

Comment Summary for NUREG-1379, Rev. 1

NUREG-1379 Steering Committee members: Caroline Hsu, Helen Chang, Ivonne Couret, Paula Garrity, Mindy Landau, James Morris, Catherine Poland, Ann Thomas, Sam Walker, Malcolm Patterson. Also comments from Lisa-Anne Culp, Keith Azariah-Kribbs, Michael Lesar, and Cindy Bladey.

Subject	Comment	Technical Editing Staff Response
Abbreviations	<p>1. Clarify guidance on using e.g. and i.e. inside and outside of parentheses.</p> <p>2. Do not say “parenthetical expression” when we mean an expression enclosed by parentheses. Also point out here that e.g. and i.e. are never italicized.</p>	<p>Added</p> <p>1. 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. or i.e.</p> <ul style="list-style-type: none"> • 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.
Abbreviations, U.S. Postal Codes	Add guidance on using U.S. Postal Service two-letter State codes.	<p>Added</p> <p>6 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.</p> <ul style="list-style-type: none"> • Montgomery County, MD • Atlanta, GA • Banff National Park, AB, Canada • <i>but</i>—deciduous forests of Wisconsin; black sand beaches of Hawaii
Acronyms	Is alternating current/direct current (ac/dc) or (AC/DC)?	<p>Added</p> <p>Section 2: Current guidance is lower case ac/dc.</p>

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* Please note that this is a historical document was current as of June 9, 2008, comment due date for final revision..

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Acronyms	Tell users how to form a possessive of an acronym.	<p>Added</p> <p>4 To form the possessive of an acronym or initialism, use an apostrophe plus s, just as you would for a normal word.</p> <ul style="list-style-type: none"> • EDO’s report • IAEA’s May conference • RES’s funding (<i>also</i>—funding from RES; RES funding) • Avoid visually odd formations (NMSS’s staff; O₃’s chemical instability)
Acronyms	<p>1. Include guidance on how to determine if an “a” or “an” should come before an acronym.</p> <p>2. Make clear the difference between syllables and sounds when determining if “a” or “an” should precede an acronym.</p>	<p>Added</p> <p>1. 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.</p> <ul style="list-style-type: none"> • 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)

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
<p>Acronyms, Excess Use of Acronyms in NRC Documents</p>	<p>The worst aspects of technical writing at the NRC derive from slavish adherence to this rule. Technical documents almost invariably list several unfamiliar initialisms in the first paragraph and then use them promiscuously throughout the document. This is "technically" correct but makes the document unreadable. I think we should discourage the overuse of acronyms and the assumption that once an acronym or initialism is used, the reader knows exactly what it means.</p>	<p>Added (Section 2)</p> <p>1 Use an acronym or initialism if the term it represents will be used more than several times in a document. In a lengthy document, restate the term followed by its abbreviation at the beginning of each chapter or major section. State the words from which the abbreviation is formed the first time a term is used, followed by its abbreviation in parentheses. <i>As a general rule, you can subsequently use the abbreviation instead of the term. 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 doesn't 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.</i></p> <ul style="list-style-type: none"> • The Advisory Committee on Reactor Safeguards (ACRS) has reviewed this rule. The ACRS advised that staff revise three sections. • <i>The Advisory Committee on Reactor Safeguards has reviewed this rule. The committee advised that staff revise</i> three sections. <p>Added (Section 7)</p> <p>1.1. 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.</p> <ul style="list-style-type: none"> ○ 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. ○ <i>Not</i>—RES agreed with NRO that the NRC should streamline the COL process. (<i>use instead</i>—Research agreed with NRO that the agency should streamline the combined license process.)

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Capitalization	Do not capitalize the names of systems at nuclear facilities Do not capitalize the name of a nuclear power plant component followed by an identifying letter or number	<p>Added</p> <p>Do not capitalize the names of systems at nuclear facilities.</p> <ul style="list-style-type: none"> • residual heat removal system • emergency core cooling system <p>Do not capitalize a common noun followed by a letter or number identifying a component of a nuclear power plant.</p> <ul style="list-style-type: none"> • train A • valve PRV-22
Capitalization	Do not capitalize document types (e.g., a generic safety issue, a safety evaluation report, the regulatory guide) unless followed by a number or letter (e.g., Unresolved Safety Issue 32, Regulatory Guide 1.18).	<p>Added</p> <p>Do not capitalize document types, unless followed by a number or letter referring to a specific document.</p> <ul style="list-style-type: none"> • regulatory guide (<i>but</i>—Regulatory Guide 1.18) • management directive (<i>but</i>—Management Directive 4.1, “Accounting Policies and Practices”)
Capitalization	<p>1. FORTRAN became Fortran with the release of ISO standards on the language in 1991.</p> <p>2. Add note specifying when the full name of codes should be included.</p>	<p>Added</p> <p>1. 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.</p> <ul style="list-style-type: none"> • Code: MESORAD, CPLUME • Language: Fortran, Oracle • Software: dBase, LOTUS 1-2-3

