

Editorial Standards Guide

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Introduction

The goal of this style guide is to promote coherence and consistency in Jefferson Lab communications. It was compiled by the lab's Communications Office to address common issues of grammar, punctuation, style and usage for public documents, presentations and website content.

We ask for your support in implementing these guidelines and welcome any feedback.

For questions, concerns, and suggestions, please contact the Jefferson Lab Communications Office at jlabinfo@jlab.org.

How to Use this Guide

This guide provides suggested solutions for style issues confronting Jefferson Lab's content developers. While not attempting to be all inclusive, it is intended to address capitalization, punctuation, usage and other related issues that commonly arise.

How this Guide was Developed

In general, the lab follows the Associated Press Stylebook but also uses the Chicago Manual of Style and the Merriam-Webster's Collegiate Dictionary. Additional guidance is included from the Department of Energy Office of Science Communications Style Guide.

Recognizing the inherent differences between print and web publishing, every attempt was made to arrive at a style that appeared to be widely accepted and used, made sense in view of our primary audiences, and took into account the global nature of our site visitors.

Website Use

Jlab.org has many authors and publishers, each with their own interpretations of style and usage. While this is also the case for print publications, it is more problematic on the web, as site visitors can view numerous pages quickly and more easily notice, perhaps subconsciously, style differences among the pages.

These differences are typically not major but still may contribute to undermining the image Jefferson Lab is trying to present. Our website is our “face” to the external world, and consistency and unity go a long way in conveying that we are a professional, high-quality organization.

For questions, concerns and suggestions regarding website content, please contact the Jefferson Lab Webmaster at webmaster@jlab.org.

References

Merriam-Webster's Collegiate Dictionary, 11th ed.

Associated Press Stylebook, 35th ed.

Department of Energy Office of Science Communications Style Guide, 2017

General Content Guidelines

- **Active Voice:** Use active rather than passive voice. Writing in active voice is more powerful and usually requires fewer words than passive voice. Make the performer of the action the subject of the sentence.

Examples:

- Active: *Chris conducted the meeting.*
 - Passive: *The meeting was conducted by Chris.*
- **Additional Information:** When referring to a scientific article, provide a link to the resource that can provide the reader further information, when possible. Prioritize resources that are the least technical and/or most related to the lab. If linking to a scientific paper in a journal, try to link to the article from a free source over a paywall-protected one.
 - **Avoid:**
 - **Political Messaging:** Our communications should always be non-partisan.
 - **Tech Endorsements:** Avoid endorsement or disapproval of specific technologies over others. As an Office of Science laboratory, our work supports basic research that is foundational to a number of different technologies. We can discuss how our research could benefit particular technologies, but should not paint them as superior to others.
 - **Discussion of DOE Policy:** If a mention of a DOE policy is absolutely needed, check with the Jefferson Lab Communications Office first. This does not apply to work policies established and in place at Jefferson Lab, e.g. ES&H Manual, Admin Manual, etc.
 - **Back up Statistics:** Put statistics in a relatable context. For example, when describing the energy of an X-ray produced by a light source, you could describe it as “[number] times stronger than the X-rays used at the dentist’s office.”
 - **Context is Key:** Provide necessary context when describing scientific accomplishments or pieces of equipment. What makes it unique? What are you comparing it to?
 - **Initials:** Do not use middle initials, except for those who go by their initials only or when needed to differentiate between people with the same name.
 - **Jefferson Lab:** Not Jefferson Labs, Jeff Lab, Jeff Labs, or Jefferson Laboratory. JLab should not be used as an abbreviation for Jefferson Lab in official documents, papers, or policies.
 - **Minimize Jargon:** Use plain language when possible. If you need to use technical terms, provide definitions or clarification.

- **Second Reference Names:** Use last names on second reference for all external communications.
- **Single Spacing:** Single, not double, spacing after a period or a colon is now the new norm. While many were taught to double space between sentences in typing class, the extra space serves no purpose, in print or on the web, in today's world of proportionally spaced fonts. In the "typewriter age," the extra space was needed for the eye to more easily pick up the beginning of a sentence. In computerized typography, double spaces can cause "rivers" of white space, distracting readers.
- **Sources:** Use DOE sources, such as the Basic Energy Sciences Advisory Committee, or other federal sources for statistics when possible.
- **Subheads:** Subheadings, especially in long pieces of text, help to break up the text and increase readability.
- **Superfluous Wording:** Be particularly careful using technical terms such as "significant" that may have different meanings in science or policy compared to everyday usage.
- **Tone of Voice:** Use a professional but enthusiastic tone of voice. Being too casual can reduce trust in the science we are describing. Being too academic or bureaucratic will make it unlikely people will read our content. Finding the right balance is difficult, but worthwhile.

