

NRC Editorial Style Guide

J. F. Beeson, B. A. Calvert, D. Cable,
M. T. Lesar, M. F. Mejac, R. F. Sanders
Division of Freedom of Information and Publications Services
Office of Administration

U.S. Nuclear
Regulatory
Commission



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Commission**

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Editorial style refers to the choices that writers, editors, and secretaries make to eliminate inconsistencies in their documents. These choices apply to the recurrent features of a document, such as abbreviations, capitalization, compound words, numbers, symbols, and punctuation, as well as to references and footnotes. Making these choices is sometimes difficult because usage changes as the language evolves. Consider the use of hyphens, for example. Do we write *non-power reactor* or *nonpower reactor*? Is it *on-site incident* or *onsite incident*? Although usage is moving away from the use of hyphens with prefixes, the authorities who compile style guides do not always agree about which choice to use at a given time. Moreover, each discipline—law, physics, mathematics—has specific standards that apply to the publications for that discipline. Even in an area as seemingly certain as spelling, overlapping usage exists. Reputable dictionaries show both “align” and “aline” as correct spellings. Likewise, “disc, disk, and diskette” currently coexist as equally valid choices.

Despite the myriad of disagreements on these issues, the one universally agreed-to principle governing editorial style is that once a choice is made, it must be applied consistently throughout a publication. This guide was compiled to promote the goal of consistency for all NRC publications. It addresses the questions of editorial style most frequently posed to NRC’s editors by the staff. The solutions are derived for the most part from the *United States Government Printing Office Style Manual*, with exceptions noted. A guide of this size cannot hope to substitute for the scope of information in the *GPO Style Manual*, of course. Refer to the *GPO Style Manual* for style information not covered here.

This guide also contains crucial information on the use of bibliographic reference citations in NRC publications. This overall guidance is supplemented with specific sample citations of the type of documentation most frequently cited within NRC publications. Also provided is a section on the format requirements of the Office of the Federal Register for submitting rulemakings, petitions for rulemaking, and general notices to be published in the *Federal Register*.

Finally, the guide updates the style portions of NRC’s “Technical Writing Style Guide” (NUREG-0650) and supersedes Supplement 1 to NUREG-0650. The Technical Writing Style Guide will be completely revised in the near future to provide comprehensive guidance for preparing and processing NRC reports.

Walter E. Oliu
Division of Freedom of Information
and Publications Services

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Section 1

Abbreviations and Symbols

Use abbreviations and symbols in technical text (e.g., reports), tables, figures, parentheses, brackets, footnotes, references, and bibliographies. Generally, do not use abbreviations and symbols in conventional text (e.g., correspondence). An enclosure to a piece of correspondence is frequently a technical document in which the use of symbols and abbreviations is more appropriate than in the correspondence itself.

Chapters 9 and 10 of the *GPO Style Manual* present a comprehensive list of abbreviations, signs, and symbols and guidance for their use. Follow the guidance in these chapters and the rest of this section unless publication requirements for a particular document dictate otherwise. For example, an outside publisher may require that you follow the publisher's style specifications for a journal article. You may be required to use the International System of Units (*Système international d'unités*, abbreviated *SI*) for a report that will receive international distribution.

- | | |
|--|---|
| 1 Use the same form of an abbreviation for both the singular and plural forms of a unit of measure . | <ul style="list-style-type: none"> ■ 1 ft ■ 3 ft ■ 1 lb ■ 5 lb |
| 2 Omit internal and terminal punctuation unless its omission would cause confusion. | <ul style="list-style-type: none"> ■ 1 in. (<i>not</i> to be confused with the word <i>in</i>) |
| 3 In technical text, use abbreviations for units of measure only if they are used with figures. | <ul style="list-style-type: none"> ■ 200 r/min (<i>but</i>—The test would determine the number of revolutions per minute.) |
| 4 In technical text, state the term from which an abbreviation not commonly known is formed, followed by its abbreviation in parentheses. Subsequently, use the abbreviation instead of the term. | <ul style="list-style-type: none"> ■ iodine-131 meta-iodobenzylguanidine (I-131 MIBG) ■ 60 indicated horsepower (ihp) ■ electromotive force (emf or EMF) |

5. Use periods in abbreviations for foreign phrases. (*Et* is Latin for *and*; therefore, it is not an abbreviation.)

Use these abbreviations in parentheses or brackets, but write their English equivalents in text.

- *et al.* (and others)
- *e.g.* (for example)
- *i.e.* (that is)
- *et seq.* (and the following)

- 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.

Section 2

Acronyms and Initialisms

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

- | | |
|--|---|
| <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. Subsequently, use the abbreviation instead of the term.</p> | <ul style="list-style-type: none"> ■ The Advisory Committee on Reactor Safeguards (ACRS) has reviewed this rule. The ACRS advised that three sections be revised. |
| <p>2 Although an acronym or initialism is capitalized, do not capitalize the term it represents unless the term would ordinarily be capitalized.</p> | <ul style="list-style-type: none"> ■ Office of the General Counsel (OGC) ■ average power range monitor (aprm) |
| <p>3 To form the plural for most acronyms and initialisms, add a lower case <i>s</i> without an apostrophe. (This NRC practice differs from <i>GPO Style Manual</i> Rule 8.11.)</p> | <ul style="list-style-type: none"> ■ NPPs ■ STAs ■ RGs ■ FTEs |
| <p>4 To decide whether <i>a</i> or <i>an</i> should precede an acronym or initialism, pronounce the first letter or syllable of the abbreviation.</p> | <ul style="list-style-type: none"> ■ an ACRS meeting (<i>A</i> is a vowel sound) ■ an AEC report (<i>A</i> is a vowel sound) ■ a FEMA decision (<i>FE</i> is a consonant sound) ■ an NRC office (<i>N</i> is a vowel sound) ■ a LOCA occurred (<i>LO</i> is a consonant sound) |