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Capitalization	<p>Set a standard on when and how to capitalize NRC titles.</p> <p>1. “Failure of the staff to follow current guidance is not a good reason to change the guidance, which is generally excellent...It is a reason to train/retrain/indoctrinate the staff.”</p> <p>2. Exceptions make this rule difficult to enforce as everyone thinks their title is an exception. NRC should follow AP and Chicago style and NOT capitalize [titles] after a name, but do capitalize [titles] before a name. Chairman Klein, but Dale Klein, chairman.</p> <p>3. It seems somewhat inappropriate to make an exception to capitalize NRC titles when the remainder of the Federal Government is reserving that distinction for “titles of great eminence.” No position in the NRC is equivalent to that of a head of state or royalty.</p>	<p>Some working group members would like to see NRC follow Chicago style exactly (no title gets capitalized when it comes after a name, or in general reference, no exceptions. This includes president, king, vice president).</p> <p>GPO directs writers to capitalize titles of great eminence (heads of state, royalty).</p> <p>Within the NRC, there has been trend towards capitalizing many titles.</p> <p>We consulted GPO Style Manual as our primary source, and also checked Chicago (8.21) and AP. Chicago (8.21) and AP Style call for capitalizing titles before names and lower case of titles after names, or general references to titles. GPO makes an exception for titles of great eminence. In the end, we followed Communications Council guidance to establish a separate style standard for NRC titles.</p> <p>Added</p> <p>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.</p> <ul style="list-style-type: none"> • President George Washington (<i>and also</i>—the President) • King Bhumibol Adulyadej (<i>and also</i>—the King of Thailand; His Royal Highness) • Governors Richardson and Lingle (<i>and also</i>—The Governors will meet later.) • U.S. Senator Barack Obama (<i>but</i>—Barack Obama, senator; the senator) • The staff in Region IV (<i>but</i>—the regional office) • Judge Mia Jones (<i>but</i>—Mia Jones, the judge) <p>For NRC titles, follow the above guidance, but you may capitalize titles of branch chief and above. This NRC practice differs significantly from <i>GPO Style Manual</i> Rule 3.35. Do not capitalize general references to most titles.</p> <ul style="list-style-type: none"> • NRC Senior Health Physicist Ana Lee (<i>but</i>—two NRC health physicists) • Deputy Director Ryan Yamada (<i>and also</i>—Ryan Yamada, Deputy Director) • NRC Director of the Office of Personnel, David Calvo (<i>and also</i>—David Calvo, Director of the Office of Personnel)

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
	<p>4. We have always taught the administrative staff to capitalize the titles of individuals within NRC. For example, all memos have the person's name, followed by hyphen, and then their title which is typed in initial caps. We have also given FSME's administrative staff a copy of "The Gregg Reference Manual, Tenth Editing," in which it states on page 382 at the bottom, "Capitalize the first letter of every word in the title except (1) prepositions under four letters (like of, for, and in), (2) conjunctions under four letters (like and), and (3) the articles the, a, and an when they appear within the title.</p> <p>5. We strongly support the current guidance.</p>	<p>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 <i>GPO Style Manual</i> Rule 3.35.</p> <ul style="list-style-type: none"> • The Chairman requests a response by Friday and expects the Commission to discuss the issue Monday morning.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Capitalization	<p>1. Please clarify capitalization guidance on Agency, Office, State, Tribe, and local</p> <p>2. Per proper grammar, nation, federal, state, agency, office, state, tribe, and local should all be in lowercase unless part of a proper name</p> <p>3. I find no basis for capitalizing federal, state, and tribal and adjectives. What is the source?</p> <p>4. I think it may be clearer to state the crux of the rule that if the short form appears in the long title of the organization, it is usually capitalized, otherwise it is not. So for the Central Intelligence Agency use Agency, for the Internal Revenue Service, use agency.</p>	<p>GPO 3.19 Contains guidance on capitalizing Federal and State.</p> <p>Added</p> <ol style="list-style-type: none"> 1. Capitalize a well-known short form of a specific proper name. <ul style="list-style-type: none"> • the Congress (U.S. Congress, <i>but</i>—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, <i>but</i>— 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, <i>but</i>—the office for all other offices, including NRC internal offices) 2. Capitalize the following governmental organizations. <ul style="list-style-type: none"> • Federal • Federal Government • State (<i>but</i>—Do not capitalize “local”) • Nation as a Federal entity (<i>but</i>—“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.)

