number to begin the sentence. In these next examples, assume that the author has already defined Title 10 of the *Code of Federal Regulations* (10 CFR).
  - Part 20 of 10 CFR requires radiation protection plans for certain facilities. (*but*—do not begin a sentence with, “10 CFR Part 20 requires...”)
  - Seventy or, perhaps, eighty square miles were affected by the aftershock. *or*—The aftershock affected approximately 70 or 80 square miles. (*but*—Eight acres of the 12 square miles affected by the aftershock were within the site boundary.)
4. When two or more **related numbers** appear in a sentence **and one of them is 10 or more**, use a numeral for each number.
  - The inspectors found fractured pipes in four plants: 6 in Fermi, 10 in Watts Bar, 2 in Monticello, and 4 in Susquehanna.
  - The NRC received comments from 13 utilities, 18 public interest groups, 3 unions, 6 utility organizations, and 2 interested persons.
5. Use numerals to express a unit of measurement, such as **time or money**. This usage does not affect other numerical expressions in a sentence.
  - 2 meters
  - 15 years
  - 3.5 percent
  - 6-cm-diameter pipe
  - Three NRC travelers left the office at 3:30 p.m. for a 4-day trip to join an eight-person advisory committee on radiation safety. Each traveler had to travel approximately 50 miles per day and each had a \$600 travel advance. On this trip, a business day lasted about 10 ½ hours—beginning at 8 a.m. and ending about 6:30 p.m.—with a 1-hour break for lunch. Of the 8 members of the committee, 4 supervised a staff of 11 or more health physicists.



6. In tables and illustrations, use **numerals with abbreviations, symbols, decimals, and with quantities that mix whole numbers and fractions**. In technical text, use numerals, but you may spell out the abbreviation or symbol.

Tables and Illustrations	Text
3 km	3 kilometers
12 cm	12 centimeters
3'–6'	3 feet to 6 feet*
12"	12 inches**
8" x 12"	8 inches by 12 inches**
1500 psi	1,500 pounds per square inch
33%	33 percent
0.5 kg	0.5 kilograms
1.8 g	1.8 grams
1-1/2 r/min	1-1/2 revolutions per minute
100 °C	100 degrees Celsius***
* ** ***	Note that the symbol ' is <b>prime</b> (Unicode character 2032), not the apostrophe. Note that the symbol " is <b>double prime</b> (Unicode character 2033), not the closing double quotation mark. Note that the symbol ° is the <b>degree</b> (Unicode character 00B0), not the ring above diacritic.

7. Spell out **indefinite numerical expressions**—"about," "nearly," "around," and "approximately" are not considered indefinite (see the example in Item 5 of this section).
- the early seventies (*but*—nearly the 1970s)
  - midforties (*but*—around 1945)
  - a hundred and one reasons (*but*—he cited about 10 reasons)
8. An ordinal number expresses degree or sequence. Apply the general rules for numbers in this section to **ordinal numbers**.
- The accident rate for the fourth quarter indicated that the training had been effective.
  - Surprisingly, the 19<sup>th</sup> and 20<sup>th</sup> years of plant operation produced the highest income.
  - The *Federal Register* notice was published on the 27<sup>th</sup> of March (*not*—March 27<sup>th</sup>).
9. When **two numbers** appear **in sequence**, use a numeral for one and spell out the other.
- The inspector examined twelve 12-inch-diameter pipes.
  - The fold-out page consisted of seven 2-inch columns of numerals.

10. Use numerals in all mathematical expressions.
- multiplied by 4
  - a factor of 9
11. Spell out a fraction standing alone, a fraction followed by “of a” or “of an,” and a fraction approximation.
- three-fourths of a mile
  - seven-eighths of an inch
  - The water on three-fourths of the site was contaminated.
  - The team leader has reviewed nearly three-fourths of the inspection report.
12. For a spelled-out fraction, use a **hyphen** between the **numerator and denominator**. However, omit the hyphen between the numerator and denominator when a hyphen already appears in either or both.
- three-fifths
  - six thirty-fifths
  - twenty-one thirty-fifths
  - twenty-three thirtieths
  - two one-thousandths
13. Use numerals for a fraction in a unit modifier.
- $\frac{1}{2}$ -inch width
  - $\frac{3}{4}$ -mile radius
14. Use numerals when combining **whole numbers and fractions**.
- 2-1/2 times as large
  - 1-1/2 inches wide
15. Use numerals for all **decimals**.
- 0.5 mL
  - 1.8 meters
16. Use a **decimal point** only for **monetary amounts** that include cents, but omit for even dollar amounts.
- \$150.10
  - \$150

17. For quantities of less than one, use a **zero before the decimal point** unless the quantity could never reach one, such as for the caliber of a gun. Use zero **after a decimal point** if the zero is followed by other non-zero numbers or if it is a significant number, that is, the zero is holding a place. Do not use a decimal place followed by a zero after a whole number (unless required for precision).

- 0.5 part (*but*—.44 caliber)
- 5.04
- 5.003 (*but*—5)
- 45 (*not*—45.0)

18. Use **subscripts** to indicate the base for a number system and the number of atoms of an element in a molecule.

- $25_8$
- $H_2$

19. Use **superscripts** for exponents and to indicate the mass number of an isotope (see also Section 3, Item 6, of this guide).

- $2^5$
- $^{235}U$  (*but*—uranium-235)

20. Generally, do not use the calculator or computer printout abbreviation for an **exponent** in text or tables (**i.e., use the superscript**). Use of computer printout abbreviations is acceptable for computer codes. If you must use the computer printout abbreviation, please apply it throughout the document. Do not switch between the computer printout abbreviation and superscripts.

- $8^3$  (not 8\*\*3)
- $8 \times 10^3$  (*not* 8E3)
- $8 \times 10^{-3}$  (*not* 8E-3)

21. Use **commas every three places** starting at the right **to separate numbers** over three digits.

- There were 5,000 comments on the proposed rule.
- There were 50,000 responses to the questionnaire.
- There were 3,000 responses to the first questionnaire and 15,000 to the second.
- 

**Table**

---

5,000  
50,000  
1,000,000

**22.** To aid comprehension, spell out **million or billion** (but not always in tables and figures).

- \$12 million
- \$1.25 billion
- \$5 million to \$10 million
- 4.2 billion years
- population of 2.8 million

**23.** Use the **percent symbol** in technical and financial documents and in tables, graphs, and figures. Otherwise, spell out percent in the text.

- The office had expended 80 percent of its budget by midyear.
- Of the 103 reactors, 75 percent had replaced at least one steam generator after 10 years.

**24.** When writing about a **range of numbers**, give the **full digits**. Use an en dash.

- ages 25–28 (*not*— ages 25–8)
- pages 1260–1268 (*not*— pages 1260–68, and *not*— pages 1260–8)
- days 104–107 (*not*— days 104–7, and *not*— days 104–07)
- from years 2006–2007 (*not*— from years 2006–07, and *not*— from years 2006–7)
- January 2–9, 11, and 13–15 and March 5–9, 26, and 30, 2007



## 6 Punctuation

1. Use a **comma after each member of a series** of three or more words, letters, numerals, phrases, or clauses.
  - footnotes, references, and bibliographies
  - between A, B, or C
  - neither in 1999, 2001, nor 2007
  - January 6, 21, and 26, 2007, and March 4, 9, 16, and 30, 2008
  - in the morning, in the afternoon, but not in the evening
  - The section leader wrote the proposal, the branch chief reviewed it, and the division director signed it.

Change the usual commas in a series to semicolons if commas are prevalent within the elements of the series.