Section 3

Capitalization

-
- 1 Capitalize specific titles of persons or organizations, but not general references to them. (However, do not capitalize the many job titles at a nuclear power plant; for example, health physicist, senior reactor operator, shift technical advisor, plant superintendent.)
- Judge Jones (*but*—the judge)
 - Director, Office of Personnel (*but*—the office director)
 - Mary Smith, Chief, License Fee Branch (*but*—the branch chief)
 - Division of Licensing (*but*—the division)
 - The staff in Region IV and Headquarters offices shall....(*but*—The regional and headquarters staff shall....)
-
- 2 Capitalize **Commission or Commissioners** when referring to the collegial head of NRC as a group and **Chairman or Commissioner** when referring to the Chairman or a member of the Commission individually.
- The Chairman requests a response by Friday and expects the Commission to discuss the issue Monday morning.
-
- 3 Capitalize a well-known short form of a specific proper name.
- the Congress (U.S. Congress)
 - the President (of any country)
 - the District (District of Columbia)
 - the Capitol (in the District)
-
- 4 Capitalize the following governmental organizations.
- Federal
 - Federal Government
 - State (*but*—Do not capitalize local.)
-

<p>5 Capitalize a common noun followed by a letter or number that refers to a specific publication, class, figure, or table, except for page or paragraph. (However, do not capitalize a common noun followed by a letter or number identifying a component of a nuclear power plant, for example, train A, valve PRV-22.) (This NRC practice differs from <i>GPO Style Manual</i> Rule 3.9.)</p>	<ul style="list-style-type: none"> ■ Category I ■ Appendix K ■ Chapter III ■ Class 1E ■ Table 4 ■ Figure 8 ■ Section 7 ■ paragraph 3 on page 56
<p>6 Capitalize the first letter of the symbol for an isotope or a chemical element or compound, but do not capitalize the spelled-out name for the symbol.</p>	<ul style="list-style-type: none"> ■ Na sodium ■ NaCl sodium chloride ■ Co-60 cobalt-60
<p>7 Capitalize a trade name.</p>	<ul style="list-style-type: none"> ■ Xerox ■ Halogen ■ Plexiglas ■ Vu-Graph ■ Zircaloy (<i>but</i>--zirconium)
<p>8 Capitalize the names of all computer codes, and capitalize the names of computer languages and software consistent with their trade names.</p>	<ul style="list-style-type: none"> ■ Code: MESORAD CPLUME ■ Language: FORTRAN Oracle ■ Software: dBase LOTUS 123
<p>9 Capitalize a descriptive term that denotes a geographic region or feature used as a proper name.</p>	<ul style="list-style-type: none"> ■ the Midwest ■ the Continental Divide ■ the Deep South ■ Western Europe
<p>10 Do not capitalize a term used as a geographic direction or a position that is not a proper name.</p>	<ul style="list-style-type: none"> ■ northern Virginia ■ northerly, northern ■ north, south, east, west ■ eastern seaboard
<p>11 Capitalize months, but not seasons.</p>	<ul style="list-style-type: none"> ■ May, October ■ spring, autumn

12 Capitalize the first word and all important words in titles of publications and legislation.

- Secrets of the Past: Nuclear Energy Applications in Art
- The Paperwork Reduction Act of 1982

13 Do not capitalize articles, prepositions (except for "To" as part of an infinitive), and conjunctions unless they are the first word of a title or important to its meaning.

- How To Write, Speak, and Think More Effectively
- Creating Energy Sources for the Future
- A Guidebook to Nuclear Reactors
- Handbook of Nuclear Safeguards Measurements Methods

14 Capitalize hyphenated words by the same rules you would use if the words were not hyphenated.

- ex-President Carter
- Commissioner-elect Jones
- high-level waste
- A Study of Proposed High-Level Waste Repositories

Section 4

Compound Terms and Unit Modifiers

A **compound term** can appear in one of three forms: (1) open (e.g., nuclear power plant, mill tailings site), (2) solid (e.g., rulemaking, runoff), (3) hyphenated (e.g., full-scale simulation, fitness-for-duty program).

Chapters 6 and 7 of the *GPO Style Manual* present guidance for compounding words and a list of words indicating whether to use them open, solid, or hyphenated. Consult these chapters in addition to the guidance in the rest of this section about hyphenation.

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

- an NRC-sponsored study (*but*—a study sponsored by NRC)
- an industry-sponsored study (*but*—a study sponsored by industry)
- These situations will be handled on a case-by-case basis. (*but*—These situations will be handled case by case.)

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

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

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

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

Type	Example
Modifier plus present participle	far-reaching effects hard-working staff fear-producing accident thought-provoking analysis

(Cont.)