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Capitalization	<p>1. Remove “northern Virginia” from the no-capitalization list.</p> <p>2. Northern Virginia is now a commonly used geographic designation and should be capitalized.</p> <p>3. Frankly it does not appear to be productive for NRC to make specific exceptions of this nature. In the long run it will be much less confusing to follow, and less cumbersome to maintain guidance that follows the GPO Style Manual to the greatest degree possible. Some terms in the GPO Style manual may be slightly out of date. However, they will be corrected when necessary by GPO.</p>	<p>Removed</p> <p>We removed “northern Virginia” as a geographical description that should not be capitalized. Since this style guide was last updated, northern Virginia has become a much more distinct political and administrative entity. The Washington Post uses “Northern Virginia.” However, GPO still recommends “northern Virginia.”</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
<p>Document, Change Order and Content of Sections</p>	<p>1. NUREG-0650 states that NUREG-series publications should begin with an introduction as Section 1. This should explain that an editorial style standardizes punctuation, capitalization, abbreviation, treatment of numbers and symbols, and other typographical details. An organization selects the style it prefers, in order to ensure consistency in its various publications. The introduction should also invite comments (provide an e-mail address), acknowledging that styles evolve and this is a "living document."</p> <p>2. Why is this necessary? A reader assumes a style guide is applied to a publication. Why are we asking for comments on style?</p> <p>3. No. Anyone writing a NUREG should get their guidance from NUREG-0650 and the sponsoring organization. Nobody else cares, and other NUREGs shouldn't be cluttered with extraneous information like this.</p> <p>4. Put the new writing guidance sections in the front of the book. Writers need it more than they need lessons in punctuation and capitalization.</p>	<p>Rejected: Comment 1</p> <p>Steering committee consensus is no section 1 introduction on style.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

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	<p>5. I do not agree that Section 1 should become a general section on writing. If the consensus of the group is that this is needed, add it to Section 12 (Technology and Writing).</p>	
<p>Document, Links to Templates</p>	<p>Add links directing users to formats of specific documents</p>	<p>Added We added a new section, Section 14, "Helpful Web Resources."</p>
<p>Document, Structure of the Guide</p>	<p>1. Should Section 1 and Section 2 be combined?</p> <p>2. No. I'm against it.</p> <p>3. My preference is to leave Section 1 and 2 as separate sections. Do not combine them.</p>	<p>Section 1 and Section 2 remain two different sections.</p>
<p>Document, Structure of the Guide</p>	<p>The general purpose of the guide is to provide guidance where either it is missing from the GPO Style Manual or NRC has elected to use a different method. It would be useful to annotate those items in the NRC Editorial Style Guide that supersede the GPO Style Manual, possibly by shading, boxing or footnoting the examples in the NRC Editorial Style Guide.</p>	<p>Deviations from GPO Style Manual are noted in the guide.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Document, Update the Guide	<p>1. Make the guide seem less dated.</p> <p>2. I would prefer that references to actual people refer to only those who are no longer living.</p> <p>3. I don't like the change to postal code. We are preparing technical documents, not addressing envelopes.</p>	<p>Added</p> <ul style="list-style-type: none"> • We took out most non-metric units used in the examples and replaced them with metric units. • We updated the examples with more recent years, and more recent references (such as changing ex-President Carter to ex-President Clinton). • We updated the examples for reference citing with articles from the last two years that include ADAMS ML numbers. <p>Removed</p> <ul style="list-style-type: none"> • References to typewriters. • Outdated addresses replaced current addresses. • Outdated addresses updated to use postal code (Rockville, MD instead of Rockville, Maryland). <p>Rejected: Comment 2</p> <p>There is no necessity to refer only to people no longer living in this style guide.</p> <p>Rejected: Comment 3</p> <p>Documents regularly list addresses and these addresses should be consistent. Thus, we will follow GPO guidance which can apply to addressing envelopes and can also apply to a line in a regulatory guide on how find the NRC Public Document Room.</p>
Numbers	Change "figures" to "numerals"	Done

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Numbers	What about people who insist on this: “the nine (9) people.”	<p>Added</p> <p>Spell out the numbers one through nine.</p> <ul style="list-style-type: none"> • Four reactor licensees reported seven events. • The crew replaced four pipes, six valves, and nine gears in record time. • <i>not</i>—The crew replaced four (4) pipes, six (6) valves, and nine (9) gears in record time.
Numbers	<p>1. Exponential notation or scientific notation?</p> <p>2. In my area (probabilistic risk assessment) this is more of a problem than you might think. It's distracting to switch back and forth from one notation to the other.</p>	<p>Added</p> <p>1. 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.</p> <ul style="list-style-type: none"> • 8^3 (not 8**3) • 8×10^3 (<i>not</i> 8E3) • 8×10^{-3} (not 8E-3)