- After assessing a situation, the NRC may order a licensee to continue, curtail, or expand operations; ensure compliance with security and safeguards programs; and maintain records of these emergency actions.
2. Use a **comma after an introductory phrase** of five or more words; use of a comma after a shorter introductory phrase is optional.
    - After realizing that they could not adhere to the day's agenda, they rescheduled three topics for discussion.
    - Next Tuesday the proposals should arrive.
    - *or*—Next Tuesday, the proposals should arrive.
  3. Use a **comma after an introductory adverbial clause**.
    - After struggling with the problem, he decided to consult experts.
    - Before moving onto my next location, I would like to meet with you.
  4. Place a **comma before a direct quotation** of a few words.
    - He said, "The tube has been welded."
    - "But," the welder said, "it is only a temporary measure."
  5. Use a **comma before and after an explanatory equivalent** of another word or phrase.
    - Nishi Mackin, president of TRCO, met with the Chairman.
    - The American National Standards Institute has published a more recent standard, "Scientific and Technical Reports: Organization, Preparation, and Production," ANSI Z39.18–1987.
-

6. Use a comma before and after the year in a three-element date written in the order of month, day, and year.
- The March 27, 1988, memorandum responded to the questions. *or revise to read*—The memorandum, dated March 27, 1988, responded to the questions.
  - On March 27, 1988, he attended the conference.

Do not use a comma in a two-element date or a three-element date written in the order of day, month, and year.

- March 27
- March 1988 (*not*—March, 1988)
- 27 March 1988 (military usage)

7. Use a **comma before and after the State or country** when citing the city and State or city and country in the text.

- The meeting is in Chicago, IL, on April 4, 2008, at 3 p.m.
- A conference in Paris, France, would cost more than one in Paris, TX.

Do not use a comma **between the State and the ZIP Code** in an address.

- Bethesda, MD 20014

8. Use a comma **before and after *Jr.*, *Sr.*, *Inc.*, and *Ltd.*** (Some individuals or companies choose to omit the comma, and the NRC can follow their style at our discretion.)

- The staff will meet with Chem-Nuclear Systems, Inc., on September 5, 1988.
- We know that Time Inc. produced the book.
- Ganesh Gritz, Jr., chaired the meeting.

9. Omit the comma before and after II, III, IV, etc. in a name and between the State and the ZIP code.

- Henry VIII
- John Francis Kipp III
- San Francisco, CA 94110
- Rockville, MD 20852

10. Use a **comma between qualifying words** if the word *and* could replace the comma.

- An old, degraded generator tube (*but*—an old generator tube)

11. Use a **comma before the conjunction** in a compound sentence.

- The agency received the application in October 2007, but staff did not approve the terms until January 2009.
- I plan to arrive at the site on Tuesday, and I am scheduled to begin the inspection on Wednesday.

- 12. Use a comma to set off nonrestrictive words, phrases, or clauses** (that could be omitted without changing the meaning of the sentence.)
- The final rule, which was published on December 13, became effective on January 12.
  - Members of the public, including those from the eastern districts, attended the hearing.
- 13. Use a comma after “however”** at the beginning of a sentence, unless “however” is used conditionally.
- However, he continued to smoke.
  - However, I would still like discuss the topic.
  - However much he spoke, he never seemed to get to the point.
- 14. Use a semicolon** to separate closely related or contrasting statements. Use one space after a semicolon.
- He agrees; I do not.
- 15. Use a semicolon before an adverb** (then, however, thus, hence, indeed, accordingly, besides, and therefore) **joining** independent clauses.
- I attended the meeting; however, I had to leave before it ended.
  - He had doubts about the public hearing; indeed, it was pure chaos.
- 16. Use a period at the end of a sentence. Use one space after a period. Use a period after items in a list** if each item is a complete sentence.
- She has a full itinerary:
    1. Monday, she flies to New York.
    2. Tuesday, she chairs the conference.
    3. Wednesday, she conducts a hearing.
    4. Thursday, she addresses the council.
- 17. Use a colon after a complete clause to introduce a list**, whether or not the list is within a sentence. When using a colon in a sentence, add one space after the colon.
- Greg Emes was responsible for the following:
    1. basic research
    2. confirmatory research
    3. written results
  - The judges consider three factors: taste, texture, and aesthetic appeal.
- 18. Use a colon after a formal salutation.** Please consult Management Directive 3.57, “Correspondence,” for more guidance on letters and salutations.
- Dear Mr. Chairman:
  - Dear Mrs. Leboulle:
  - Dear Senator McCain:



**19. Use a colon before a lengthy quotation.** Indent a quotation of five or more lines on the right and left and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

- The excerpt from Bulletin 4145–220 follows:

The purpose of the program is to provide income protection to employees affected by a medical emergency through the voluntary donation of annual leave by other employees.

**20. Use an em dash to mark an abrupt change** in thought. (In Microsoft Word, the keyboard shortcut is for em dash is Ctrl+Alt+Num+-.)

- Provide several publications—in addition to your resume—to highlight your qualifications.

**21. Use em dashes to replace commas around an interrupting element** with heavy internal punctuation.

- The group—engineers, managers, and administrators—toured the facility.

**22. Use an en dash to indicate ranges of number, letters, or periods of time.** (In Microsoft Word, the keyboard shortcut is Ctrl+Num+-.)

- For several years (2003–2006), the company has downsized their staff.
- The planned September–December trip never happened.
- From January 21–March 5, 2008, the licensee closed the plant for substantial repairs.

**23. Use parentheses to show explanatory information.** Punctuate a sentence with **parentheses** the same as a sentence without parentheses. Do not precede an opening parenthesis with a comma.

- The inspector visited three of the five regions (I, III, and V).
- Before leaving the site (late Friday afternoon), he submitted his report.
- The high-level waste regulation (10 CFR Part 60) establishes the requirements for site characterization of a geologic repository. (The U.S. Department of Energy will be the only applicant to use the part.)

**24. Use brackets within parentheses or parentheses within parentheses to nest information.** Also use brackets to indicate words you have inserted into a direct quotation.

- Please review the applicable international standard (Nuclear Power Standard 6.5 [NP-STD-6.5]).
- “Some time last night [the] idea came to me,” says Mr. Pai.
- He has not reached the annual whole-body limit for workers (50 millisieverts (mSv)).

**25. Place the period or comma inside a quotation mark.**

- He said, “The project is due today.”
- He said, “The project is due today,” but he finished it last week.
- The center is offering three courses today: “MS Outlook,” “Reactor Core Concepts,” and “Web Design 3.”

**26. Place a question mark, colon, or semicolon outside the closing quotation mark (unless it is part of the quoted material).**

- We hired the very qualified environmental policy analyst from the “Presidential Scholars Program”; we did not realize he lacked motivation.
- He said, “The project is due today”; he finished it last week.
- Have you seen my copy of NUREG–1379, “NRC Editorial Style Guide”?
- *but*—I recommend you read the article “Nuclear Energy: A Way to A Greener Future?”

**27. Place other punctuation marks inside the closing quotation mark only if they are part of the matter quoted.**

- Did you mark the package “Fragile”?
- She asked, “Do you have sufficient funds to cover the travel?”

**28. Use quotation marks to indicate jargon, or emphasize letters, names, words, or titles.**

- The flat strips were “pigtailed” to create tubes.
- Faced with plan “A” and plan “B,” we decided to choose plan “B.”
- She frequently cites Title 10 of the *Code of Federal Regulations* Part 8, “Interpretations.”

**29. The slash is ambiguous and means “and,” “or,” or both. Use slashes in tables and graphs for brevity, otherwise avoid using slashes whenever possible, especially if you really mean either “and” or “or.” Avoid writing and/or.**

- Notify your supervisor if you will be late or absent. (*not*—Notify your supervisor if you will be late and/or absent. *not*—Notify your supervisor if you will be late/absent.)
- The center serves clients who are elderly or disabled, or both. (*not*—The center serves clients who are elderly/disabled.)

**30. Use a slash to join multiple-word unit modifiers.**

- A joint U.S. Nuclear Regulatory Commission/U.S. Department of Energy initiative (*but*—a joint NRC–DOE initiative)

**31. Use a slash to indicate “per.”**

- 60 km/hr
- 5 pills/day

**32. Avoid breaking a URL** (uniform resource locator) over two lines. If necessary, the break should be between elements after a colon, slash, or double slash, but before a period. Do not use a hyphen to break a URL. A URL that contains a hyphen should never break at the hyphen.

- The best option is to keep the URL, such as <http://www.internal.nrc.gov/>, on one line.
- However, if you must break the URL, break along a colon, slash, or double slash <http://www.internal.nrc.gov/> as we have done on this line.
- If you must break the URL near a period, break it before the period <http://www.internal.nrc.gov/> as we have done here.