Organization Affiliation

Jefferson Science Associates, LLC, or JSA, is the managing and operating contractor of the Thomas Jefferson National Accelerator Facility (Jefferson Lab) for the U.S. Department of Energy's Office of Science. Staff that work at Jefferson Lab are employees of JSA. Externally, the laboratory community is referred to collectively as Jefferson Lab; however, internally a distinction should be made in official DOE communications and lab policies.

Internal Use:

- **Employees:** When referencing a procedure, process or action performed by a JSA employee, it is more appropriate to say this was accomplished by *JSA staff at Jefferson Lab*, instead of accomplished by Jefferson Lab.
 - *A system implemented by Leroy Brown, a JSA staff member at Jefferson Lab, cut the average purchase order approval time by three hours.*
 - *A system implemented by Leroy Brown and now used by JSA staff at Jefferson Lab cut the average purchase order approval time by three hours.*

- **Subcontractors:** When referring to work performed by a JSA subcontractor, the phrase *JSA team member* should be used.
 - *Bobby McGhee is a JSA team member and head chef in the laboratory's Quark Café.*
- **Users:** When referring to scientific Users at Jefferson Lab, use the phrase *Jefferson Lab User community*. Users may include JSA staff who are also registered members of the Jefferson Lab Users Group.
 - *Billie Jean, an associate professor of physics at Jackson University and a member of the Jefferson Lab User community, worked on the experiment as a graduate student.*
- **Users and Staff:** When referring to scientific Users at Jefferson Lab and JSA staff that are not members of the Jefferson Lab Users Group, use the phrase *Jefferson Lab community* or *Jefferson Lab team*.
 - *Two members of the Jefferson Lab community, Maggie May and Georgia Brown, worked to develop the detector technology for the experiment. May is an engineer in the RF group and Brown is a graduate student from Sweet Briar College.*

External Use:

For the public, Jefferson Lab encompasses JSA employees, postdocs, interns, subcontractors, and scientific Users.

- **Employees:** Work performed at Jefferson Lab by JSA staff or is referenced by their division and/or area of expertise on social media, through the www.jlab.org website, and in news releases. Examples:
 - *Eleanor Rigby, Jefferson Lab Experimental Hall A Work Coordinator, is passionate about this job.*
 - *The team of Experimental Hall A physicists are excited for Jefferson Lab's next beam run.*
- **Users:** If referencing individual Users, all attempts should be made to identify their university or institution affiliation in public communications. If referring to work performed by a collaboration involving multiple groups or Users, it is appropriate to attribute the actions to the specific *Jefferson Lab collaboration*, or simply *Jefferson Lab*.
 - *Brian Wilson, a professor emeritus at Northeastern University, led the Ring-Imaging Cherenkov detector construction effort for the GlueX Collaboration at Jefferson Lab.*
 - *The Ring-Imaging Cherenkov detector was constructed by the GlueX Collaboration at Jefferson Lab.*

- *A Jefferson Lab collaboration of more than 100 scientists and students built the Ring-Imaging Cherenkov detector, which was used for experiments in Jefferson Lab Experimental Halls A and D.*

Additional Guidance for the Web

- **Do not use hit counters, blinkers, spinners, scrolling marquees, highlighted text or background colors on webpages.**
- **Consistency is key.** To keep consistency throughout the website, changing the default font type and size is highly discouraged. Do not change the font color, size, or type without consultation with the webmaster.
- **Avoid endorsements of specific browsers**, as in "This site is designed for such-and-such a browser, such-and-such a screen resolution, etc." Web pages should look acceptable in all major browsers.
- **Proofread your site** and have at least one other set of eyes check it. Your copy is a reflection of Jefferson Lab's professionalism, your attention to detail, and our commitment to excellence. It is not the responsibility of the Communications Office to find your typos. Typographical errors and broken links hurt a site's credibility.
- **Stay away from 25-cent words when a 5-cent word will do:**
 - Utilize = use
 - facilitate = lead or guide

Alphanumeric Listing of Term Usage and Rules

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#)
[T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

A

Abbreviations:

- Never abbreviate Jefferson Lab as Jeff Lab, Jefferson Labs or Jefferson Laboratory. JLab should not be used as an abbreviation for Jefferson Lab on official documents, papers, or policies.
- Do not automatically follow an organization's name or other proper name with an abbreviation or acronym in parentheses. Let context guide whether it seems necessary. If the acronym or abbreviation will be clear on second reference, or if you only mention the name once, it is OK not to put it in parentheses after the first reference.
- Some organizations or agencies are widely recognized by their initials and do not need to be spelled out (FBI, CIA, NASA, for example).
- DOE, SC may be widely known in national lab circles, but less so to the public. Don't take for granted that people will know them: spell out on first reference. When in doubt, spell it out.