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response				
Numbers	<p>1. I recommend that we use the comma in 4-digit numbers for the sake of consistency.</p> <p>2. No. I think the older, more complex guidance has value. (Switch back to no comma for four digit number.)</p>	<p>*GPO 12.14 says this: The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.</p> <p>*Chicago (9.59) says this: In most numerals of one thousand or more, commas are used between groups of three digits, counting from the right. (In scientific writing, commas are often omitted from four-digit numbers.)</p> <p>1,512 32,987 4,000,500</p> <p>Added</p> <p>2. Use commas every three places starting at the right to separate numbers over three digits...</p> <ul style="list-style-type: none"> • 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 style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Table</td> </tr> <tr> <td style="text-align: center;">5,000</td> </tr> <tr> <td style="text-align: center;">50,000</td> </tr> <tr> <td style="text-align: center;">1,000,000</td> </tr> </table>	Table	5,000	50,000	1,000,000
Table						
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Numbers, Metric units	Add explanation of NRC Metrication policy	<p>Added</p> <p>“The NRC uses the metric system. If in certain cases you use nonmetric units for values, please also include those values in metric units.”</p>				

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Numbers, Giving ranges	<p>1. Explain how to give ranges of numbers (such as pages, years, ages, etc.)</p> <p>2. You may need more than two digits. For example: pages 1299-302.</p> <p>3. I disagree. This is confusing. It should be 104-107, etc.</p>	<p>Interim draft revision added:</p> <p>3. When writing about a range of numbers give the full digits up to 99. For numbers 100 and above, give the full digits and then the last two digits. Use an en dash.</p> <ul style="list-style-type: none"> • ages 25–28 (<i>not</i> ages 25–8) • pages 1260–68 (<i>not</i> pages 1260–1268 <i>not</i> pages 1260–8) • days 104–07 (<i>not</i> days 104–7, <i>not</i> days 104–107) • from years 2006–07 (<i>not</i> from years 2006–2007, <i>not</i> from years 2006–7) • January 2–11, 9, and 12–15 and March 5–9, 26, and 30, 2007 <p>Final revision added:</p> <p>4. When writing about a range of numbers, give the full digits. Use an en dash.</p> <ul style="list-style-type: none"> • ages 25–28 (<i>not</i>— ages 25–8) • pages 1260–1268 (<i>not</i>— pages 1260–68, and <i>not</i>— pages 1260–8) • days 104–107 (<i>not</i>— days 104–7, and <i>not</i>— days 104–07) • from years 2006–2007 (<i>not</i>— from years 2006–07, and <i>not</i>— from years 2006–7) • January 2–9, 11, and 13–15 and March 5–9, 26, and 30, 2007
Policy, Plain Language	Add guidance on writing with plain language.	<p>Added</p> <p>We added a new section on Plain Language.</p> <p>We also tried to demonstrate plain language with our own writing in the guide. For example, “NRC uses the metric system,” instead of “NRC has a metrication policy.”</p> <p>We took out passive voice construction in examples in the guide.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Policy, Plain Language	Offer Instruction for checking grade level in Word.	<p>Added</p> <p><u>In Section 12, “Technology and Writing”</u></p> <p>4 Check the Grade Level of Your Writing</p> <ul style="list-style-type: none"> • If you are writing a document for a nontechnical audience (such as a document for public comment), aim for grade nine 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.
Policy, Plain Language	<p>1. Add that Simple language is NOT inaccurate. Not all details are always necessary.</p> <p>2. Aim for grades 9-12 for public comment.</p>	<p>Added</p> <p><u>In the introduction to Section 7, “Plain Language”</u></p> <p>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 nine to 12 reading level. To check reading level in Microsoft Word, use the readability statistics function in the spelling and grammar check. (See Section 12, “Technology and Writing,” for instructions.)</p>
Policy, Press Releases	Explain function of press releases and OPA use of Associated Press Stylebook.	<p>Added</p> <p>“The Office of Public Affairs works with media and thus uses The Associated Press Stylebook to produce press releases that follow current journalistic styles.”</p>
Punctuation	Use the percent symbol in technical and financial documents and in tables, graphs, and figures. Otherwise, spell out percent in text.	Done

Comment Summary for NUREG-1379, Rev. 1 (continued)