**33. Use italics for foreign words and phrases that are not well known** to English speakers. Do not italicize commonly used foreign words, including scholarly Latin. Do not italicize foreign proper nouns.

- *Les Belgique c'est chic* was his personal motto.
- An earthquake hit the Kashiwazaki-Kariwa Nuclear Power Plant in Niigata Prefecture.
- She did not seem sorry about eating all the foie gras.
- Schadenfreude means taking joy in the misfortune of others.
- *ibid.*, et al.

**34. Use an apostrophe before an "s"** to indicate possession.

- Cameron's policy
- Diaz's rules (*also*—the former Chairman's rules)
- Phyllis's plant (*also*—her plant)
- Congress's
- Dr. Seuss's hat

**35. Use lists to organize text.** If the list is set in the body of the text, completely enclose numbers or letters in parentheses. Use numbers for sequential list items or list items you will refer to later. Use bullets for random list items. For short lists, run the list into the text (unless you are writing codified text).

He had four resolutions: (1) to learn French, (2) to pass the French proficiency exam, and (3) to find a job in Brussels, Belgium.

- 36. For longer lists**, set the list vertically. You may leave **incomplete sentences** unpunctuated. Always use **parallel sentence construction** for lists.

The working group is making progress in the following primary goals:

- searching for a director with government experience
- reorganizing top management into three primary areas
- bidding out contracts on printing
- redrafting the mission statement for emphasis on public accountability

- 37. Unless you are writing a legal document or following a specific convention, avoid punctuating lists as a running sentence with commas or semicolons.**

The working group is making progress in their primary goals of

- searching for a director with government experience;
- reorganizing top management into three primary areas;
- bidding out contracts on printing; and
- redrafting the mission statement for emphasis on public accountability.

- 38. If one list item is a full sentence with a period, then all list items should be full sentences with periods.** Use subbullets when appropriate.

The working group is making progress in the following primary goals:

- They are searching for a director with government experience.
- They are reorganizing top management into three primary areas.
  - sales
  - marketing
  - research
- They are bidding out contracts on printing.
- They are redrafting the mission statement for emphasis on public accountability.



## 7 Plain Language

The Plain Language Initiative was one of several conceived by the National Partnership for Reinventing Government. The goal of the partnership was to create a Government that “works better, costs less, and gets results.” For more indepth guidance on using plain language, visit the NRC Plain Language Writing Techniques Web page at <http://www.internal.nrc.gov/ADM/DAS/cag/notices/notdocs/writingtech.html>.

Remember that simple language is not only easier to read, it is often also more accurate. Give the correct level of detail that your audience needs. Do not inundate a layperson reader with technical details. For documents meant for public comment, aim for a grade 9 to 12 reading level. To check reading level in Microsoft Word, use the readability statistics function in Spelling and Grammar. (See Section 12, “Technology and Writing,” for instructions.)

### 1 Remember Three Principles

- Use reader-oriented writing. Write for your customers, not for other government employees.
- Use natural expression. To the extent possible, write as you would speak. Write with commonly used words.
- Make your document visually appealing. Present your text in a way that highlights the main points.

### 2 Seven Tactics for Clearly Communicating Your Message

- State the purpose of your document.
- Explain how you have organized it and how to use it.
- Insert descriptive headings to help the reader find information.
- Summarize complicated topics before you give the details.
- Begin with matters of most interest to your reader.
- Answer general questions first.
- Describe processes step by step.
- Omit information the reader does not need to know.

### 3 Seven Rules for Writing in Plain Language

#### 1. Use the active voice.

The active voice tells who is supposed to do what. It is explicit and direct, assigning a clear agent to an action.

- *Active*—The licensee installed a new steam generator.
- *Passive*—A new steam generator was installed.
- *Active*—The staff held a conference call with the BWR Owners Group.
- *Passive*—A conference call was held with the BWR Owners Group.

Use the passive voice only when the object of an action is more important than the agent.

- *Acceptable Passive*—Taking photographs is forbidden in this secure area.
- *Active*—Malcolm A. McDuffy, Chief, Division of Security, forbids the taking of photographs in this secure area.

**2. Write in short sentences and short paragraphs.**

Express only one idea in each sentence. Short sentences are better for conveying complex information. They break the information up into smaller, easy-to-process units. As a rule of thumb, if your sentence is **more than three lines long**, please revisit it and **try to break it into two or more separate sentences**. The more technical the topic, the shorter the sentences should be to aid in reader comprehension.

Short paragraphs break up material into easily understood segments and are visually more appealing. They also allow you to insert more informative headings in your material.

- *Long*: Associated with amending 50.44, a conference call was held with the BWR Owners Group (BWROG) with the purpose of exploring possible coordination between the staff's activities and related efforts currently being pursued by the BWROG.
- *Short*: The NRC staff and the BWR Owners Group held a conference call to discuss coordinating their activities associated with amending 10 CFR 50.44.

**3. Use as few words as possible. Simple language is often more accurate.**

Instead of	Use
a majority of	most
in a timely manner	promptly
a number of	some
no later than	by
at this point in time	now

Instead of	Use a single-word verb
arrive at a solution	solve
be cognizant of	know
hold a discussion	discuss
held a meeting	met
make a determination	determine
perform an analysis	analyze
adversely impact	impair, damage, compromise, decrease, increase

#### 4. Use plain words.

<b>Instead of</b>	<b>Use</b>
utilize	use
methodology	methods
assist	help
perform	do, study, analyze
conduct	do, carry out
preclude	prevent
feasible	workable, doable
prior to	before
finalize	complete, finish
provide	give, supply
identify	find, note
regarding	about, on
impact	affect, change
request	ask
indicate	say, state
subsequent to	after
numerous	many
a and/or b	a or b or both



**5. Avoid legalisms.** Even if you are writing a legal document, use simple everyday words. Avoid the following vague legalistic terms:

- aforementioned
- hereby
- herein
- hereinafter
- therein

Instead of	Use
pursuant to	under
afford an opportunity	allow, permit
finalize	end, conclude
fullest possible extent	completely
implement	carry out
promulgate	issue
abeyance	postpone action
terminate	end
utilize	use
verification	verify

**6. Avoid confusion by observing the following.**

**6.1. Avoid excess abbreviations.** To reduce acronyms, use a key word from the term instead of the acronym. Use key words to avoid multiple abbreviations in one sentence.

- The Center for Nuclear Waste Regulatory Analyses submitted its initial draft report on time. The center agreed to submit the final report on December 10, 2000.
- *Not*—RES agreed with NRO that the NRC should streamline the COL process. (*use instead*—Research agreed with NRO that the agency should streamline the combined license process.)

**6.2. Use the same term consistently** to refer to the same thing. Pick one term and stick with it.

- If you start with reactor oversight **process**, do not switch to reactor oversight **program**.
- If you begin by calling it an **assessment**, do not switch to **evaluation**, **analysis**, or **study**.

6.3. Unbundle strings of five or more nouns.

- *Not*—surface water quality protection procedures (*but*—procedures to protect the quality of surface water).
- *Not*—primary coolant sampling requirement threshold value (*but*—the threshold value at which the primary coolant must be sampled).

6.4. Make sure **pronouns have clear antecedents**. In the following example, “it” could refer to safety margin, measure, or design.

- *Vague*—Safety margin is a measure of the conservatism employed in a design to ensure a high degree of confidence that it will work.
- *Clear*—Safety margin is a measure of the conservatism employed in a design to ensure the design will work.

6.5. **Avoid jargon** unless you are writing for a purely technical audience.

- *Jargon*—That is a hematoma, not a melanoma.
- *Plain language*—That’s a bruise, not a skin cancer.
- *Jargon*—The printing specialist is reviewing the blue lines.
- *Plain Language*—The printing specialist is reviewing a proof of the publication that is printed in blue ink.

7. **Use the pronouns I, we, and you, to speak directly to the reader**, especially in correspondence, thereby establishing an informal tone. More formal third-person usage is often used in more formal writing, such as in technical reports.