Type	Example
Modifier plus past participle	safety-related activities coal-fired plants performance-based incentives well-defined plan much-acclaimed study long-lived isotope
Modifier ending in <i>ly</i> (These do not require the hyphen.)	poorly managed plant effectively managed branch
Multiple-word modifier	not-in-my-backyard attitude easy-to-read document
Suspended modifier (i.e., use of a unit common to a series of unit modifiers)	industry- and agency-sponsored studies long- and short-term goals 8-, 9-, and 10-hour days
Unit modifiers in which both units are capitalized (These do not require the hyphen.)	an Appendix A criterion
Unit modifiers in which one unit is capitalized (These do require the hyphen.)	PDR-available documents NRC-prepared report
Unit modifiers that include numbers (See also Section 5 of this guide.)	18-inch-diameter pipe six-person team two-shift operation
2 Usually, do not hyphenate chemical and physical terms.	<ul style="list-style-type: none"> ■ boric acid solution ■ carbon monoxide gas ■ equivalent uranium content ■ hydrogen ion activity

Section 5

Numbers

-
- 1 Spell out the numbers **one through nine**.
- Four reactor licensees reported seven events.
 - The crew replaced four pipes, six valves, and nine gears in record time.
-
- 2 Use figures for a single number of **10 or more**.
- During August 1985, 21 plants submitted the required reports on time.
 - About 30 engineers attended the meeting.
-
- 3 Spell out a number that begins a sentence, and spell out related numbers at the beginning of a sentence separated by no more than three words, or, alternatively, revise the sentence to avoid using a number to begin the sentence.
- Part 20 of Title 10 of the *Code of Federal Regulations* requires radiation protection plans for certain facilities. (*not* 10 CFR Part 20 requires...)
 - Seventy or, perhaps, eighty square miles were affected by the aftershock. *or* The aftershock affected approximately 70 or 80 square miles. (*but*—Eight acres of the 12 square miles affected by the aftershock were within the site boundary.)
-
- 4 When two or more **related numbers** appear in a sentence and **one of them is 10 or more**, use a figure for each number.
- The inspectors found fractured pipes in four plants: 6 in Fermi, 10 in Watts Bar, 2 in Monticello, and 4 in Susquehanna.
 - The NRC received comments from 13 utilities, 18 public interest groups, 3 unions, 6 utility organizations, and 2 interested persons.
-

- 5 Use figures to express a unit of measurement, such as **time or money**. This usage does not affect other numerical expressions in a sentence.
- 2 feet
 - 15 years
 - 3.5 percent
 - 6-inch-diameter pipe
 - Three NRC travelers left the office at 3:30 p.m. for a 4-day trip to join an eight-person advisory committee on radiation safety. Each traveler had to travel approximately 50 miles per day and each had a \$600 travel advance. On this trip, a business day lasted about 10 1/2 hours—beginning at 8 a.m. and ending about 6:30 p.m.—with a 1-hour break for lunch. Of the 8 members of the committee, 4 supervised a staff of 11 or more health physicists.

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

<u>Tables and illustrations</u>	<u>Text</u>
3 mi	3 miles
12 in.	12 inches
12"	12 inches
3'-6'	3 feet to 6 feet
8" x 12"	8 inches by 12 inches
1500 psi	1500 pounds per square inch
33%	33 percent
0.5 gal	0.5 gallon
1.8 oz	1.8 ounces
1-1/2 r/min	1-1/2 revolutions per minute

-
- 7 Spell out indefinite numerical expressions—"about," "nearly," "around," and "approximately" are not considered indefinite (see the example in Item 5 of this section).
- the early seventies (*but*—nearly the 1970s)
 - midforties (*but*—around 1945)
 - a hundred and one reasons (*but*—he cited about 10 reasons)
-
- 8 An ordinal number expresses degree or sequence. Apply the general rules for numbers in this section to **ordinal numbers**.
- The accident rate for the fourth quarter indicated that the training had been effective.
 - Surprisingly, the 19th and 20th years of plant operation produced the highest income.
 - on the 27th of March (*not* on March 27th)
-
- 9 When two numbers appear in sequence, use a figure for one and spell out the other.
- The inspector examined twelve 12-inch-diameter pipes.
 - The fold-out page consisted of seven 2-inch columns of figures.
-
- 10 Use figures in all mathematical expressions.
- multiplied by 4
 - a factor of 9
-
- 11 Spell out a fraction standing alone, a fraction followed by *of a* or *of an*, and a fraction approximation.
- The water on three-fourths of the site was contaminated.
 - three-fourths of a mile
 - seven-eighths of an inch
 - The team leader has reviewed nearly three-fourths of the inspection report.
-

-
- | | |
|--|---|
| 12 For a spelled-out fraction, hyphenate words forming a numerator or denominator unless either already contains a hyphen. | ■ three-fifths
■ six thirty-fifths
■ twenty-one thirty-fifths |
| <hr/> | |
| 13 Use figures for a fraction in a unit modifier . | ■ 1/2-inch width
■ 3/4-mile radius |
| <hr/> | |
| 14 Use figures when combining whole numbers and fractions | ■ 2 1/2 times as large
■ 1 1/2 inches wide |
| <hr/> | |
| 15 Use figures for all decimals . | ■ 0.5 gallon
■ 1.8 meters |
| <hr/> | |
| 16 Use a decimal point only for monetary amounts that include cents, but omit for even dollar amounts. | ■ \$150.10
■ \$150 |
| <hr/> | |
| 17 For quantities of less than one, use a zero before the decimal point unless the quantity could never reach one, such as for the caliber of a gun. Use zero after a decimal point if the zero is followed by other numbers or if it is a significant number, that is, the zero is holding a place. | ■ 0.5 part (<i>but—</i> .44 caliber)
■ 5.04
■ 5.003 (<i>but—</i> 5) |
| <hr/> | |
| 18 Use subscripts to indicate the base for a number system and the number of atoms of an element in a molecule. | ■ 25 ₈
■ H ₂ |
| <hr/> | |
| 19 Use superscripts for exponents and to indicate the mass number of an isotope (see also Section 3, Item 6, of this guide). | ■ 2 ⁵
■ ²³⁵ U |
| <hr/> | |
| 20 Generally, do not use the computer printout abbreviation for an exponent in text or tables. Use of computer printout abbreviations is acceptable for computer codes. | ■ 8 ³ (<i>not</i> 8**3)
■ 8x10 ³ (<i>not</i> 8E3)
■ 8x10 ⁻³ (<i>not</i> 8E-3) |
-

21 Use **commas** every three places starting at the right to **separate numbers over four** digits. But, use commas to separate numbers of *four or more* digits in tables or columns or if the four-digit number is in a series of numbers over four digits in a sentence.

