FOURTH EDITION

The COPS Office Editorial and Graphics Style Manual

Guide for Authors

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COPS
Community Oriented Policing Services
U.S. Department of Justice

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Fourth edition 2025

Contents

Letter from the COPS Office

Colleagues:

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

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

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

Sincerely,

Robert E. Chapman
Deputy Director, Community Policing Advancement
Office of Community Oriented Policing Services

Introduction

The COPS Office Editorial and Graphics Style Manual: Guide for Authors is the primary writing, editing, and graphics style reference for COPS Office publications and related materials (e.g., correspondence, reports, and forms).

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

The guidelines herein are based on *The Chicago Manual of Style*[1] (18th edition) and the *U.S. Government Printing Office Style Manual: An Official Guide to the Form and Style of Federal Government Printing*[2] (2016 edition), with exceptions reflecting our own common use. "The Big Grammar and Usage List"—an A-to-Z guide on capitalization, abbreviation, spelling, numerals, usage, and more—begins on page 33. Use it as you would a dictionary.

If this manual does not cover an editorial question, use *The Chicago Manual of Style* as your next reference and then the *GPO Style Manual*. If neither answers a style question, use the latest edition of *The Associated Press Stylebook and Libel Manual*[3] as your fourth reference.

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

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

1. *The Chicago Manual of Style* is available online by paid annual subscription at https://www.chicagomanualofstyle.org/home.html. However, the website also offers the free "Chicago-Style Citation Quick Guide," https://www.chicagomanualofstyle.org/tools_citationguide.html.
2. See *U.S. Government Printing Office Style Manual* (Washington, DC: U.S. Government Printing Office, 2016), https://www.govinfo.gov/collection/gpo-style-manual?path=/GPO/U.S.%20Government%20Publishing%20Office%20Style%20Manual.
3. The *Associated Press Stylebook* is available online by paid annual subscription at https://www.apstylebook.com.
4. See "Merriam-Webster," https://www.merriam-webster.com.
5. See "The Bluebook," https://www.legalbluebook.com.

The Publishing Process

Manuscripts should be drafted in Microsoft Word, if possible, or in another word processing platform—**not in a collaborative environment like Google Docs.** Once the author has finished drafting the manuscript and submitted it to the project manager (PM), the normal timeline from review to publication is approximately three months. The phases are as follows:

Development

1. **PM review.** The PM reviews the manuscript to ensure that it meets the goals of the award and project; it addresses the appropriate topic and audience, etc.; and names are correctly spelled and statistics accurately represented Afterward, the PM works with the author to address any questions or suggestions.

2. **Peer review (~4 weeks).** After approving the manuscript, the PM submits it to three subject matter experts (SME), who normally include a senior-level practitioner, a line-level practitioner, and an applied academic with practical experience in the given topic. The COPS Office asks all peer reviewers to respond to a standard set of questions; however, the PM seeks the author's input to include any additional questions. **EXCEPTIONS:** Reports resulting from meetings or manuscripts collaboratively written by SMEs do not require peer review.