- I am responding to your letter of April 2, 2000, about the use of potassium iodide to reduce the uptake of radioiodine in the event of a nuclear accident.
- Avoid using the royal “we.”

8. Use bullets, lists, tables, and graphics for visual variety. Shorter lines and more white space on a page give the reader’s eye a rest from dense blocks of text. A list is easier to read than running text. Use numerical lists if the items have an order of importance or if your introduction to the list identifies a specific number of items, as in this example.

- The management of mining and milling residues, such as tailings and waste rock, is also outside the scope of this publication. However, the decommissioning of facilities and equipment for surface industrial extraction associated with mining and milling is covered. Fuel cycle facilities pose four types of potential hazards:
  - (1) criticality
  - (2) chemical hazards
  - (3) radiological hazards
  - (4) fires and explosions



## 8 Word Usage

The following pairs of words are frequently misused or confused.

### **accept/except**

To accept is to receive, agree to, or consider proper, right, or true. As a verb, to except means “leave out, exclude”; as a preposition it means “excluding.”

- You must accept the responsibility that goes with the appointment.
- We agreed on everything except the schedule.
- We all have to take the training; no one is excepted.

### **adapt/adopt**

To adapt is to adjust or make suitable. To adopt is to accept or make one’s own.

- He will adapt to the motion of the sea in a few days.
- I will adopt your agenda for the meeting.

### **advice/advise**

Advice is a noun and advise is a verb.

- My advice is to sign the contract immediately.
- I advise you to sign the contract immediately.

### **affect/effect**

Effect is often misused for the verb affect, which means “to have an effect on, to influence.” To effect is to bring about. As a noun, an effect is something brought about or the way something affects something else.

- The decisions of the public utility commission affect all State utilities.
- These policy changes had a good effect on staff morale.
- The new manager effected several changes to the policy.

### **alternate/alternative**

An alternate is a substitute, an alternative is a choice between two or more possibilities. As an adjective, alternate means “by turns” or “every other.”

- He appointed Arthur as the alternate.
- The inspector walked down the plant on alternate Fridays.
- She alternates between periods of overwork and indolence.
- The inspector had no alternative to shutting down the plant.
- Please submit an alternative plan.

### **among/between**

Use *between* for two persons or things, *among* for three or more.

- This discussion is *between* you and me.
- The three technicians discussed the test results *among* themselves.

### **assure/ensure**

To *assure* is to set a person's mind to rest, used to address people. To *ensure* is to make certain, used with inanimate objects.

- I *assure* you that the documents will arrive on schedule.
- During the meeting, the speaker *assured* the audience that she would answer all their questions.
- Adhering to this maintenance schedule will *ensure* proper operation of the system.
- The licensee must *ensure* that its contractors are performing their duties.

### **beside/besides**

*Beside* is a preposition and *besides* an adverb.

- Place the telephone *beside* the bookcase.
- *Besides*, he knew when the meeting was to convene.

### **compose/comprise**

*Comprise* means "to include, contain." Do not use the construction "comprised of;" use "composed of." The whole *comprises* the parts.

- The committee *comprises* 12 members and three subcommittees.
- Each panel is *composed of* six experts in health physics.

### **due to/because of**

*Because of* is a preposition, but *due* is an adjective. Only use *due to* to modify a noun or after a form of the verb *to be*.

- The delay was *due to* an automobile accident.
- *Because of* the delay, the schedule was changed.

### **either/or and neither/nor**

Place these correlative conjunctions next to grammatically parallel parts of the sentence.

- *Either* we complete the proposal today *or* we lose the chance to win the contract.
- *Not*—We *either* complete the proposal today *or* we lose the chance the contract.
- They used *neither* the first *nor* the second design.
- *Not*—They *neither* used the first *nor* second design.

### **farther/further**

Use farther for geographical distance and further in more abstract senses.

- Each reorganization moves your office farther from mine.
- The examples further increase the guidebook's usefulness.

### **fewer/less**

Use fewer for countable quantities and less for mass, bulk, or degree.

- Fewer people attend the meeting each year.
- We sell fewer copies of the paper each day.
- Less activity than predicted was visible around Jupiter's moon.
- As Dr. Wu gained experience, dealing with personnel became less difficult.

### **practical/practicable**

According to Webster's II New College Dictionary, "Practicable refers to something that can be put into effect. Practical refers to something that is also sensible and worthwhile."

- The consultant had good theories on community engagement, but the director wanted more practical plans to improve public response.
- While it may be practicable to give every employee a car and cell phone, it is neither cost efficient nor practical.
- After a review of the plans, the staff believes the expedited schedule for construction is ambitious, but still practicable.

### **principal/principle**

As an adjective, principal means "first" (in importance or degree). A principle is a basic truth, rule, or standard.

- The principal speaker was the Director of NRR.
- The school principal invited the vandals to confess.
- We follow the NRC Principles of Good Regulation.

### **prior to/before**

Prior is an adjective. Do not use "prior to" as a preposition. Use "before."

- The agreement signed today replaces the prior agreement.
- The report arrived before the letter.

### **shall/will/must/may/may not/should**

In regulations, “shall” and “will” indicate a requirement, “may” an option, and “may not” a prohibition. “Shall” and “will” are used for persons or organizations; “must” for inanimate objects. In guidance such as regulatory guides, “should” is often used for recommendations.

- The licensee shall check the operation of reusable collection systems each month.
- The program plan must describe the licensee’s procedures.
- The licensee may submit the report by electronic mail.
- A licensee may not administer that dose to humans.
- The licensee should conduct these drills before conducting the actual test.

### **that/which**

Do not use the relative pronoun “that” to begin a nonrestrictive clause (a clause that can be omitted without changing the meaning of the sentence). Many writers reserve “which” (preceded by a comma) for nonrestrictive clauses.

- Training on a simulator ensures a degree of competence that cannot be learned otherwise.
- She walked to the warehouse, which is a mile away, to pick up the reports.

## 9 Footnotes and Credit Lines

Use footnotes to supply explanatory material or information that would interrupt the flow of ideas in the text and when too few footnotes exist to warrant listing them as an appendix to the text. Use footnotes to a table or figure to clarify or elaborate on the data in the table or figure.

1. **Place a footnote** on the same page or under the same column as its reference.
  - The Advisory Committee on the Medical Use of Isotopes (ACMUI) gives expert opinion on the medical use of radioisotopes to staff at the NRC.<sup>1</sup>

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<sup>1</sup> The Atomic Energy Act of 1954, as amended in 1974, limits the NRC's regulation of radioactive materials to reactor-produced isotopes.
2. **Place a footnote reference** (i.e., a superscript number, symbol, or letter) applicable only to information in parentheses or brackets **inside the closing parenthesis or bracket**.
  - The position closed April 4, 1988. (Six engineers applied.\*)
3. Place a footnote reference outside all punctuation except the dash.
  - The trip from the site to the airport\*\*—about 60 miles—was slow and tiring.
4. **Separate a footnote reference from the word preceding it** by a thin space unless it is preceded by a punctuation mark (e.g., a period, comma, quotation mark).
  - The NRC \* regulates this nuclear waste, and its container bears a classification label.
5. Separate footnote references occurring together by a comma and a thin space.
  - This topic was discussed in the previous three meetings. <sup>1, 2, 3</sup>



6. **Place footnotes to a table or figure**, which are handled independently from footnotes to text, immediately under the table or figure.
7. **Use a symbol or letter** rather than a number **for a footnote reference** if a number could be confused with the content of the table.
8. In a **table, place a footnote reference** to the right of a column of text or symbols and to the left of a column of figures.

Category	No. of associated reports
Personnel radiation exposures.....	39
Lost, abandoned, and stolen material.....	*81
Leaking sources.....	**15
Other*** .....	67
<b>Total</b>	<b>303</b>

\* An NRER database record may be associated with more than one category of event.

\*\* These numbers would be significantly higher if all lost or leaking static elimination devices had been reported (see Section 2.1.1.3).

\*\*\* *Other* includes categories such as medical, transportation, and miscellaneous.