Academic Degrees and Titles:

- Lowercase and use an apostrophe in bachelor's degree, a master's, etc.
- Use abbreviations with periods (e.g., B.A., M.A., and Ph.D.) after a full name or in bios. When used after a name, such abbreviations are set off by commas. *Example: Stuart Henderson, Ph.D., spoke.*
- Avoid the use of honorifics, such as Dr., Mr., etc.

Academic Departments: User lowercase except for words that are proper nouns or adjectives or when *department* is part of the official and formal name. *Example: Old Dominion University Department of Physics, or the physics department.*

Academic Disciplines: Academic subjects are not capitalized unless they are part of a department name or official course name, or are themselves proper. *Example: He is majoring in computer science. She is enrolled in Computer Science 101.*

Accommodate: often misspelled with one "m."

Acronyms: Spell out acronyms on first reference unless they are widely known, such as FBI, CIA, NASA, DNA. While DOE is commonly used in Jefferson Lab documents and correspondence, external audiences may not be familiar with it.

When in doubt, spell it out. Do not include an acronym in parentheses unless you refer to it a second time. It adds unnecessary clutter.

Addresses:

- Use the abbreviations *Ave.*, *Blvd.* and *St.* only with a numbered address. *Example: 1600 Pennsylvania Ave.*
- Spell out addresses and capitalize when part of a formal street name without a number. *Example: Pennsylvania Avenue.*
- Lowercase and spell out when used alone or with more than one street name. *Example: Massachusetts and Pennsylvania avenues.*
- All similar words (*alley*, *drive*, *road*, *terrace*, *etc.*) always are spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.
- Always use figures for an address number. *Example: 9 Morningside Circle.*
- Spell out and capitalize *First* through *Ninth* when used as street names; use figures for *10th* and above. *Examples: 7 Fifth Ave. or 100 21st St.*
- Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address. *Examples: 222 E. 42nd St., 562 W. 43rd St., or 600 K St. NW.* Do not abbreviate if the number is omitted. *Examples: East 42nd Street, West 43rd Street, or K Street Northwest.* No periods in quadrant abbreviations NW, SE.

Affect, Effect:

- Affect, as a verb, means to influence. *Example: The wind will affect the spread of the smoke plume.*
- Effect, as a verb, means to cause. *Example: The new policy will effect many changes in procedures.*
- Effect, as a noun, means result. *Example: The effect of the recycling program...*

African American: no hyphen.

Afterward: not afterwards.

All right: never alright or allright.

Ampersand: see *punctuation*.

Apostrophes: see *punctuation*.

B

C

Capitalization:

- Lowercase titles when used after a person's name. *Example: Stuart Henderson, lab director.*
- Capitalize titles when preceding a name. *Example: Lab Director Stuart Henderson.*
- It is OK to capitalize titles with a person's name in a photo caption.
- Always capitalize User when referencing Jefferson Lab as a User facility.
- Avoid unnecessary capitalization (e.g., Federal Agencies, National Laboratory). Unless something is a proper name, it probably shouldn't be capitalized.
- Do not capitalize full element names, unless there is another reason to do so. *Example: The helium nucleus is a subject of research; Helium is a light element.*
- Names of fellowships are capitalized, but generic terms are not:
 - JSA Fellowship; JSA Fellow; the fellowship; a fellow
- Capitalize the full, proper name of academic departments; lowercase unofficial, informal, shortened or generic names [CMS 8.32].
 - the College of Engineering; the engineering school
- Lowercase academic disciplines. [CMS 8.32]
 - The intern is majoring in computer science.
 - The new hire has a bachelor's degree in physics, a master's degree in chemical engineering, and a master of business administration

Colon: see *Punctuation*.

Comma: see *Punctuation*.