- There were 5000 comments on the proposed rule.
- There were 50,000 responses to the questionnaire.
- There were 3,000 responses to the first questionnaire and 15,000 to the second.

■ Table

5,000
50,000
1,000,000

22 To aid comprehension, spell out **million or billion**.

- \$12 million
- \$1 1/4 billion
- \$5 to \$10 million
- 4.2 billion years
- population of 2.8 million

Section 6

Punctuation

- 1 Use a comma after each member of a series of three or more words, letters, figures, phrases, or clauses.

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

- footnotes, references, and bibliographies
- between A, B, or C
- neither in 1983, 1985, nor 1988
- in the morning, in the afternoon, but not in the evening
- The section leader wrote the proposal, the branch chief reviewed it, and the division director signed it.
- In addition, the NRC may, after assessing a situation, order a licensee to continue, curtail, or expand operations; ensure compliance with security and safeguards programs; and maintain records of these emergency actions.

- 2 Use a comma after an introductory phrase of five or more words; use of a comma after a shorter introductory phrase is optional.

- After realizing that they could not adhere to the day's agenda, they re-scheduled three topics for discussion.
- Next Tuesday the proposals should arrive. *or*
- Next Tuesday, the proposals should arrive.

- 3 Place a comma before a direct quotation of a few words.

- He said, "The tube has been welded."
- "But," the welder said, "it is only a temporary measure."

- 4 Use a comma before and after an explanatory equivalent of another word or phrase.

- John Barker, President of TRCO, met with the Chairman.
- The American National Standards Institute has published a more recent standard, "Scientific and Technical Reports: Organization, Preparation, and Production," ANSI Z39.18-1987.

- 5 Use a comma before and after the year in a three-element date written in the order of month, day, and year.

- The March 27, 1988, memorandum responded to the questions. — or revise to read — The memorandum, dated March 27, 1988, responded to the questions.
- On March 27, 1988, he attended the conference.

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

- March 27
- March 1988
- 27 March 1988 (military usage)

- 6 Use a comma before and after the State when citing the city and State in text.

- The meeting is in Chicago, Illinois, on April 4, 1988, at 3 p.m.

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

- Bethesda, MD 20014

- 7 Use a comma before and after *Inc.* when writing a company name.

- The staff will meet with Chem-Nuclear Systems, Inc., on September 5, 1988.

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

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

- 9 Use a **comma before the conjunction** in a compound sentence.
- The full-power license was approved in June 1973, but the plant did not reach full power until March 1974
 - I plan to arrive at the site on Tuesday, and I am scheduled to begin the inspection on Wednesday.
-
- 10 Use a **semicolon to separate closely related or contrasting statements**.
- He agrees; I do not.
-
- 11 Use a **period after items in a list** if each item is a complete sentence.
- She has a full itinerary:
 1. Monday, she flies to New York.
 2. Tuesday, she chairs the conference.
 3. Wednesday, she conducts a hearing.
 4. Thursday, she addresses the council.
-
- 12 Use a **colon after a complete clause to introduce a list**, whether or not the list is within a sentence (see also Section 9, Item 2, of this guide).
- She was responsible for the following:
 1. basic research
 2. confirmatory research
 3. written results
 - The test measures three areas of performance: management motives, management strengths, and styles of leadership.
-
- 13 Use **dashes (two unseparated hyphens, if type-written)** to mark an abrupt change in thought.
- Provide several publications—in addition to your resume—to highlight your qualifications.
-

- 14 Use dashes to replace commas around an interrupting element with heavy internal punctuation.
- The group—engineers, managers, and administrators—toured the facility.
-
- 15 Punctuate a sentence with parentheses the same as a sentence without parentheses. Do not precede an opening parenthesis with a comma.
- The inspector visited three of the five regions (I, III, and V).
 - Before leaving the site (late Friday afternoon), he submitted his report.
 - The high-level waste regulation (10 CFR Part 60) establishes the requirements for site characterization of a geologic repository that an applicant must comply with. (The Department of Energy will be the only applicant to use the part.)
-
- 16 Place the period inside a quotation mark.
- He said, "The project is due today."
-
- 17 Use a colon before a lengthy quotation. Indent a quotation of five or more lines on the right and left and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

- The excerpt from Bulletin 4145-220 follows:

The purpose of the program is to provide income protection to employees affected by a medical emergency through the voluntary donation of annual leave by other employees. This temporary 5-year program will expire on October 31, 1993.