9. Place a **credit or source line for a table or figure**, which identifies where the data were obtained, directly under and flush left with the last footnote. For a figure without footnotes, place the source line directly under and flush left with the title. For a table without footnotes, place the source line directly under and flush left with the table.
  - Figure 4.3 Chernobyl data evaluation of power vs. time during core destruction phase (Sheron, 1986)

Source: Soviet analysis provided in Figure 4 of USSR, 1986

## 10 Citations

### 1 Purpose

A reference gives credit to an author for the information used in a document and directs the reader to the source of the information. NRC authors must provide sufficient information in each reference citation to enable the reader to obtain the referenced document from a location accessible to the public.

### 2 Availability

Include sources that are publicly available in a list of references. Do not include, for example, private communications, predecisional documents, technical notes, minutes of a meeting, or other sources that are not available in the NRC's Public Document Room.

Avoid using a classified or proprietary document as a reference unless it is the only source of information cited. If you must use such a document as a reference, state, as appropriate, after its citation in the list of references:

*Classified report. Not publicly available.*

*or*

*Proprietary information. Not publicly available.*

The author of a document is responsible for ensuring that each reference is accurate and that each document referenced is publicly available, unless otherwise indicated.

The NRC publishes an availability notice on the inside front cover of its reports (see Section 1 of the appendix to this guide). This notice directs the reader to sources for obtaining publicly available NRC documents and most codes and standards referenced in NRC reports. Therefore, the NRC does not include NRC documents as references but does include references to codes and standards as a separate category in a reference list for these reports.

The availability statements presented in Section 1 of the appendix to this guide cover appropriate sources for most references that would be included in NRC documents other than NUREG-series reports. Often these statements would be used as a footnote to a reference that is fully identified in the text.

### 3 Placement

- For most documents, place the list of references in a separate section immediately after the text.
- If there are too few references to warrant a list, include the references as footnotes or place them in parentheses directly in the text.

## 4 Legal Citations

Statutory material and court decisions are usually cited in the text or footnotes to a document rather than in a list of references. (However, see the examples of legal citations included in the sample lists of references in Sections 2 and 3 of the appendix to this guide.) For detailed guidance on citing legal materials, consult *The Bluebook: A Uniform System of Citation*, which is available from the NRC Law Library and most public libraries.

## 5 Listing and Identifying References

- Most references include the following information. Order the information appropriate to each reference as follows, and separate the components by commas:
  - **Author**—individual, agency, corporation, or association
  - **Title**—Italicize (underline, if typewritten) the title of a book and enclose the title of a journal article or the chapter of a book in quotation marks. Place the title of a journal article before the italicized name of a journal. Enclose the title of a technical report, a regulatory guide, and an industry code or standard in quotation marks.
  - **Publisher and location**
  - **Volume**
  - **Page number**
  - **Date**

### 5.1 Listing by Category of Document

For a NUREG–series report that has an availability notice on the inside front cover, identify the references in the text parenthetically or directly as part of a sentence, and list the references by category, alphabetically, and, as appropriate, sequentially by number. Identify NRC documents in the text, but do not include them in the list of references. Do not include the publisher and location for documents covered by the availability notice. (See Section 2 of the appendix to this guide for examples of how to list and identify references in these reports.)

#### *Listing references*

- Categorize the references by name of author or type of document (e.g., correspondence, codes and standards), but do not include NRC documents in the list of references.
- For codes and standards, identify the subcategories (e.g., ANS, IEEE), and list the references alphabetically and sequentially by number. Place this category last in the list of references.
- For the first document listed in each category, give all the components of information for a reference except the publisher and location for documents covered by the availability notice, and for each subsequent document, give only its alphanumeric designator, title, and date, in that order.
- List the references alphabetically or, as appropriate, sequentially by number.
- List a single author or the first author, if more than one, by last name, first initial, middle initial, if available. List subsequent authors by first initial, middle initial, last name. For more than three authors, follow the first author by et al.

### ***Identifying references in the text***

- Identify a reference in the text so that it is easy to find—in parentheses by an alphanumeric designator or some other descriptive information, or directly in a sentence:
  - (NUREG–0800)
  - (NRC Bulletin 89–11)
  - (ADAMS Accession No. ML080180332) *but*—define Agencywide Documents Access and Management System (ADAMS) for the first reference.
  - (5 U.S.C. 553, 555)
    - ❖ Good cause exists under 5 U.S.C. 553(d) to dispense with the usual 30-day delay in the effective date of the final rule.
    - ❖ This final rule does not contain information collection requirements and, therefore, is not subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.).
  - (Smith, 1987)
  - The evaluation (Smith and Jones, 1987) showed that....
  - The report by Smith and Jones (1987)....
  - Smith and Jones (1987) reported....
- Identify a reference in text by its correspondence with the way it appears in the list of references: (Smith, 1987) should appear in the list of references under Smith’s name rather than under the number of Smith’s report.
- Identify multiple documents written by one author first by date, and then alphabetically by lowercase letter: (Smith, 1987), (Smith, 1988a), (Smith, 1988b).
- Cite a particular page, chapter, figure, table, or equation in the text rather than in the list of references, if possible.

## **5.2 Listing Sequentially by Number**

For a document in which the references are numbered, give all the components of information for each reference (see Item 5 of this section), and list the references in the same order that the references appear in the text. Identify the references in the text parenthetically by number. Note that the sample numbered references in Section 3.1 of the appendix to this guide include NRC documents and, therefore, are not representative of a references list that would be included in an NRC NUREG–series report.

The NRC discourages the use of numbered references. NRC documents often must be prepared and published in short turnaround time to coincide with licensing actions and are often changed as a result of multiple regulatory reviews. These conditions can result in last-minute renumbering of references.

### ***Listing references***

- List the references in the same order that the information referenced appears in the text, that is, sequentially by number.
- Order the components of information appropriate to the references.
- List all authors by first initial, middle initial if available, and last name.

### ***Identifying references in the text***

- NRC discourages numbered references. However, when writing for an outside publisher or conference that uses numbered references, identify a reference parenthetically in the text, using Arabic numerals. You may also abbreviate the word “reference”: (Ref. 1) or (Refs. 3–8).

## **6 Cross-References**

- Avoid cross-references. However, if you must cross-reference, direct the reader to another section of the same document by using an in-text citation such as (see Appendix B), (see Table 3), or (see Section 9.2 of this guide).
- Cite the cross-reference in the same form as the actual section referenced: (Section 3 is cross-referenced (see Section 3), *not*— (see Section III)).

## 11 *Federal Register* Documents

The Office of the Federal Register (OFR) requires that rulemakings, petitions for rulemakings, and general notices submitted for publication in the *Federal Register* comply with its format requirements. The following basic style guidance is consistent with these OFR requirements. For additional specific procedural guidance, consult NUREG/BR-0053, Rev. 6, "United States Nuclear Regulatory Commission Regulations Handbook."

1. **Capitalize** only the **first word of a section heading**, unless the components of the section heading are separated by a colon. Place a period at the end of the section heading.
  - § 4.62 Right to counsel.
  - § 53.13 Contents of a request: Alternatives.
2. **Capitalize the first word of each item in a list** that follows a colon or a dash (use a colon following a complete statement and a dash following a phrase). **Use a semicolon after each item in a list** and a conjunction after the next-to-last item in the list unless each item in the list is a complete sentence.
  - § 53.12 Contents of a request.  
A request for a Commission determination under this part must include the following general information:
    - (a) Name and address...is sought;
    - (b) The civilian nuclear...is being made; and
    - (c) Explanation of why...is needed.
  - § 55.57 Renewal of a license.
    - (a) applicant for renewal of a license shall—
      - (1) Complete and sign Form 38.
      - (2) File an original form and two copies as specified in § 55.5(b).
3. **Capitalize the first word of terms to be defined** in a Definitions section. Enclose the terms to be defined in quotation marks, and list the terms, without designation, in alphabetical order.
  - "Buffer zone" means....
  - "Active maintenance" means....
  - "Commission" means....