Compose, comprise: Comprise means *include* or *contain*: The exhibition *comprised* several rare paintings. Avoid *comprised of*. To *compose* is to make up, to form the substance of something: The parts *compose* the whole (The whole *comprises* the parts.)

Compound words:

- Compound modifiers usually require hyphens:
 - DOE-funded consortium
 - high-temperature reactor
 - large-scale tests
 - state-of-the-art technology
 - black-and-white photo
- The purpose of the hyphen is to eliminate ambiguity:

- small state senators (the senators are short) vs. small-state senators (senators from small states)
- fast sailing ship vs. fast-sailing ship
- Do not hyphenate a compound adjective ending in *-ly*:

Congress: capitalize U.S. Congress and Congress when referring to the U.S. Senate and House of Representatives. However, lowercase congressional, congresswoman, etc., unless paired with a proper name, e.g., Congressman Robert C. Scott; Robert Scott, congressman from Newport News

Continuous(ly), continual(ly) - *Continuous(ly)* means without interruption; *continual(ly)* means occurring again and again. Example: *The sound of the lawnmower droned outside her office continuously for two hours, continually interrupting her train of thought.*

Coworker: not co-worker.

D

Dates:

- Abbreviate months in a full date (month, day, year) except for March, April, May, June, July.
- Use commas to set off the parts of a date, before and after: *The attacks of Sept. 11, 2001, will always be seared into our memories.*
- Do not abbreviate or use commas when the month and year only appear together: *The launch is scheduled for March 2007.*
- Do not use *st*, *nd*, *rd*, or *th*, as in March 1 *st*, April 2 *nd*, etc.

Department of Energy: spell out on first reference. It's not necessary to include DOE in parentheses after first reference as it will be understood. Adding the "U.S." i.e., "the U.S. Department of Energy" is not necessary if that is understood in context. Same applies to Department of Defense and Department of Homeland Security.

DOE: *see Department of Energy.*

Dr.: use Dr. in front of a name only if the person is a medical doctor.

E

Effect, Affect:

- Effect, as a verb, means to cause: *The new policy will effect many changes in procedures.*
- Effect, as a noun, means result: *The effect of the recycling program...*
- Affect, as a verb, means to influence: *The wind will affect the spread of the smoke plume.*

e.g.: abbreviation for *exempli gratia* (“for example”). Always use a comma after it. See also *i.e.*

elements: see Capitalization.

em, en dashes: see *Punctuation*.

Email: no hyphen, lowercase. As words become more common they tend to lose their hyphen and close up to become one word.

ensure, insure –*Ensure* means to make sure something will (or won’t) happen. Reserve *insure* for matters relating to insurance. *To ensure that we would have no problems resulting from lost baggage, we took out extra travel insurance for our trip.*

et al.: Abbreviated form of *et alii*, meaning “and others.” Since *al.* is an abbreviation, the period is required. No need to italicize.

Every day (adv.), everyday (adj.): You can wear your everyday clothes every day.

F

Farther, further: Use *farther* for a physical distance and *further* for a figurative distance.

Federal: Never capitalize *federal* in the body of a sentence, unless it is in reference to an agency that includes “federal” in the name (ex. the Federal Trade Commission).

Fewer, less: Use *fewer* to mean a smaller number of individual things. Use *less* to mean a smaller quantity of something. *The less money he makes, the fewer dollars he spends.*

Formatting: Do not double space after periods, colons, question marks, or any punctuation that separates two sentences. While many were taught to double space between sentences in typing class, the extra space serves no purpose, in print or on the web, in today’s world of proportionally spaced fonts. Further, most

web browsers will render only one space after the period no matter how many you type.

Fractions:

- one-half, three-quarters
- a half hour; half-hour meeting

G

H

Headquarters: Capitalize “Headquarters” when referring to the proper noun of the two buildings operated by DOE in the D.C. region. Lowercase other references.

Hyphens: see *Punctuation*.

I

i.e.: abbreviation for id est (“that is”). Use a comma after it. See also *e.g.*

Insure: See *ensure*.

Internet: when referring to the name of a specific collection of networks, while *internet* is a generic term for two or more connected networks. Lowercase within a sentence.

Italics: italicize and use initial caps on books, newspapers, magazines, television shows, radio shows, films, etc.

its, it’s: Its is the possessive form of it; it’s is the contraction for it is. Remember: *Possessive its never splits*.

J

Jefferson Lab: Not Jefferson Labs, Jeff Lab, Jeff Labs, or Jefferson Laboratory. JLab should not be used as an abbreviation for Jefferson Lab on official documents, papers, or policies.