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Punctuation	Use a colon after a formal salutation (e.g., Dear Mr. Grant:).	<p>Added</p> <p>Use a colon after a formal salutation. Please consult Management Directive 3.57, "Correspondence," for more guidance on letters and salutations.</p> <ul style="list-style-type: none"> • Dear Mr. Leboulle: <p>...</p>
Punctuation, Brackets	<p>Brackets should be used to demarcate parenthetical information containing parentheses: [Nuclear Power Standard 6.5 (NP-STD-6.5)]</p> <p>Use brackets to show words inserted into a direct quote.</p>	<p>Added</p> <p>1. Use brackets and parentheses to nest parenthetical information. Also use brackets to indicate words you have inserted into a direct quotation.</p> <ul style="list-style-type: none"> • [Nuclear Power Standard 6.5 (NP-STD-6.5)] • "Some time last night [the] idea came to me," says Mr. Pai. • The measurements were high (25 millirem(mrem)).
Punctuation, Commas	Use a comma to set off nonrestrictive words, phrases, or clauses that could be omitted without altering the meaning of the sentence.	<p>Added</p> <p>2. Use a comma to set off nonrestrictive words, phrase, or clauses (that could be omitted without changing the meaning of the sentence.)</p> <ul style="list-style-type: none"> • The draft rule, which was published on December 13, became public on January 21. • Members of the public, including those from the eastern districts, attended the hearing.

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Punctuation, Comma	<p>Note that the NRC uses serial commas in its technical publications; however, newspapers and magazines commonly omit the serial comma to save space in their publications. Consequently, this convention should be considered when preparing press releases and journal articles.</p> <p>1. What does Chicago Style say about the serial comma? I thought comma in modern usage was to remove the last comma before and?</p> <p>2. I do not feel we need to clarify that serial commas are not used in press releases and journal articles. The individuals who frequently write for the media already know this. Adding when not to use a comma would be confusing and could open up misinterpretation.</p>	<p>Rejected</p> <p>We chose to leave this guidance out to prevent confusing the user. Most NRC employees writing specifically for the media already know this guidance. NRC employees writing for mixed audiences need not use AP Style. In addition, media outlets have editors.</p>
Punctuation, Comma	Add a comma after Jr., Sr., Ltd., and LLC.	Done

Comment Summary for NUREG-1379, Rev. 1 (continued)

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Punctuation, Comma	Place periods and commas inside a quotation mark, but place question marks, semicolons, and colons outside the quotation mark (unless they are part of the quoted material).	<p>Added</p> <p>3. Place the period or comma inside a quotation mark. However, place question marks, semicolons, and colons outside the quotation mark (unless they are part of the quoted material).</p> <ul style="list-style-type: none"> • 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.” <p>4. Place a question mark, colon, or semicolon outside the closing quotation mark (unless it is part of the quoted material).</p> <ul style="list-style-type: none"> • 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”? • <i>but</i>—I recommend you read the article “Nuclear Energy: A Way to A Greener Future?” <p>5. Place other punctuation marks inside the closing quotation mark only if they are part of the matter quoted.</p> <ul style="list-style-type: none"> • Did you mark the package “Fragile”? • She asked, “Do you have sufficient funds to cover the travel?”
Punctuation, Comma	Just as there is a comma between city and State, there should be a comma between city and country.	<p>Added</p> <p>6. Use a comma before and after the State or country when citing the city and State or city and country in the text.</p> <ul style="list-style-type: none"> • 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.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Em dash	<p>1. Explain proper use of em dash in lieu of the typewriter-style double hyphens.</p> <p>2. Don't specify Microsoft Word 2003. First, this has been a stable feature of Word for about 20 years. Second, you want to revise this guide when the agency's word processor changes behavior, not version number.</p>	<p>Added</p> <ol style="list-style-type: none"> 1. 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 Lock+-) <ul style="list-style-type: none"> • Provide several publications—in addition to your resume—to highlight your qualifications. <ol style="list-style-type: none"> 2. Use em dashes to replace commas around an interrupting element with heavy internal punctuation. <ul style="list-style-type: none"> • The group—engineers, managers, and administrators—toured the facility.
Punctuation, En dash	<p>1. Explain proper use of em dash in lieu of the typewriter-style double hyphens.</p> <p>2. Please clarify that the area code, locality code, and phone number should be separated by en dashes—as shown on the GPO Manual—and not hyphens</p>	<p>Added: Comment 1</p> <p>Use an en dash to indicate ranges of number, letters, or periods of time. (In Microsoft Word, the keyboard shortcut is Ctrl+Num Lock+-).</p> <ul style="list-style-type: none"> • For several years (2003–06), the company has downsized their staff. • The planned September–December trip never happened. • From January 21–March 5, 2008, the licensee closed the plant. <p>Rejected: Comment 2</p> <p>This comment is technically correct. However, the technical editing staff felt that to insist on en dashes and not hyphens for phone numbers seemed too great a burden to impose on the staff. Hyphens are widely used for phone numbers and do not impede reader understanding of the phone number.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Lists	<p>1. Explain shorter lists</p> <p>2. If you will refer to list items later, list items should be numbered, not just bulleted.</p> <p>3. In codified text, lists must be broken out.</p>	<p>Interim draft revision added:</p> <p>3. Use lists to organize text. If you use numbers or letters, completely enclose them in parentheses. Use numbers for sequential list items. Use bullets for random list items. For short lists, run the list into the text.</p> <p>He had four resolutions: (1) to learn French, (2) to pass the French proficiency exam, and (3) to find a job in Brussels, Belgium.</p> <p>Final revision added;</p> <p>7. 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).</p> <p>He had four resolutions: (1) to learn French, (2) to pass the French proficiency exam, and (3) to find a job in Brussels, Belgium.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Lists	<p>1. Explain longer lists</p> <p>2. No sentence-punctuated lists. List items should either be full sentences with periods or phrases with no punctuation at all.</p> <p>3. Subbullets should be a different (lighter) weight.</p> <p>4. Why make punctuation a writer's choice? It should be fixed by house style so our material is consistent.</p>	<p>Interim draft revision added:</p> <p>8. For longer lists, set the list vertically. You may leave incomplete sentences unpunctuated. You may also punctuate lists as a running sentence with commas or semicolons. Use parallel sentence construction for lists,</p> <p>The working group is making progress in their primary goals of</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The working group is making progress in their primary goals:</p> <ul style="list-style-type: none"> • They are searching for a director with government experience. • They are reorganizing top management into three primary areas. <ul style="list-style-type: none"> ▪ Sales ▪ Marketing ▪ Research <p>Final revision added:</p> <p>9. For longer lists, set the list vertically. You may leave incomplete sentences unpunctuated. Always use parallel sentence construction for lists.</p> <p>The working group is making progress in the following primary goals:</p> <ul style="list-style-type: none"> • 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