4. Capitalize the first word of a table or figure and all proper nouns in the title of a table or figure. Also capitalize the first word of a column heading.
- Figure 1. Criteria for free-drop test
  - Table 3 Estimates of truck accidents in Virginia
  - Package weight

Fragility

Free-drop distance

5. Use the following format when referring to a **title or portion of a title** of the *Code of Federal Regulations* (see also Section 5, Item 3, of this guide).
- Title—Title 10 of the *Code of Federal Regulations*
  - Chapter—10 CFR Chapter 1
  - Part—10 CFR Part 50
  - Section—10 CFR 50.16
  - Appendix—10 CFR Part 50, Appendix R, or Appendix R to 10 CFR Part 50.
6. Use the following conventions for documents to be published in the *Federal Register*:

• FR	<i>Federal Register</i>
• CFR	<i>Code of Federal Regulations</i>
• U.S.C.	<i>United States Code</i>
• Pub. L.	Public Law
• Stat.	<i>U.S. Statutes at Large</i>
• E.O.	Executive Order
• Proc.	Proclamation
• sec.	Section of a Statute.
• § 2.8	Section of a regulation (except use the word rather than the symbol to begin a sentence). Place a space between the symbol and figure.
• DC	District of Columbia, unless part of a mailing address requiring a ZIP Code, then use DC.
• NW.	Section within DC or other cities

7. **To indicate a requirement** in a rule, use *shall* with a person or organization and *must* with an inanimate subject. **To indicate a prohibition**, use *may not*. This usage of these words is **applicable to NRC Management Directives**.
- The licensee shall record the data in a log.
  - The data must include the date and purpose of the visit and the visitor's name and affiliation.
  - The visitor may not enter any vital area.
8. When submitting **documents to be published in the *Federal Register***, the Office of the Federal Register prints these words in their own format, regardless of how they are submitted. When referring to the *Federal Register* in **other documents**, it is appropriate to **italicize *Federal Register*** because it is in the title of a publication.
9. When citing a part of the *Federal Register* intext, use the following format: 54 FR 33168; August 11, 1989.
- The basis for NRC's occupational chemical toxicity limits for uranium are given in an amendment to 10 CFR Part 20 (39 FR 13671; April 16, 1974) and are based on the threshold limit value.
  - On August 28, 2007 (72 FR 49352), the Nuclear Regulatory Commission (NRC) published a final rule revising the provision.





## 12 Technology and Writing

Although writers may still brainstorm with pen on paper, all agency documents are now completed on a computer word processing program. Word processing programs are constantly improving, offering authors powerful new tools for writing, editing, and collaborative work. In this section, we present tips for getting the most out of writing and editing on a computer as well as ways to ensure your final document is free of editing marks, comments, and other private information.

We are offering general guidance for Microsoft Word 2003. Because technology changes, we are not offering step-by-step guidance. Please use the Help menu on your word processing toolbar to search for more detailed instructions.

### 1 Start Writing

- Before you begin work on a document, make sure you have the **proper template**. Certain regulatory documents have specific styles that dictate different font sizes, bullet styles, and margins. Also, make sure that your computer word processing program is set **to follow basic NRC font type, font size, and margins**.
- As you write, you may want to highlight areas for review by using the **Highlight** function. If you would like to make notes about the area, use the **Comment** function to flag it with a comment bubble. You can make notes in the comment bubble. Right click on a comment to delete comment bubbles individually or use the **Delete All Comments in Document** function.
- To ensure you do not lift outside styles and formatting, use **Paste Special** and then choose **Unformatted Text** (instead of **Paste**). If you need to lift sections of text from another document for direct quotation in your own document, select the desired text in the source document, then **Copy** (Ctrl+C). Go back to your document, place your cursor where you want the text and use **Paste Special** (*not* regular **Paste** or Ctrl+V), and choose **Unformatted Text** to put down the text without introducing foreign styles.
- When writing in lists, **use automated formatting to generate automatic bullets**, numbers, letters, Roman numerals, or outlines.
- **Use nonbreaking spaces** (Ctrl+Shift+Spacebar) to control line breaks in dates and between a word and related number. For example if you cite “Table 3.1,” use a nonbreaking space to ensure that “Table” and “3.1” do not become separated on two lines.
- **Use nonbreaking hyphens** (Ctrl+Shift+Hyphen) within all document numbers.

## ***2 Edit Efficiently***

- When editing a document, turning on **Track Changes** allows you and the author to see each change. Insertions and deletions are clearly shown through redlines, strikeouts, underlines, and comment bubbles.
- Authors can right click to accept or reject changes one-by-one. Authors can also accept or reject all changes in the document at once.
- Use the **Compare and Merge Documents** function to show all differences between the edited document and the original document.

## ***3 Clean Your Final Document***

- Do not let editing changes hide in your final document. The **Display for Review** function will appear to accept all editing changes if you choose **Final** (instead of **Final Showing Markup**). However, anyone will be able to see the original document or the document with editing marks by switching the display back to **Original** or **Final Showing Markup**.
- To clear editing, follow the earlier directions for accepting or rejecting all changes in the document. Do not choose **Final** in the **Display for Review** function and then consider the document “cleaned.”
- Use the **Remove Hidden Data** function from the **File** menu. After data is removed, resave the cleaned document as your final copy.

## ***4 Check the Grade Level of Your Writing***

- If you are writing a document for a nontechnical audience (such as a document for public comment), **aim for grade 9 to 12 writing**. Microsoft Word can automatically check the reading level of your document with a formula that uses the average number of syllables per word and the average number of words per sentence.
- Go to **Tools** and click **Options**. Then choose the **Spelling and Grammar** tab. Check the **Check grammar with spelling** box. Check the **Show readability statistics** box. Click **OK**.
- Run a normal spell check. At the end, you will see a measurement of your document’s readability.

## 13 Writing in New Media

Much of the communication that once occurred over the phone or on paper is now happening through e-mail or the Web. The basic guidance for writing in new media is the same as for any good writing: write simply and use the principles of plain language. However, each medium also benefits from a few specific guidelines.

### *Writing E-mails*

Follow these six suggestions to help avoid misunderstandings over e-mail.

1. **Cover one topic in each e-mail.** Instead of saving up all questions and concerns for one long e-mail, keep e-mails short and address only one, or at most two, topics in an e-mail.
2. **Control the recipients.** CC only those with a legitimate need to know.
3. **Use an accurate subject line.** Keep your subject line descriptive and short.
4. **Keep the tone professional.** In person or on the phone, you can modulate your message with a cheerful voice or a smile. E-mail offers only words. What you may think is direct, the reader might find blunt or even rude. Words like “please” and “thank you” help control tone.
5. **Do not use all capital letters.** Many readers interpret this as being yelled at.
6. **Be careful what you write.** Although you may think you have deleted an e-mail, an e-mail never disappears. It will continue to exist and may be searched for and found.

### *Writing for the Web*

The Web is an essential medium for communicating with the NRC’s internal and external stakeholders. Use the following general tips for writing for the Web. For more detailed information on developing Web content for the NRC’s external Web site, see <http://www.internal.nrc.gov/web-standards>.

1. **Answer the user question, “Why should I read this page?”** Begin your Web page or site with a short introduction that states what topics the site covers and why.
2. **Write at a ninth-grade reading level.** The NRC public Web site must serve the needs of a diverse audience. Use plain, conversational language. To determine the grade level of your writing, see Section 12, “Technology and Writing,” in this guide.

### **3. Organize information.**

- Do not overload users with information.
- Start new pages or topics with a brief introduction to provide context. Remember that users may not proceed through your Web pages from beginning to end, but may skim only certain pages or may arrive at any page through a search.
- Structure each page for quick scanning using clear headings. Use short sentences (no more than 20 words long) and small paragraphs (no more than 6 sentences). About 80 percent of users scan any new page. Only 16 percent read each word. Readers can easily miss information when a page contains dense text.
- Avoid large blocks of text.

### **4. Provide links.** Guide users to supportive information such as a glossary, a frequently asked questions (FAQ) section, outside sources, and additional information.