Section 7

Footnotes and Credit Lines

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

- | | |
|---|--|
| <p>1 Place a footnote on the same page or under the same column as its reference.</p> | <p>■ The Office for Analysis and Evaluation of Operational Data (AEOD) reviews reports of medical misadministrations of radiopharmaceuticals or radiation from isotopes regulated by NRC.¹ AEOD's review of these reports submitted to NRC during 1988 is documented in this appendix.</p> <hr/> <p>¹The Atomic Energy Act of 1954, as amended in 1974, limits the NRC's regulation of radioactive materials to reactor-produced isotopes.</p> |
| <p>2 Place a footnote reference (i.e., a superscript number, symbol, or letter) applicable only to information in parentheses or brackets inside the closing parenthesis or bracket.</p> | <p>■ The position closed April 4, 1988. (Six engineers applied.*)</p> |
| <p>3 Place a footnote reference outside all punctuation except the dash.</p> | <p>■ The trip from the site to the airport ** — about 60 miles — was slow and tiring.</p> |
| <p>4 Separate a footnote reference from the word preceding it by a thin space (a half space, if typewritten) unless it is preceded by a punctuation mark (e.g., a period, comma, quotation mark).</p> | <p>■ This nuclear waste is regulated by NRC * and its container bears a classification label.</p> |
-

- 5 **Separate footnote references occurring together by a thin space.** ■ This topic was discussed in the previous three meetings.^{1 2 3}
- 6 **Place footnotes to a table or figure, which are handled independently from footnotes to text, immediately under the table or figure.**

Use a symbol or letter rather than a number for a footnote reference if a number could be confused with the content of the table.

In a table, place a footnote reference to the right of a column of text or symbols and to the left of a column of figures.

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

*An NREER database record may be associated with more than one category of event.
 **These numbers would be significantly higher if all lost or leaking static elimination devices had been reported (see Section 2.1.1.3).
 ***Other includes categories such as medical, transportation, and miscellaneous.

- 7 Place a **credit or source line for a table or figure**, which identifies where the data were obtained, directly under and flush left with the last footnote. For a figure without footnotes, place the source line directly under and flush left with the title. For a table without footnotes, place the source line directly under and flush left with the table.

- Figure 4.3 Chernobyl data evaluation of power vs. time during core destruction phase (Sheron, 1986)

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

Section 8

References

1 Purpose

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

2 Availability

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

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

Classified report. Not publicly available.

or

Proprietary information. Not publicly available.

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

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

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

3 Placement

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

4 Legal Citations

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

5 Listing and Identifying References

- Most references include the following information. Order the information appropriate to each reference as follows, and separate the components by commas:
 - **Author**—individual, agency, corporation, or association
 - **Title**—Italicize (underline, if typewritten) the title of a book and enclose the title of a journal article or the chapter of a book in quotation marks. Place the title of a journal article before the italicized name of a journal. Enclose the title of a technical report, a regulatory guide, and an industry code or standard in quotation marks.
 - **Publisher and location**
 - **Volume**
 - **Page number**
 - **Date**
- When re-citing a reference in the text, spell out the word *reference* (e.g., “As indicated in Reference 1, retraining is required.”)

5.1 Listing by Category of Document

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

Listing references

- Categorize the references by name of author or type of document (e.g., correspondence, codes and standards), but do not include NRC documents in the list of references.
- For codes and standards, identify the subcategories (e.g., ANS, IEEE), and list the references alphabetically and sequentially by number. Place this category last in the list of references.
- For the first document listed in each category, give all the components of information for a reference (see Item 5 in this section) except the publisher and location for documents covered by the availability notice, and for each subsequent document, give only its alphanumeric designator, title, and date, in that order.
- List the references alphabetically or, as appropriate, sequentially by number.
- List a single author or the first author, if more than one, by last name, first initial, middle initial, if available. List subsequent authors by first initial, middle initial, last name. For more than three authors, follow the first author by et al.

Identifying references in the text

- Identify a reference in the text so that it is easy to find—in parentheses by an alphanumeric designator or some other descriptive information, or directly in a sentence:
 - (NUREG-0800)
 - (NRC Bulletin 89-11)
 - (Smith, 1987)

- The evaluation (Smith and Jones, 1987) showed that....
- The report by Smith and Jones (1987)....
- Smith and Jones (1987) reported....
- Identify a reference in text to correspond to the way it appears in the list of references: (Smith, 1987) should appear in the list of references under Smith's name rather than under the number of Smith's report.
- Identify multiple documents written by one author first by date, and then alphabetically by lowercase letter: (Smith, 1987), (Smith, 1988a), (Smith, 1988b).
- Cite a particular page, chapter, figure, table, or equation in the text rather than in the list of references, if possible.

5.2 Listing Sequentially by Number

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

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

Listing references

- List the references in the same order that the information referenced appears in the text, that is, sequentially by number.
- Order the components of information appropriate to the references as indicated in Item 5 of this section.
- List all authors by first initial, middle initial, if available, and last name.

Identifying references in the text

- Identify a reference parenthetically in the text, using Arabic numerals and abbreviating the word *reference*: (Ref. 1) or (Refs. 3–8).

6 Cross-References

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

Section 9

Federal Register Documents

The Office of the Federal Register (OFR) requires that rulemakings, petitions for rulemakings, and general notices submitted for publication in the *Federal Register* comply with its format requirements. The following basic style guidance is consistent with these OFR requirements. For additional specific procedural guidance, consult NRC's *Regulations Handbook*, NUREG/BR-0053, Rev. 1.

- 1 **Capitalize only the first word of a section heading**, unless the components of the section heading are separated by a colon. Place a period at the end of the section heading.
 - § 4.62 Right to counsel.
 - § 53.13 Contents of a request: Alternatives.