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
		<p>10. Unless you are writing a legal document or following a specific convention, avoid punctuating lists as a running sentence with commas or semicolons.</p> <p>The working group is making progress in their primary goals of</p> <ul style="list-style-type: none"> • 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. <p>11. 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.</p> <p>The working group is making progress in the following primary goals:</p> <ul style="list-style-type: none"> • They are searching for a director with government experience. • They are reorganizing top management into three primary areas. <ul style="list-style-type: none"> ○ sales ○ marketing ○ research • They are bidding out contracts on printing. • They are redrafting the mission statement for emphasis on public accountability.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Possession	Clarify showing possession when the last letter is “s” or “z”.	Added 12. Use an apostrophe before an “s” to indicate possession. <ul style="list-style-type: none"> • Cameron’s policy • Diaz’s rules (<i>also</i>—his rules, the former Chairman’s rules) • Phyllis’s plant (<i>also</i>—her plant) • Congress’s • Dr. Seuss’s hat
Punctuation, Semicolon	1. Use a semicolon before "however" when it joins independent clauses: I attended the meeting; however, I had to leave before it ended. 2. I like it. 3. Agree.	Added 1. Use a semicolon before an adverb (then, however, thus, hence, indeed, accordingly, besides, and therefore) joining independent clauses: <ul style="list-style-type: none"> • I attended the meeting; however, I had to leave before it ended. • He had doubts about the public hearing; indeed, it was pure chaos.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Slash	<p>1. Explain the slash or solidus</p> <p>2. In “elderly or disabled, or both” the use of “both” is redundant and ugly.</p> <p>3. Use a slash to indicate per</p>	<p>Added: Comment 1 and 3</p> <p>Rejected: Comment 2</p> <p>Elderly is not synonymous with disabled.</p> <p>2. The slash is ambiguous and means <i>and, or</i>, or both. Use slashes in tables and graphs for brevity, otherwise avoid using slashes whenever possible, especially if you really mean either <i>and</i> or <i>or</i>. Avoid writing <i>and/or</i>.</p> <ul style="list-style-type: none"> • Notify your supervisor if you will be late or absent. (<i>not</i>—Notify your supervisor if you will be late and/or absent. <i>not</i>—Notify your supervisor if you will be late/absent.) • The center serves clients who are elderly or disabled, or both. (<i>not</i>—The center serves clients who are elderly/disabled.) <p>3. Use a slash to join multiple-word unit modifiers.</p> <ul style="list-style-type: none"> • A joint Nuclear Regulatory Commission/Department of Energy initiative • But a joint NRC-DOE initiative <p>4. Use a slash to indicate per.</p> <ul style="list-style-type: none"> • 60 km/hr • 5 pills/day