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

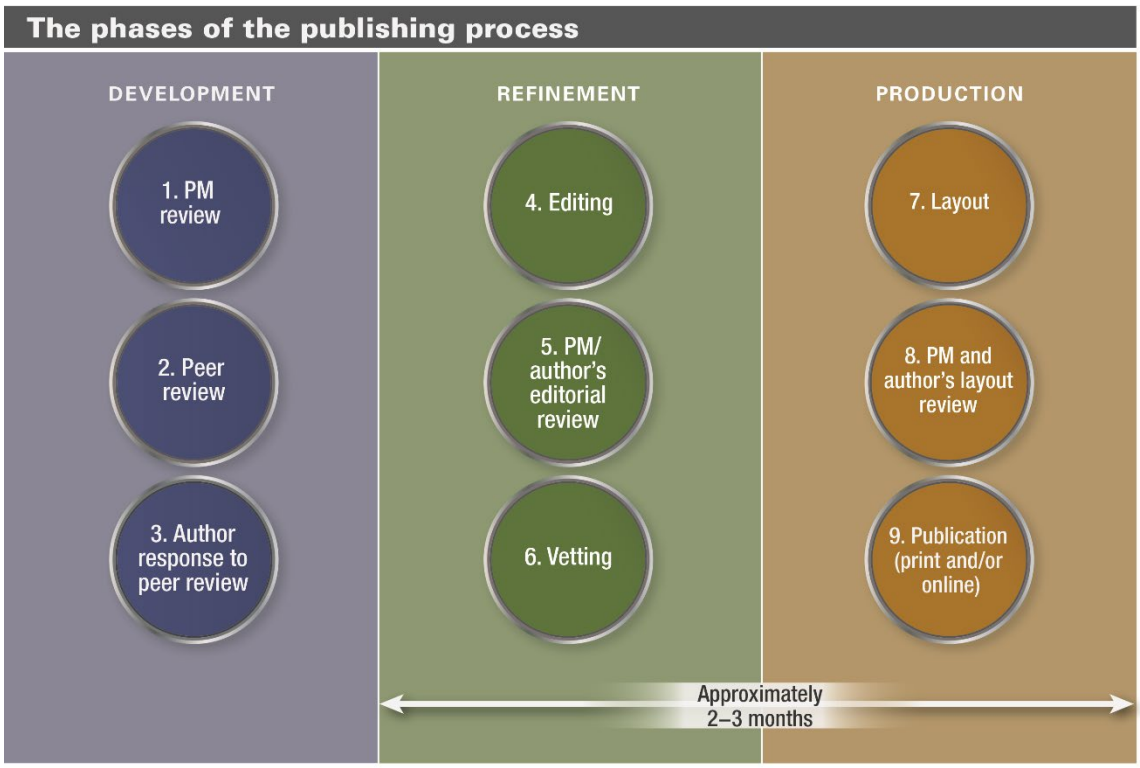
Refinement

4. **Editing (~3–4 weeks).** After approving the necessary changes, the PM submits the manuscript for editing. The COPS Office editors review the manuscript for grammar, consistency, and comprehension; check for correct spelling of names and representation of statistics; and ensure the format follows the *COPS Office Style Manual*. The two-week time frame depends on workflow and the manuscript's page count.

   Note: Authors and PMs should familiarize themselves with "References and Documentation" on page 13.

5. **PM/author's editorial review.** After reviewing the edits, the PM forwards the manuscript to the author for review and approval. (Conversion at this stage to collaborative environments such as Google Docs causes the document format not to follow the COPS Office Style Manual; it is important to keep the manuscript in a word processing platform throughout the process.) Again the PM works with the author until both, plus the lead editor, deem the final manuscript acceptable. This process can take anywhere from one week to several months, depending on length and priority.

6. **Vetting (~2 weeks).** Once the author/PM and editor have agreed on the final manuscript, the PM must submit the manuscript to internal reviewers or, if the manuscript references law enforcement or other agencies, to other divisions of the U.S. Department of Justice. When the reviewers have finished the vetting process, the PM and author review any resulting changes and resubmit necessary changes to editing for review.



Production

7. **Layout (~4 weeks).** After the peer review, editing, and vetting processes, the editor submits the final manuscript to the graphic designers for layout. The designers work with the PM to ensure the design is appropriate for the audience and topic.

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

   Note: The authors and PMs should familiarize themselves with the "General copy requirements" on page 7. See also "Figures, tables, and photos" on page 8.

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

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

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

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

Preparing Manuscript Documents for Submission

Authors must prepare manuscripts according to certain standards to help the COPS Office Publishing & Creative Resource group ensure the authors' intent, save time in development, and decrease the number of reviews.

The COPS Office editor reviews and edits all submitted manuscripts to bring them into compliance with *The COPS Office Editorial and Graphics Style Manual: Guide for Authors* (3rd edition), which is included in every award packet from the COPS Office. Please familiarize yourself with this manual and use it for guidance when preparing written materials for all COPS Office projects.