- 2 **Capitalize the first word of each item in a list that follows a colon or a dash** (use a colon following a complete statement and a dash following a phrase). **Use a semicolon after each item in a list and a conjunction after the next-to-last item in the list unless each item in the list is a complete sentence.**
 - § 53.12 Contents of request.

A request for a Commission determination under this part must include the following general information:

 - (a) Name and address...is sought;
 - (b) The civilian nuclear...is being made; and
 - (c) Explanation of why...is needed.
 - § 55.57 Renewal of a license.
 - (a) The applicant for renewal of a license shall—
 - (1) Complete and sign Form 38.
 - (2) File an original form and two copies as specified in § 55.5(b).

- 3 **Capitalize the first word of terms to be defined in a Definitions section.** Enclose the terms to be defined in quotation marks, and list the terms, without designation, in alphabetical order.
 - "Buffer zone" means....
 - "Active maintenance" means....
 - "Commission" means....

4 Capitalize the first word of a table or figure and all proper nouns in the title of a table or figure. Also capitalize the first word of a column heading.

- Figure 1. Criteria for free-drop test
- Table 3. Estimates of truck accidents in Virginia
- Package weight

Free-drop distance

5 Use the following format when referring to a title or portion of a title of the *Code of Federal Regulations* (see also Section 5, Item 3, of this guide):

- Title—Title 10 of the *Code of Federal Regulations*
- Chapter—10 CFR Chapter 1
- Part—10 CFR Part 50
- Section—10 CFR 50.16
- Appendix—10 CFR Part 50, Appendix R, or Appendix R to 10 CFR Part 50

6 Use the following conventions for documents to be published in the *Federal Register*:

- FR *Federal Register*
- CFR *Code of Federal Regulations*
- U.S.C. *United States Code*
- Pub. L. Public Law
- Stat. *U.S. Statutes at Large*
- E.O. Executive Order
- Proc. Proclamation
- sec. Section of a Statute

- § 2.8 Section of a regulation (except use the word rather than the symbol to begin a sentence). Place a space between the symbol and the figure.
 - D.C. District of Columbia, unless part of a mailing address requiring a ZIP Code, then use DC.
 - NW. Section within D.C. or other cities.
-
- 7 To indicate a requirement in a rule, use *shall* with a person or organization and *must* with an inanimate subject. To indicate a prohibition, use *may not*. This usage of these words is applicable to NRC Management Directives.
- The licensee shall record the data in a log.
 - The data must include the date and purpose of the visit and the visitor's name and affiliation.
 - The visitor may not enter any vital area.
-
- 8 When submitting documents to be published in the *Federal Register*, do not italicize (underscore, if typewritten) the words *Federal Register* because the Office of the Federal Register prints these words as capital letters regardless of how they are submitted. When referring to the *Federal Register* in other documents, it is appropriate to italicize *Federal Register* because it is the title of a publication.
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Appendix

1 Availability

1.1 Notice from a NUREG-Series Report

AVAILABILITY NOTICE

Availability of Reference Materials Cited in NRC Publications

Most documents cited in NRC publications will be available from one of the following sources:

1. The NRC Public Document Room, 2120 L Street, NW, Lower Level, Washington, DC 20555
2. The Superintendent of Documents, U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20013-7082
3. The National Technical Information Service, Springfield, VA 22161

Although the listing that follows represents the majority of documents cited in NRC publications, it is not intended to be exhaustive.

Referenced documents available for inspection and copying for a fee from the NRC Public Document Room include NRC correspondence and internal NRC memoranda; NRC Office of Inspection and Enforcement bulletins, circulars, information notices, inspection and investigation notices; Licensee Event Reports; vendor reports and correspondence; Commission papers; and applicant and licensee documents and correspondence.

The following documents in the NUREG series are available for purchase from the GPO Sales Program: formal NRC staff and contractor reports, NRC-sponsored conference proceedings, and NRC booklets and brochures. Also available are Regulatory Guides, NRC regulations in the *Code of Federal Regulations*, and *Nuclear Regulatory Commission Issuances*.

Documents available from the National Technical Information Service include NUREG series reports and technical reports prepared by other federal agencies and reports prepared by the Atomic Energy Commission, forerunner agency to the Nuclear Regulatory Commission.

Documents available from public and special technical libraries include all open literature items, such as books, journal and periodical articles, and transactions. *Federal Register* notices, federal and state legislation, and congressional reports can usually be obtained from these libraries.

Documents such as theses, dissertations, foreign reports and translations, and non-NRC conference proceedings are available for purchase from the organization sponsoring the publication cited.

Single copies of NRC draft reports are available free, to the extent of supply, upon written request to the Office of Information Resources Management, Distribution Section, U.S. Nuclear Regulatory Commission, Washington, DC 20555.

Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at the NRC Library, 7920 Norfolk Avenue, Bethesda, Maryland, and are available there for reference use by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from the American National Standards Institute, 1430 Broadway, New York, NY 10018.

1.2 Statements

- Available from most public libraries.
- Available from most technical libraries.
- Unclassified NRC correspondence and Commission Papers with *SECY* designators are available for inspection or copying for a fee in the NRC Public Document Room, 2120 L Street (Lower Level), NW., Washington, D.C.
- A free single copy of draft (*document*) is available to the extent of supply by writing to the Distribution and Services Unit, U.S. Nuclear Regulatory Commission, Washington, DC 20555. A copy is available for inspection or copying for a fee in the NRC Public Document Room, 2120 L Street (Lower Level), NW., Washington, D.C.
- A copy of (*document*) is available for inspection or copying for a fee in the NRC Public Document Room, 2120 L Street (Lower Level), NW., Washington, D.C. Copies may be purchased from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20013-7082 or the National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161.