JSA: Jefferson Science Associates, LLC. JSA is a partnership between the Southeastern Universities Research Association, Inc., ([SURA](#)) and [PAE](#) Applied Technologies. Spell out on first reference.

K

L

Lab, laboratory: while most writers use Jefferson Lab, other acceptable secondary references include *the lab*, *the laboratory*, or *the User facility*. Never abbreviate Jefferson Lab as Jeff Lab, Jefferson Labs or Jefferson Laboratory. Capitalize “Lab” when used with the proper noun of “Jefferson Lab”; lowercase all other references.

Latin words:

- Do not hyphenate foreign phrases used as modifiers. Examples:
 - ab initio calculation
 - in vivo reactions

Less, fewer: Use *less* to mean a smaller quantity of something. Use *fewer* to mean a smaller number of individual things. *The less money he makes, the fewer dollars he spends.*

Lists: See *Punctuation*.

Long term, long-term: hyphenate when used as a compound modifier.

Examples:

- *Funding will remain stable in the long term.*
- *He has a long-term assignment.*

M

Measure, units of:

- Spell out inches, feet, yards, etc., when used with a number.
- The abbreviations mm (millimeter) and cm (centimeter) are widely recognized and do not need to be spelled out; do not use periods.
- Other words not requiring periods: mpg, mph, hp, rpm.

Months: See *dates*.

Myriad: Means *numerous* or *a great number of*. Avoid *a myriad of*.

N

Name use: For clarity and consistency, use of the following terms has been standardized: the Department of Energy's Thomas Jefferson National Accelerator Facility, Jefferson Lab, Continuous Electron Beam Accelerator Facility, CEBAF, Low Energy Recirculator Facility, and LERF. Please use the following guidelines:

- When initially identifying the entire laboratory with all of its inclusive parts, refer to it as the *Department of Energy's Thomas Jefferson National Accelerator Facility*, and thereafter as *Jefferson Lab*. Other acceptable secondary references include *the lab*, *the laboratory*, or *the User facility*.
- Refer to the accelerator and the experimental halls as the *Continuous Electron Beam Accelerator Facility* on first reference and as *CEBAF* thereafter. Refer to the accelerator alone as the *CEBAF Accelerator* or *the accelerator*. Example: *The Continuous Electron Beam Accelerator Facility at DOE's Jefferson Lab consists of a recirculating electron accelerator and four experimental halls. The CEBAF Accelerator is located 25 feet below ground in a one-kilometer, racetrack-shaped tunnel.*
- Refer to the Low Energy Recirculator Facility at Jefferson Lab by using *Low Energy Recirculator Facility* on the first mention, and as *LERF* thereafter. Example: *Jefferson Lab's Low Energy Recirculator Facility, formerly known as the Free-Electron Laser, was developed using the lab's expertise in superconducting radiofrequency accelerators.*
- Never refer to Jefferson Lab as *Jeff Lab*, *Jefferson Labs* or *Jefferson Laboratory*. *JLab* should not be used as an abbreviation for Jefferson Lab on official documents, papers, or policies.

Numbers:

- For general, nontechnical writing, spell out numbers below 10; use numerals for 10 and above. However, for consistency's sake, choose one style or the other if a sentence or paragraph contains several numbers. Always use numerals with units of measurement.
- Spell out ordinals up to *ninth*; use numerals after that. Examples: *10th*, *20th century*.
- Percentages: Percentages are always given in numerals. In humanistic copy the word *percent* is used; in scientific copy, or in humanistic copy that includes numerous percentage figures, the symbol % is more appropriate. When writing out a range of percentages, write "2 to 5 percent" not "2 percent to 5 percent." Use numerals for all numbers accompanied by a percent, including those below 10.
- Use 0.3, not .3
- Use 8,500, not 8500

- 11 a.m. or 3:45 p.m., not am, AM, A.M., or 11:00

O

Office of Science: “Office of Science” should be written out on first reference. Subsequent references may use “SC.”

Online: one word.

Organization names, numbers: generally, do not use organization numbers on external webpages. Organization names and numbers are quickly outdated.

P

PAE: PAE Applied Technologies partnered with Southeastern University Partners to form Jefferson Science Associates, the managing and operating contractor of the Thomas Jefferson National Accelerator Facility (Jefferson Lab) for the U.S. Department of Energy's Office of Science. This acronym CAN be used for first reference.

Periods: see *Punctuation*.

Percentages: see *Numbers*.