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Punctuation, Spacing	Please clarify and set a standard for the number of spaces to be used after a period and after a colon.	<p>Added</p> <p>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.</p> <ul style="list-style-type: none"> • She has a full itinerary: <ol style="list-style-type: none"> 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. <p>5. Use a semicolon to separate closely related or contrasting statements. Use one space after a semicolon.</p> <ul style="list-style-type: none"> • He agrees; I do not. <p>6. 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.</p> <ul style="list-style-type: none"> • Greg Emes was responsible for the following: <ol style="list-style-type: none"> 1. basic research 2. confirmatory research 3. written results • The judges consider three factors: taste, texture, and aesthetic appeal.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
References	<p>1. Expand the lists of references</p> <p>2. We need guidance on how to refer to documents in the text as well as how to refer to documents in the list of references.</p>	<p>Added</p> <p>Gibaldi, Joseph. <i>MLA Handbook for Writers of Research Papers</i>, Sixth Edition, Modern Language Association of America, New York, NY, May 2003.</p> <p><i>The Associated Press Stylebook</i>, 42nd Edition, Basic Books, New York, NY, 2007.</p> <p>Also added Section 14, “Helpful Web References,” with links to GPO and many other resources.</p> <p>Added</p> <p>Identifying references in the text</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ (NUREG–0800) ○ (NRC Bulletin 89–11) ○ (ADAMS Accession No. ML080180332) <i>but</i>—define Agencywide Documents Access and Management System (ADAMS) for the first reference. ○ (5 U.S.C. 553, 555) <ul style="list-style-type: none"> ○ 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.... <p>1. When citing a part of the <i>Federal Register</i> intext, use the following format: 54 FR 33168; August 11, 1989.</p> <ul style="list-style-type: none"> • 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. <p style="text-align: center;">26 of 34</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
References	Point users to the NRC list of abbreviations	<p>Added</p> <p>Consult NUREG–0544, “NRC Collection of Abbreviations,” available on the internal Web site at http://irm12.nrc.gov/NRC/STYLE/ABBREV/index.htm</p> <p>This was added in the introduction for both Section 1 and Section 2. Also, Section 14 contains this information.</p>
References	Point users to outside sources of help	<p>Added</p> <p>Also added Section 14, “Helpful Web References,” with links to GPO and many other resources.</p>
References	Unless there is a discrete archive for correspondence, the file and location of correspondence and other documents need to be listed. For documents from the National Archives and manuscript collections, a citation such as this is useless for someone trying to find the document.	<p>Added</p> <p>Updated the reference with a letter that is in ADAMS and included the ML number.</p> <p>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.</p>
Technology, MS Word Help	<p>Please ensure that this document will appear as a Help item in the MS Word Help menu.</p> <p>A condensed version of the old NUREG–1379 was available under the WordPerfect Help menu. We’d like to restore this function on Microsoft Word with the final revision.</p>	In process.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Technology, Word Processing	<p>1. Give people guidance on how to write better on a computer. Include information on removing hidden data.</p> <p>2. Other positive stuff: outlining, styles.</p>	<p>Added</p> <p>1. See new Section 12, "Technology and Writing" which includes a section on removing hidden data.</p> <p>Rejected: Comment 2</p> <p>After discussion, we reached consensus that guidance on using MS Word styles falls outside the scope of this document.</p>
Technology, Technology-related Words	Add a section on "computer phrases."	<p>Added</p> <p>Instead of creating a section on technology-related phrases, we incorporated guidance where appropriate. For instance Web page and Web site are included in both Section 3, "Capitalization," and Section 4, "Compound Terms and Unit Modifiers." Internet is included in Section 3. We added this item in Section 3. (guidance from Chicago Manual of Style 7.76)</p> <p>18. Capitalize basic alphabet keys, all the named keys (e.g., Ctrl, Shift, Alt) and menu items (e.g. File, Save, Print).</p> <ul style="list-style-type: none"> • To run a spell check, go to Tools, then choose Spelling and Grammar. • A keyboard shortcut for copying text is Ctrl+C.
Technology, Technology-related Words	Is it e-mail or email?	<p>Added</p> <p>We followed GPO Style Manual (Chapter 7, Compounding Examples)</p> <p>e-mail</p>
Technology, hyperlinking	Hyperlinking should be discussed and encouraged.	<p>Rejected</p> <p>After internal discussion we decided to confine the discussion to how to cite URLs.</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Technology, URLs	Tell people how to format URLs	<p>Added</p> <p>7. 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.</p> <ul style="list-style-type: none"> • 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.
Technology, Word Processing	Give people guidance on how to write better on a computer. Include information on removing hidden data.	<p>Added</p> <p>See new Section 12, "Technology and Writing."</p>