2 Categorical References

2.1 Sample List

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

Appendix

Conference proceedings article	Coutant, C.C., "Striped Bass and the Management of Cooling Lakes" (S.S. Lee and S. Sengupta, eds.), <i>Proceedings of the 3rd Conference on Waste-Heat Management and Utilization, 11-13 May 1981</i> , Hemisphere Publishing Co., Washington, D.C., 1982.
Newspaper article, news service	"GSU Gets Second Chance To Put River Bend Cost in Rates," (Associated Press), <i>State Times</i> , Baton Rouge, Louisiana, p. B5, September 21, 1989.
Correspondence	Hickling, W.C., U.S. Fish and Wildlife Service, letter to P.S. Check, U.S. Nuclear Regulatory Commission, November 5, 1981.
Newspaper article, one author	Lippman, T.W., "Nuclear Exchange Brewing at NRC: Becquerel, Gray and Sievert May Obliterate Curie, Rad and Rem," <i>The Washington Post</i> , Washington, D.C., p. A15, July 19, 1989.
Book, compiled by editors	Sullivan, T.F.P., and M.L. Heavner, eds., <i>Energy Reference Handbook</i> , Government Institutes, Inc., Rockville, Maryland, 1981.
Technical report, corporate author	Teknekron Research, Inc., "Utility Management and Technical Resources," Executive Summary and Vols. 1-3, McLean, Virginia, May 1980.
Court decision	<i>Three Mile Island Alert, Inc., v. NRC</i> , 771 F. 2nd 720, 740 (D.C. Cir., 1985).
Bill	U.S. Congress, House Committees on Energy and Commerce and Interior and Insular Affairs, "State Nuclear Safety Participation Act of 1987," 100th Cong., 1st sess., H.R. 499, January 7, 1987.
Book, two authors	Waltar, A.E., and A.B. Reynolds, <i>Fast Breeder Reactors</i> , Pergamon Press, New York, 1981.
Public Law, Statutes at Large	<i>West Valley Demonstration Project Act</i> , Pub. L. No. 96-368, 94 Stat. 1347 (1980).

Industry Codes and Standards

- ANSI Standard American National Standards Institute, ANSI N45.2.9-1974, "American National Standard Requirements for Collection, Storage and Maintenance of Quality Assurance Records for Nuclear Power Plants," New York.
- ANS Standards American National Standards Institute/American Nuclear Society, ANSI/ANS 3.1-1978, "Selection and Training of Nuclear Power Plant Personnel," ANS, LaGrange Park, Illinois.
- — — ANSI/ANS 3.5-1981, "Nuclear Power Plant Simulators for Use in Operator Training."
- — — ANSI/ANS 6.4-1977, "American National Standard Guidelines on the Nuclear Analysis and Design of Concrete Radiation Shielding for Nuclear Power Plants."
- ASME Standard American Society of Mechanical Engineers, *Boiler and Pressure Vessel Code*, 1986 edition, Section III, Subsection NCA, "General Requirements for Division 1 and Division 2," 1988 addenda, New York.
- IEEE Standards Institute of Electrical and Electronics Engineers, IEEE Standard 279-1971, "Criteria for Protection Systems for Nuclear Power Generating Stations," Piscataway, New Jersey.
- — — IEEE Standard 323-1974, "IEEE Standard for Qualifying Class 1E Equipment for Nuclear Power Generating Stations."
- — — IEEE Standard 382-1972, "IEEE Trial-Use Guide for Type Test of Class I Electrical Valve Operators for Nuclear Power Generating Stations."

Appendix

2.2 Sample In-Text Identification

- In parentheses: He presented this theory in his book on nuclear fission reactors (Cameron, 1982).
- In a sentence: The effects of mechanical aging have been considered in the design process and the specific qualification test program, using the guidance of NUREG-0588, IEEE Standard 323-1974, IEEE Standard 382-1972, and various operability test procedures.