Phone numbers

- Always use 10-digit phone numbers
- Use dashes, not parentheses or periods, for the area code: 757-269-7689

Plurals and possessives

- Plural nouns ending in **s**: Add only an apostrophe. Examples:
 - *the churches' needs* (singular = the church's needs)
 - *the girls' shoes* (singular = the girl's shoes)
- Nouns plural in form, singular in meaning: Add only an apostrophe. Examples:
 - *General Motors' profits*
 - *the United States' nuclear weapons*
- Singular proper names ending in **s**: Use only an apostrophe. Examples:
 - *Newport News' tourist attractions*

- *Hampton Roads' economy*
- Descriptive phrases: Do not add an apostrophe to a word ending in *s* when it is used primarily in a descriptive sense. Example: a writers guide

Prefixes: Almost all words composed of a common prefix, such as *non*, *anti*, *multi* and *pre*, are spelled without a hyphen. The exceptions are when the second word is a capitalized word (non-American) or when compounds must be distinguished from homonyms, such as *re-cover* and *un-ionized*.

- antiballistic
- antinuclear
- coauthor
- coworker
- kiloWatt
- multicolored
- multidisciplinary
- multifunctional
- multilateral
- multinational
- multiyear
- nondestructive
- nonunion
- nonproliferation
- nonsmoker
- nontoxic
- nonionizing
- postdoctoral or postdoc (not post-doctoral or post doctoral)
- postgraduate (not post-graduate or post graduate)
- reengineering
- reentry
- reexamine

However, use a hyphen if a proper noun follows the prefix:

- non-Newtonian
- non-Euclidean
- post–Cold War (here, ideally use an en dash for appending to such two-word proper nouns)

President: Capitalize when paired with a proper name (President Trump). In most cases, the first name of a current or former U.S. president is not necessary on first reference. Lowercase *the president*, *the first president of the United States*, *presidential*. Also applies to *vice president* and other civil titles.

Principle, principal

- Principal: most important; chief: The principal investigator is my pal.
- Principle: fundamental law, assumption: A first principle is one that cannot be deduced from any other

Pronouns: Make sure all your pronouns have clear antecedents. Examples:

- **Wrong:** *An applicant must submit a resume before they can be considered for a job.*
- **Right:** *An applicant must submit a resume before he or she can be considered for a job.*

Publication titles: Use italics to cite the names of journals, newspapers and magazines. This includes *Nature*, *Science*, and *The Washington Post*. Use quotation marks for titles of journal articles.

Q

Quotes: Partial quotes that are only a phrase, not a full sentence, are acceptable as long as the article provides sufficient context. Quotes from academic journal articles are also acceptable if you provide a link to the article. Be judicious about the use of quotes. If it is clearer or more interesting to paraphrase the text, then do that instead.

Quotation marks: see *Punctuation*.

R

R&D/Research and Development: Eliminate spaces on either ends of the ampersand. "R&D" as a collective noun should be paired with a singular verb.

Real time: hyphenated as an adjective. Example: *real-time processing*.

Reengineering: not re-engineering.

Reentry: not re-entry.

Reexamine: not re-examine.

Regard/Regards: The singular *regard* is correct in phrases like *with regard to* and *in regard to* where these phrases mean *with reference to*, while the plural *regards* means *good wishes expressing respect, affection, or condolences*.

S

S&T/Science and Technology: Eliminate spaces on either ends of the ampersand. "S&T" as a collective noun should be paired with a singular verb.

Semicolon: see *Punctuation*.

Slashes: see *Punctuation*.

Spinoff: (noun or adjective) one word.

Startup: (noun or adjective) one word.

STEM: Write out “Science, Technology, Engineering and Mathematics” on first reference with the acronym in parentheses. Use STEM for future references. Only use in the context of education.

SURA: Southeastern Universities Research Association. SURA partnered with [PAE](#) Applied Technologies to form Jefferson Science Associates, the managing and operating contractor of the Thomas Jefferson National Accelerator Facility (Jefferson Lab) for the U.S. Department of Energy's Office of Science. Spell out on first reference.

T

Titles: Only use scientists' names if they are quoted or have some reference to them as “color” for the article. If you do use a scientist's name, avoid using “Dr.” or other titles (including Mr., Ms., etc.), unless directly referencing an individual in the medical profession. Instead, use the individual's first and last name on first reference, followed by the individual's last name on subsequent references. Refer to scientists/researchers at Jefferson Lab as “a [area of expertise] at Jefferson Lab” – ex. “said Robert Evans, a theorist at Jefferson Lab.” This can be revised for variety, but be sure to mention their institution.