### **5. Communicate effectively.**

- Compose sentences in active rather than passive voice.
- Write instructions in positive rather than negative statements. For example, “Write in short sentences,” is better than, “Do not write in overly long sentences.”
- Use the principles of plain language. See Section 7, “Plain Language,” in this guide.
- Use acronyms or abbreviations sparingly. Define an acronym on first mention, but remember that users may easily miss the definition if they scroll past it or enter the page below the definition. Show complete words rather than abbreviations whenever possible. Only use abbreviations when they are significantly shorter than the original term and easily understood by the typical user.
- Do not use words or phrases that a typical user may not understand. In one study of Web use, some users did not understand the term “cancer screening.” Changing the text to “testing for cancer” substantially improved users’ understanding. Adding a glossary may be helpful but is not a license to pepper the text with complex terms.

### **6. Be current and credible.**

- Provide articles containing citations and references.
- Show the credentials of an author whose work you have quoted or summarized.
- Ensure the site is as up-to-date as possible. Put the last revised date on the site.

## 14 Helpful Web Reference Tools

### Glossary of Nuclear Terms

<http://www.nrc.gov/reading-rm/basic-ref/glossary.html>

### NRC Collection of Abbreviations

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0544/r4/>

### U.S. Government Printing Office Style Manual

<http://www.gpoaccess.gov/stylemanual/index.html>

### NRC Plain Language Writing Techniques

<http://www.internal.nrc.gov/ADM/DAS/cag/notices/notdocs/writingtech.html>

### Correspondence Management (Management Directive 3.57)

(Guidance on writing letters for the NRC)

<http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-3.html>

### NRC Regulations Handbook

(Guidance on rulemaking, including writing techniques and sample documents)

<http://www.internal.nrc.gov/ADM/DAS/cag/RM01/handbook/index.html>

### Office of the Federal Register Document Drafting Handbook

<http://www.archives.gov/federal-register/write/handbook/>

### The NRC Rulemaker: Web Assistance for Rulemaking Staff

(The Drafting Tools section includes sample documents, templates, and writing guidance.)

<http://www.internal.nrc.gov/ADM/DAS/cag/RM01/draft.html>

### Information Digest

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1350/>

\*URLs were functional at time of printing. Please note that URLs may change.



**Appendix  
Sample NUREG**





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# 1 Availability

Availability notices inform the public on accessing NRC materials.

## 1.1 Notice from a NUREG-series Report

This is a notice of availability for a NUREG-series report.

<p style="text-align: center;"><b>AVAILABILITY OF REFERENCE MATERIALS IN NRC PUBLICATIONS</b></p>	
<p><b>NRC Reference Material</b></p> <p>As of November 1999, you may electronically access NUREG-series publications and other NRC records at NRC's Public Electronic Reading Room at <a href="http://www.nrc.gov/reading-rm.html">http://www.nrc.gov/reading-rm.html</a>. Publicly released records include, to name a few, NUREG-series publications; <i>Federal Register</i> notices; applicant, licensee, and vendor documents and correspondence; NRC correspondence and internal memoranda; bulletins and information notices; inspection and investigative reports; licensee event reports; and Commission papers and their attachments.</p> <p>NRC publications in the NUREG series, NRC regulations, and <i>Title 10, Energy</i>, in the Code of <i>Federal Regulations</i> may also be purchased from one of these two sources.</p> <ol style="list-style-type: none"> <li>1. The Superintendent of Documents U.S. Government Printing Office Mail Stop SSOP Washington, DC 20402-0001 Internet: <a href="http://bookstore.gpo.gov">bookstore.gpo.gov</a> Telephone: 202-512-1800 Fax: 202-512-2250</li> <li>2. The National Technical Information Service Springfield, VA 22161-0002 <a href="http://www.ntis.gov">www.ntis.gov</a> 1-800-553-6847 or, locally, 703-605-6000</li> </ol> <p>A single copy of each NRC draft report for comment is available free, to the extent of supply, upon written request as follows: Address: U.S. Nuclear Regulatory Commission Office of Administration Mail, Distribution and Messenger Team Washington, DC 20555-0001 E-mail: <a href="mailto:DISTRIBUTION@nrc.gov">DISTRIBUTION@nrc.gov</a> Facsimile: 301-415-2289</p> <p>Some publications in the NUREG series that are posted at NRC's Web site address <a href="http://www.nrc.gov/reading-rm/doc-collections/nuregs">http://www.nrc.gov/reading-rm/doc-collections/nuregs</a> are updated periodically and may differ from the last printed version. Although references to material found on a Web site bear the date the material was accessed, the material available on the date cited may subsequently be removed from the site.</p>	<p><b>Non-NRC Reference Material</b></p> <p>Documents available from public and special technical libraries include all open literature items, such as books, journal articles, and transactions, <i>Federal Register</i> notices, Federal and State legislation, and congressional reports. Such documents as theses, dissertations, foreign reports and translations, and non-NRC conference proceedings may be purchased from their sponsoring organization.</p> <p>Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at— The NRC Technical Library Two White Flint North 11545 Rockville Pike Rockville, MD 20852-2738</p> <p>These standards are available in the library for reference use by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from— American National Standards Institute 11 West 42<sup>nd</sup> Street New York, NY 10036-8002 <a href="http://www.ansi.org">www.ansi.org</a> 212-642-4900</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Legally binding regulatory requirements are stated only in laws; NRC regulations; licenses, including technical specifications; or orders, not in NUREG-series publications. The views expressed in contractor-prepared publications in this series are not necessarily those of the NRC.</p> <p>The NUREG series comprises (1) technical and administrative reports and books prepared by the staff (NUREG-XXXX) or agency contractors (NUREG/CR-XXXX), (2) proceedings of conferences (NUREG/CP-XXXX), (3) reports resulting from international agreements (NUREG/IA-XXXX), (4) brochures (NUREG/BR-XXXX), and (5) compilations of legal decisions and orders of the Commission and Atomic and Safety Licensing Boards and of Directors' decisions under Section 2.206 of NRC's regulations (NUREG-0750).</p> </div>

## 1.2 Statements

- Available from most public libraries.
- Available from most technical libraries.
- Unclassified NRC correspondence and Commission Papers with SECY designators are available for inspection or copying for a fee in the NRC Public Document Room, One White Flint North, 11555 Rockville Pike (first floor), Rockville, MD 20852.
- A free single copy of draft (document) is available to the extent of supply by writing to the Distribution and Services Unit, U.S. Nuclear Regulatory Commission, Washington, DC 20555. A copy is available for inspection or copying for a fee in the NRC Public Document Room, One White Flint North, 11555 Rockville Pike (first floor), Rockville, MD 20852.
- A copy of (*document*) is available for inspection or copying for a fee in the NRC Public Document Room, One White Flint North, 11555 Rockville Pike (first floor), Rockville, MD 20852. Copies may be purchased from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20013-7082 or the National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161.

## 2 Categorical References

Please follow NRC style in your references. However, be aware that scholarly journals, publishing houses, and conferences may have their own reference styles. Above all, be consistent in your references.

### 2.1 Sample List

Books, articles, and other documents that represent an individual's work should be cited with the individual's name. Documents with not author, such as an unbylined newspaper article, should begin with the article title.

- |    |   |   |
|----|---|---|
| 1. | Statue<br>(See Section 10,<br>"Citations," for citing<br>intext.) | <i>Administrative Procedure Act</i> , § 6,5 U.S.C. § 555 (1982) 22<br>U.S.C. § 2567 (Supp. 1, 1983).                      |
| 2. | Journal article   | Alvarez, E., "Quantum Gravity: An Introduction to Some<br>Recent Results," <i>Reviews of Modern Physics</i> , 61:561–604. |
| 3. | Book, more than<br>three authors                                  | Bonney, T.B., et al., <i>Industrial Noise Manual</i> , American<br>Industrial Hygiene Association, Akron, OH, 1975.       |
| 4. | Book, one author  | Cameron, I.R., <i>Nuclear Fission Reactors</i> , Plenum Publishing<br>Co., New York, NY, 1982.                            |

5. Conference proceedings article      Coutant, C.C., "Striped Bass and the Management of Cooling Lakes" (S.S. Lee and S. Sengupta, eds.), *Proceedings of the 3<sup>rd</sup> Conference on Waste-Heat Management and Utilization, 11–13 May 1981*, Hemisphere Publishing Co., Washington, DC, 1982.
  