3 Numerical References

3.1 Sample List

- | | |
|---------------------------------|---|
| Book, one author | 1. I.R. Cameron, <i>Nuclear Fission Reactors</i> , Plenum Publishing Co., New York, 1982. |
| Book, two authors | 2. A.E. Waltar and A.B. Reynolds, <i>Fast Breeder Reactors</i> , Pergamon Press, New York, 1981. |
| Book, more than three authors | 3. T. B. Bonney, et al., <i>Industrial Noise Manual</i> , American Industrial Hygiene Association, Akron, Ohio, 1975. |
| Book, compiled by editors | 4. T.F.P. Sullivan and M. L. Heavner, eds., <i>Energy Reference Handbook</i> , Government Institutes, Inc., Rockville, Maryland, 1981. |
| Journal article | 5. F. Alvarez, "Quantum Gravity: An Introduction to Some Recent Results," <i>Reviews of Modern Physics</i> , 61:561-604. |
| Newspaper article, one author | 6. T. W. Lippman, "Nuclear Exchange Brewing at NRC: Becquerel, Gray and Sievert May Obliterate Curie, Rad and Rem," <i>The Washington Post</i> , Washington, D.C., p. A15, July 19, 1989. |
| Newspaper article, news service | 7. "GSU Gets Second Chance To Put River Bend Cost in Rates," (Associated Press), <i>State Times</i> , Baton Rouge, Louisiana, p. B5, September 21, 1989. |
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| NUREG-series staff report | 8. U.S. Nuclear Regulatory Commission, "Report on the Visit of a U.S. Nuclear Safety Delegation to the Soviet Union, August 19-31, 1988," NUREG-1348, March 1989. |
| NUREG-series contractor report | 9. U.S. Nuclear Regulatory Commission, "Technical Training Reference Manual," NUREG/CR-5172 (BMI-2166), April 1989. |
| NUREG-series draft report | 10. U.S. Nuclear Regulatory Commission, "Regulatory Analysis for USI A-40, 'Seismic Design Criteria'," (Draft Report for Comment) NUREG-1233, April 1988. |
| Draft regulatory guide* | 11. U.S. Nuclear Regulatory Commission, "Personnel Qualification and Training," Task RS 807-5, Division 1, Second Proposed Revision 2 to Regulatory Guide 1.8. |
| Final regulatory guide* | 12. U.S. Nuclear Regulatory Commission, "Station Blackout," Regulatory Guide 1.155. |
| Commission Paper | 13. U.S. Nuclear Regulatory Commission, "Shift Technical Advisors," Commission Paper SECY-80-243, May 13, 1980. |
| Correspondence | 14. W.C. Hickling, U.S. Fish and Wildlife Service, letter to P.S. Check, U.S. Nuclear Regulatory Commission, November 5, 1981. |
| Federal regulation | 15. <i>U.S. Code of Federal Regulations</i> , "Domestic Licensing of Production and Utilization Facilities," Part 50, Chapter I, Title 10, "Energy." |
| <i>Federal Register</i> notice | 16. U.S. Nuclear Regulatory Commission, "Rules of Practice for Domestic Licensing Proceedings & Procedural Changes in the Hearing Process (10 CFR Part 2)," <i>Federal Register</i> , Vol. 54, No. 154, August 11, 1989, pp. 33168-33182. |

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

Appendix

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|---------------------------------|--|
| Applicant and licensee document | 17. Ebasco Services Incorporated, "Generic Issues Report—Evaluation and Resolution of Generic Technical Issues for Conduits and Conduit Supports," Rev. 2, Dockets 50-445/446, March 30, 1987. |
| National standard | 18. American Nuclear Society, "Selection and Training of Nuclear Power Plant Personnel," ANSI/ANS 3.1-1978, LaGrange Park, Illinois. |
| National code | 19. American Society of Mechanical Engineers, <i>Boiler and Pressure Vessel Code</i> , 1986 edition, Section III, Subsection NCA, "General Requirements for Division 1 and Division 2," 1988 addenda, New York. |
| Technical report | 20. Teknekron Research, Inc., "Utility Management and Technical Resources," Executive Summary and Vols. 1-3, McLean, Virginia, May 1980. |
| Conference proceedings article | 21. C.C. Coutant, "Striped Bass and the Management of Cooling Lakes" (S.S. Lee and S. Sengupta, ed.), <i>Proceedings of the 3rd Conference on Waste-Heat Management and Utilization, 11-13 May 1981</i> , Hemisphere Publishing Co., Washington, D.C., 1982. |
| Bill | 22. U.S. Congress, House Committees on Energy and Commerce and Interior and Insular Affairs, "State Nuclear Safety Participation Act of 1987," 100th Cong., 1st sess., H.R. 499, January 7, 1987. |
| Public Law, Statutes at Large | 23. West Valley Demonstration Project Act, Pub. L. No. 96-368, 94 Stat. 1347 (1980). |

- Statute 24. *Administrative Procedure Act*, § 6, 5 U.S.C. § 555 (1982) 22 U.S.C. § 2567 (Supp. 1, 1983).
- Court decision 25. *Three Mile Island Alert, Inc., v. NRC*, 771 F. 2nd 720, 740 (D.C. Cir., 1985).

3.2 Sample In-Text Identification

- He presented this theory in his book on nuclear fission reactors (Ref. 1).
- The division will need to develop an editorial policy for using the International System of Units (Ref. 6).
- Many documents have been published that are related to the accident (Refs. 8 and 11).
- Reference 3 discusses the effects of noise on plant personnel.

Bibliography

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NRC Guidance

U.S. Nuclear Regulatory Commission, "A Handbook of Acronyms and Initialisms," NUREG-0544, Rev. 1, April 1981.

--- "Glossary of Terms," NUREG-0770, June 1981.

--- "Technical Writing Style Guide," NUREG-0650, November 1979.

--- "Regulations Handbook," NUREG/BR-0053, Rev. 1, November 1987.

Other Guidance

American Chemical Society, "Handbook for Authors," Washington, D.C., 1978.

American National Standards Institute, "Scientific and Technical Reports—Organization, Preparation, and Production," ANSI 239.18-1987, New York.

National Archives and Records Administration, Office of the Federal Register, *Document Drafting Handbook*, U.S. Government Printing Office, Washington, D.C., April 1986.

Words Into Type, Third Edition, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1974.

The Chicago Manual of Style, The University of Chicago Press, Chicago and London, 1982.

U.S. Government Printing Office Style Manual, U.S. Government Printing Office, Washington, D.C., 1984.

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This guide addresses the questions of editorial style most frequently posed to NRC's editors by the staff. The solutions are derived for the most part from the *United States Government Printing Office Style Manual*, with exceptions noted. It also provides information on the use of bibliographic reference citations in NRC publications and on the format of documents to be published in the *Federal Register*. This guide updates the style portions of NRC's "Technical Writing Style Guide" (NUREG-0650) and supersedes Supplement 1 to NUREG-0650.

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