If it is a Department of Energy employee, refer to them including the DOE department descriptor [program area] [title]. For example, “*said Steve Binkley, Office of Science Deputy Director for Science Programs.*” If it is the first time the Office of Science has been mentioned, say “*the Department of Energy's Office of Science Deputy Director for Science Programs.*”

That, which

- Use *that* in dependent or restrictive clauses (where what follows is required for the meaning of the sentence).
- Use *which*, preceded by a comma, in independent or nonrestrictive clauses (where what follows is optional for the meaning of the sentence).

Toward: not towards

U

United States/U.S.: Spell out as a noun; abbreviate with no space between the letters as an adjective. Use periods in the abbreviation, *U.S.* within texts. In headlines, it's *US* (no periods).

- U.S. nuclear arsenal
- U.S. military

URL: Stands for Uniform Resource Locator. All caps, no periods.

V

W

Web: as in “the web,” intranet or external web. Lowercase within a sentence.

Webmaster: one word.

Website: one word. Lowercase within a sentence.

Webpage: one word. Lowercase within a sentence.

Which, that: Use *which*, preceded by a comma, in independent or nonrestrictive clauses (where what follows is optional for the meaning of the sentence). Use *that* in dependent or restrictive clauses (where what follows is required for the meaning of the sentence).

World Wide Web: a proper noun. *The web* is also acceptable.

X

X-ray: (n., v., and adj.) Use for both the photographic process and the radiation particles themselves.

Y

Years: In most cases, use all four digits. Remember that an external, global audience does not know when our fiscal year begins and ends, so references like FY18-19 should be avoided for external documents and webpages.

Z

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Punctuation

The purpose of punctuation is to eliminate ambiguity and make clear the thought being expressed. If punctuation doesn't do that, it shouldn't be there. The basic guideline is to use common sense.

Ampersands: Ampersands should be avoided unless they are part of a company or department name or a commonly used abbreviation. See *R&D*.

Apostrophes: Use apostrophes in master's degree, bachelor's degree (and lowercase). Use apostrophes to indicate omitted characters:

- Omitted letters: *it's, don't, 'tis the season*
- Omitted figures: *the class of '62, the '80s*
- See also *Plurals and Possessives*.

Colon: Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. Examples:

- *The politician had a single message: Vote for me and all your problems will be solved.*
- *The committee had three considerations: employee overtime, employee burnout, and budget overruns.*

Commas:

- Use the serial comma (comma before the conjunction in a series) when needed to prevent ambiguity.
- Use a comma to set off degrees or titles after a name: Stuart Henderson, lab director, spoke at the forum.
- Use commas in numerals 1,000 and greater.
- Use a comma to separate the elements of full dates and addresses.

Examples:

- On Friday, Jan. 2, 1998, we went on vacation.
- The weather in June 1997 was unusually warm.
- 12000 Jefferson Ave., Newport News, VA 23606

Em, En dashes : Em dashes are used to denote an abrupt change in thought in a sentence, to set off a series within a phrase, or to emphasize a phrase. While Chicago uses em dashes without spaces, Jefferson Lab uses spaces, in accordance with AP Style, and also because em dashes typically appear shorter on the web than in print and tend to look crowded without spaces.

Hyphens:

- Compound adjectives: Use hyphens. Examples:
 - *state-of-the-art laboratories*
 - *world-class scientists and engineers*
- Compound adjective ending in -ly: DO NOT hyphenate. Examples:
 - *commercially available technologies*

- *an easily remembered rule*
- *illegally parked cars*
- Compound phrases: When the second part of a hyphenated phrase is omitted, the hyphen is retained, followed by a space, even if the word is a solid compound. Examples:
 - *five- to ten-minute intervals*
 - *under- and overworked employees*
- Do not use a hyphen between adverbs ending in -ly and adjectives they modify. Example:
 - *an easily remembered rule*
 - *a badly damaged car*

Lists: Punctuation (e.g., commas or semicolons) is not necessary at the end of items in bulleted lists on the web, contrary to the rules for more formal documents. In most cases, bullets are preferred; numbered lists can be used to explain a sequence of events or steps. Be consistent in your punctuation of lists throughout the document and/or webpage.

Periods:

- Do not double space after a period. See *Formatting*.
- Use periods in “ *U.S.*, *Ph.D.*,” etc.