6. Newspaper article, news service      "GSU Gets Second Chance to Put River Bend Cost in Rates," (Associated Press), *State Times*, Baton Rouge, LA, p. B5, September 21, 1989.
  
7. Correspondence      James, Dale E., Entergy Arkansas Inc., letter to Ellis Merschoff, U.S. Nuclear Regulatory Commission, December 10, 1999, Agencywide Document Access and Management System (ADAMS) Accession No. (ML0036706010).
  
8. Newspaper article, one author      Lippman, T.W., "Nuclear Exchange Brewing at NRC: Becquerel, Gray and Sievert May Obliterate Curie, Rad and Rem," *The Washington Post*, Washington, DC, p. A15, July 19, 1989.
  
9. Book, compiled by editors      Sullivan, T.F.P., and M.L. Heavner, eds., *Energy Reference Handbook*, Government Institutes, Inc., Rockville, MD, 1981.
  
10. Technical report, corporate author      Teknekron Research, Inc., "Utility Management and Technical Resources," Executive Summary and Vols. 1–3, McLean, VA, May 1980.
  
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ANS Standards	American National Standards Institute/American Nuclear Society, ANSI/ANS 3.1–1978, “Selection and Training of Nuclear Power Plant Personnel,” ANS, LaGrange Park, IL.  — — — ANSI/ANS 3.5–1981, “Nuclear Power Plant Simulators for Use in Operator Training,” ANS, LaGrange Park, IL.  — — — ANSI/ANS 6.4–1977, “American National Standard Guidelines on the Nuclear Analysis and Design of Concrete Radiation Shielding for Nuclear Power Plants,” ANS, LaGrange Park, IL.
ASME Standard	American Society of Mechanical Engineers, <i>Boiler and Pressure Vessel Code</i> , 1986 edition, Section III, Subsection NCA, “General Requirements for Division 1 and 2,” 1988 addenda, New York, NY.
IEEE Standards	Institute of Electrical and Electronics Engineers, IEEE Standard 279–1971, “Criteria for Protection Systems for Nuclear Power Generating Stations,” Piscataway, NJ.  — — — IEEE Standard 323–1974, “IEEE Standard for Qualifying Class 1E Equipment for Nuclear Power Generating Stations,” Piscataway, NJ.  — — — IEEE Standard 382–1972, “IEEE Trial-Use Guide for Type Test of Class I Electrical Valve Operators for Nuclear Power Generation Stations,” Piscataway, NJ.

## 2.2 Sample Intext Identification

Cite sources in text by using parentheses and identifying information such as the author's last name and year of publication or regulation name. Generally, do not use numbered references for NRC documents. Conferences and scholarly journals may have their own standards.

- In parenthesis: He presented this theory in his book on nuclear fission reactors (Cameron, 1982).
- In a sentence: The effects of mechanical aging have been considered in the design process and the specific qualification test program, using the guidance of NUREG-0588, IEEE Standard 323-1974, IEEE Standard 382-1972, and various operability test procedures.
- He presented this theory in his book on nuclear fission reactors (Ref. 1).
- Many documents have been published that are related to the accident (Refs. 8 and 11).
- Reference 3 discusses the effects of noise on plant personnel.

## 3 Sample List

Below is a sample list of citations that should provide a template for most of your references. Books, articles, and other documents that represent an individual's work should be cited with the individual's name. Documents like NUREGs and Commission papers are considered the work of the agency and thus U.S. Nuclear Regulatory Agency should begin those citations.

- |    |                               |   |
|----|-------------------------------|---|
| 1. | Book, one author              | I.R. Cameron, <i>Nuclear Fission Reactors</i> , Plenum Publishing Co., New York, NY, 1982.  |
| 2. | Book, two authors             | A.E. Waltar and A.B. Reynolds, <i>Fast Breeder Reactors</i> , Pergamon Press, New York, NY, 1981.   |
| 3. | Book, more than three authors | T.B. Bonney, et al., <i>Industrial Noise Manual</i> , American Industrial Hygiene Association, Akron, OH, 1975.   |
| 4. | Book, compiled by editors     | T.F.P. Sullivan and M.L. Heavner, eds., <i>Energy Reference Handbook</i> , Government Institutes, Inc., Rockville, MD, 1981.  |
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12. Final regulatory guide\* U.S. Nuclear Regulatory Commission, "Reactor Coolant Pump Flywheel Integrity," Regulatory Guide 1.14, Rev. 1, ADAMS Accession No. ML003739936.
13. Commission Paper U.S. Nuclear Regulatory Commission, "2007 Annual Report on Commission Adjudication," Commission Paper SECY-08-0009, January 17, 2008, ADAMS Accession No. ML080180332.
14. Correspondence James, Dale E., Entergy Arkansas Inc., letter to Ellis Merschoff, U.S. Nuclear Regulatory Commission, December 10, 1999, ADAMS Accession No. ML0036706010.
15. Federal regulation *U.S. Code of Federal Regulations*, "Domestic Licensing of Production and Utilization Facilities," Part 50, Chapter I, Title 10, "Energy."

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|-----|---|--|
| 16. | Federal Register notice<br>(See Section 11, “ <i>Federal Register Documents</i> ,” for<br>intext citation.) | U.S. Nuclear Regulatory Commission, “Rules of<br>Practice for Domestic Licensing Proceedings &<br>Procedural Changes in the Hearing Process<br>(10 CFR Part 2),” <i>Federal Register</i> , Vol. 54, No. 154,<br>August 11, 1989, pp. 33168–33182.                              |
| 17. | Applicant and licensee<br>document  | Ebasco Services Incorporated, “Generic Issues<br>Report—Evaluation and Resolution of Generic<br>Technical Issues for Conduits and Conduit Supports,”<br>Rev. 2, Dockets 50–445/446, March 30, 1987.  |
| 18. | National standard   | American Nuclear Society, “Selection and Training of<br>Nuclear Power Plan Personnel,” ANSI/ANS 3.1–1978,<br>LaGrange Park, IL.  |
| 19. | National code   | American Society of Mechanical Engineers, <i>Boiler and<br/>Pressure Vessel Code</i> , 1986 edition, Section III,<br>Subsection NCA, “General Requirements for Division 1<br>and Division 2,” 1988 addenda, New York, NY.  |
| 20. | Technical report  | Teknekron Research, Inc., “Utility Management and<br>Technical Resources,” Executive Summary and<br>Vols. 1–3, McLean, VA, May 1980.   |
| 21. | Conference proceedings<br>article   | C.C. Coutant, “Striped Bass and the Management of<br>Cooling Lakes” (S.S. Lee and S. Sengupta, ed.),<br><i>Proceedings of the 3<sup>rd</sup> Conference on Waste-Heat<br/>Management and Utilization, 11–13 May 1981</i> ,<br>Hemisphere Publishing Co., Washington, DC, 1982. |
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| 23. | Public Law, Statues at Large  | West Valley Demonstration Project Act, Pub. L. No. 96–<br>368, 94 Stat. 1347 (1980).   |
| 24. | Statue  | <i>Administrative Procedure Act</i> , § 6, 5 U.S.C § 555 (1982)<br>22 U.S.C. § 2567 (Supp. 1, 1983).   |
| 25. | Court decision  | <i>Three Mile Island Alert, Inc., v. NRC</i> , 771 F. 2 <sup>nd</sup> 720,<br>740 (D.C. Cir., 1985).   |

\*Generally, do not give dates and revisions for regulatory guides because they are periodically revised. However, give the alpha-numeric task designator for a draft guide or the number of a proposed revision to avoid confusion among multiple proposed revisions.



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C. Hsu, NRC Project Manager

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The "NRC Editorial Style Guide" provides writing and style guidance to all NRC staff members. It addresses the questions and issues most frequently fielded by NRC editors. This revision of the document emphasizes the importance of plain language and includes detailed guidance on using technology to write and edit more effectively. The goal of the "NRC Editorial Style Guide" is readability and consistency for all NRC documents.

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