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Technology, Writing E-mails	<p>1. Consider a section on writing e-mails, for example, what to put in the header</p> <p>2. One e-mail, one topic (1) Keep subject line accurate when replying or forwarding (2) Tone is a problem; writers must be sensitive to how blunt they may “sound”</p> <p>3. Writing e-mail is a problem at NRC. Some people use all caps for emphasis. Some translate this as being “yelled” at. The tone read into an e-mail is a problem. The reader can take offense.</p>	<p>Added</p> <p>The technical editing team added a new Section 13, “Writing in New Media.” This includes six easy points on writing effective e-mails.</p> <p>13 Writing in New Media</p> <p>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.</p> <p>Writing E-mails</p> <p>Follow these six suggestions to help avoid misunderstandings over e-mail.</p> <ol style="list-style-type: none"> 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.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
<p>Technology, Writing for the Web</p>	<p>1. Add a section on writing for the Web.</p> <p>2. I prefer no writing for the Web section. How many of the staff write for the Web? In what way is the guidance already on our Website deficient? It seems inevitable that trying to serve so many different purpose will make the guide seem uneven. It attempts to cover issues that are normally called <i>design</i> in the world of print (I guess that's why we call them <i>Web page designers</i>). It overlaps topics in Plain English.</p> <p>3. I find this product to be very, very unfriendly.</p> <p>First, it is NOT about writing for the Web, which to me is about what language you use to communicate on the Web that is different from the language you'd use to communicate via another medium. There are some writing tips in part 13.5, but still, it's more about content and arrangement of content than writing the content.</p> <p>It could include avoiding jargon, but also a focus on simple sentences, simple words, how and when to link, etc.</p>	<p>Paula Garrity (OIS) volunteered to write this section. NUREG–1379 steering committee members returned comments on the submission. The technical editing team edited the submission to steering committee comments and added it to new Section 13, “Writing in New Media.”</p> <p>Writing for the Web</p> <p>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.</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
	<p>3. There's a lot of good info here and it took some time to create. However, I would suggest that it be determined whether or not you want this document to teach people to write for the web or design text/layout for the web. Or both. Since most web writing NRC staff would do is really more text-oriented, and OIS does the coding and all, I'd suggest reducing these pages down to information that really just refers to the actual writing for the web, not the layout info.</p> <p>Topics to be discussed could include: you write in an upside down triangle or newspaper style, you write appropriate headers that get people's attention and are good links, you take into consideration the number of links you use, and think about people with disabilities. Other information, like knowing your audience, applies to any written document, so less space needs to be devoted to that topic.</p> <p>I'd really zero in on the actual writing of the text.</p>	<ul style="list-style-type: none"> • 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. <p>7. Be current and credible.</p> <ul style="list-style-type: none"> • 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.

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Word Usage	Add a section on commonly confused or misused words	<p>Added</p> <p>See new Section 8, "Word Usage."</p>
Word Usage, Compound Terms	Expand guidance on compound words	<p>Added</p> <p>See the greatly expanded Section 4, "Compound Terms and Unit Modifiers." See also, new introduction for Section 4: 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.</p> <p>Chapter 6 of the <i>GPO Style Manual</i> presents rules for compounding words. To look up a specific word, go to Chapter 7 of the <i>GPO Style Manual</i>, "Compounding Examples," where you will find 6,000 compound words in their correct open, closed, or hyphenated form.</p>
Word Usage, Compound Terms	<p>1. Contrast "far-reaching effects" with "effects that are far reaching"</p> <p>2. I do not feel a third column in this table is necessary.</p>	<p>In the table, should we include a third column with examples such as "activities that are safety related," "plants that are coal fired"?</p> <p>No third column.</p>
Word Usage, Compound Terms	Clarify agencywide, industrywide, decisionmaking, and other compound terms of that nature.	<p>Added</p> <p>1. Close most cases of <i>wide</i> and <i>making</i> used as a suffix.</p> <ul style="list-style-type: none"> • agencywide (<i>but</i>—NRC-wide because it is a proper noun) • industrywide • worldwide • decisionmaking • rulemaking • policymaking

Comment Summary for NUREG-1379, Rev. 1 (continued)

Subject	Comment	Technical Editing Staff Response
Word Usage, Foreign words and phrases	Clarify guidance on using foreign words and phrases	<p>Added</p> <p>4. 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.</p> <ul style="list-style-type: none"> • <i>Les Belgique c'est chic</i> 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. • <i>ibid.</i>, et al.
Word Usage, Practical/Practicable	<p>Comment: Problems with practical/practicable. Second bullet would read better as: "It is practical to eat peas with a knife but it is not practicable."</p> <p>The third bullet point under practical/practicable would read better as: "The staff feels the design for the secure doorway is believed to be practicable."</p>	<p>Added</p> <p>practical/practicable</p> <p>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."</p> <ul style="list-style-type: none"> • 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.