Quotation marks:

- Always go outside periods and commas.
- Use single quotation marks in headlines and subheads.

Semicolon:

- Semicolons separate two complete sentences that are closely related. As a general rule, if a period will not work, neither will a semicolon.
- Semicolons are also used to separate the items in a series if the items contain internal commas.
- A semicolon always goes outside the closing quotation mark: He says, “I will mail them today”; however, that was a week ago, and they haven’t arrived.
- Slashes: There is no space before or after a slash: pass/fail basis
- units of measurement: See *measurement, units of*

Common DOE Abbreviations and Acronyms

Spell out full names on first reference, followed by abbreviation in parentheses.

National Laboratories

- The Ames Laboratory (Ames): Note that “the” is always included on first reference, “the Ames Laboratory.”
- Argonne National Laboratory (Argonne)
- Brookhaven National Laboratory (Brookhaven)
- Fermi National Accelerator Laboratory (FermiLab) or (Fermi)
- Idaho National Laboratory (INL): *not an SC laboratory*
- Lawrence Berkeley National Laboratory (Berkeley Lab)
- Lawrence Livermore National Laboratory (LLNL): *not an SC laboratory*
- Los Alamos National Laboratory (LANL): *not an SC laboratory*
- National Energy Technology Laboratory (NETL): *not an SC laboratory*
- National Renewable Energy Laboratory (NREL): *not an SC laboratory*
- Oak Ridge National Laboratory (ORNL)
- Pacific Northwest National Laboratory (PNNL)
- Princeton Plasma Physics Laboratory (PPPL)
- Sandia National Laboratories (Sandia): *not an SC laboratory*
- Savannah River National Laboratory (SRNL): *not an SC laboratory*
- SLAC National Accelerator Laboratory (SLAC)
- Thomas Jefferson National Accelerator Facility (TJNAF): “Jefferson Lab” may be used on first and subsequent references.

SC and Other Program Offices

- Advanced Scientific Computing Research (ASCR)
- Basic Energy Sciences (BES)
- Biological and Environmental Research (BER)
- Fusion Energy Sciences (FES)
- High Energy Physics (HEP)
- Nuclear Physics (NP)
- Workforce Development for Teachers and Scientists (WDTS)
- Small Business Innovation Research and Small Business Technology Transfer (SBIR and STTR)

DOE Office of Science User Facilities

- Accelerator Test Facility (ATF)
- Alcator C-Mod (no acronym)
- Advanced Light Source (ALS)

- Advanced Photon Source (APS)
- Argonne Leadership Computing Facility (ALCF)
- Argonne Tandem Linac Accelerator System (ATLAS)
- Atmospheric Radiation Measurement Climate Research Facility (ARM for Atmospheric Radiation Measurement; ACRF for full facility name)
- Center for Functional Nanomaterials (CFN)
- Center for Integrated Nanotechnologies (CINT)
- Center for Nanophase Materials Sciences (CNMS)
- Center for Nanoscale Materials (CNM)
- Continuous Electron Beam Accelerator Facility (CEBAF)
- DIII-D National Fusion Facility (DIII-D)
- Energy Sciences Network (ESnet)
- Environmental Molecular Sciences Laboratory (EMSL)
- Facility for Advanced Accelerator Experimental Tests (FACET)
- Fermilab Accelerator Complex (no acronym)
- High Flux Isotope Reactor (HFIR)
- Joint Genome Institute (JGI)
- Linac Coherent Light Source (LCLS)
- National Energy Research Scientific Computing Center (NERSC)
- National Spherical Torus Experiment (NSTX)
- National Synchrotron Light Source (NSLS): former facility, now closed
- National Synchrotron Light Source II (NSLS II)
- Oak Ridge Leadership Computing Facility (OLCF)
- Relativistic Heavy Ion Collider (RHIC)
- Spallation Neutron Source (SNS)
- Stanford Synchrotron Radiation Light Source (SSRL)
- The Molecular Foundry (TMF)

Other acronyms

- Cooperative Research and Development Agreement (CRADA)
- Community College Internships (CCI)
- Critical Materials Institute (CMI)
- European Council for Nuclear Research (CERN)
- Faculty and Student Teams (FAST)
- Large Hadron Collider (LHC)
- National Science Bowl (NSB)
- Oak Ridge Institute for Science and Education (ORISE)
- Oak Ridge Associated Universities (ORAU)
- Science Undergraduate Laboratory Internships (SULI)