Authors must prepare manuscripts according to certain standards to help the COPS Office Publishing & Creative Resources group ensure the author's intent.

As stated in the introduction, the COPS Office style manual is based primarily on the latest edition of *The Chicago Manual of Style* and, when necessary, the *GPO Style Manual* and *The AP Stylebook*.

General copy requirements

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

1. Save the manuscript in Microsoft Word: Turn off "Track Changes" and accept all revisions.
2. Provide complete citations for all quotations and paraphrased passages, including statistics. All sources must be properly cited; providing only a URL is not sufficient. See "References and Documentation" on page 13.
3. Ensure endnotes, footnotes, text citations, and references are formatted consistently. See "References and Documentation" on page 13.
4. Include a table of contents to make the hierarchy for all chapters and subsections clear.
5. Number, title, source, and cross-reference to all illustrative items (figures, charts, etc.). See "Figures, tables, and photos" on page 8.
6. Verify all URL addresses in the manuscript still work.

If able, authors should also do the following:

1. Use a few of Word's preset style tags to set the hierarchy of the manuscript. Basic style tags include the following: Heading 1, Heading 2, Heading 3, etc.; Body Text; List Number; and List Bullet.
2. All notes should be dynamic: i.e., the numbered references that appear in the main body of text link to where they appear at the bottom of the page or end of the manuscript.

Figures, tables, and photos

Author guidelines for incorporating these types of illustrative items are as follows:

1. **Identification.** The author must number figures (i.e., photos discussed in the body of text, charts, and graphs) sequentially. Tables must be numbered separately from figures. The number should appear above each figure or table, followed by a descriptive title using sentence case. (See also number 4, "Captions," within this list.)
   Example: Figure 1. Components of multiple casualty violence prevention
   Example: Table 7.3. Agencies participating in site visits

2. **Text cross-reference.** The author must reference all numbered figures and tables in the main body of text. **Example:** (See figure 3.)

3. **Placement.** The author should place figures and tables in the manuscript's main body of text or in a separate document. Regardless of placement, each figure and table still requires an identifying number and title above it.

   a. If placed in the manuscript, the figure or table should be placed after it is mentioned in text and as near as possible.

   b. If the authors provide the figure or table in a separate document or as separate files, the authors should include instructions in brackets in the manuscript, indicating where the figure or table should ideally appear.
      Example: [Insert figure # about here.]

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

4. **Captions.** Photos that are included for visual interest to depict a specific person, place, item, or event but that are not discussed in the main body of text (see also number 1, "Identification," within this list) must include a caption, which should be placed beneath the photo and use sentence case. If all the captions are fragments, then they should not conclude with a period. However, if some captions are fragments and some are complete sentences, then all should conclude with a period for the sake of consistency, though changing the fragmented captions into complete sentences would be preferable.
   Example: Detective Smith, ABC (Washington) Police Department, spoke with local community members about youth safety on September 16, 2016.
   Example: Detective Smith, ABC (Washington) Police Department, speaking with local community members about youth safety on September 16, 2016

5. **Permissions and credits. The author is responsible for obtaining these** from the copyright holder of all figures, tables, photos, etc. that the author wishes to use in the publication. The author should place the appropriate amount of information beneath each element (see "References and Documentation" on page 13), use sentence case, and not conclude with a period. **Example:** Source: Adapted from Carlson 2012

   The author is responsible for obtaining permissions and credits.

   Note: Begin requesting permission as early as possible—it can take a long time (sometimes months). Submit the permissions and credits for each copyrighted item to the COPS Office prior to vetting. See "Permissions and credits" on page 23.

6. **Format and resolution.** Submitting editable charts, graphs, tables, etc. within the manuscript is preferable. If these items are available only as images, then submit them in the following formats (also with editable text): **.eps** and **.ai**. For photos, the COPS Office uses the following formats: **.tif**, **.eps**, **.ai**, and **.psd**.

   Raster images should be no less than a printing resolution of 300 dpi. Note: Even if the intention of a publication is that it be web only, high resolution is still desirable, as web users may print the publication or the COPS Office may print it at a later date.

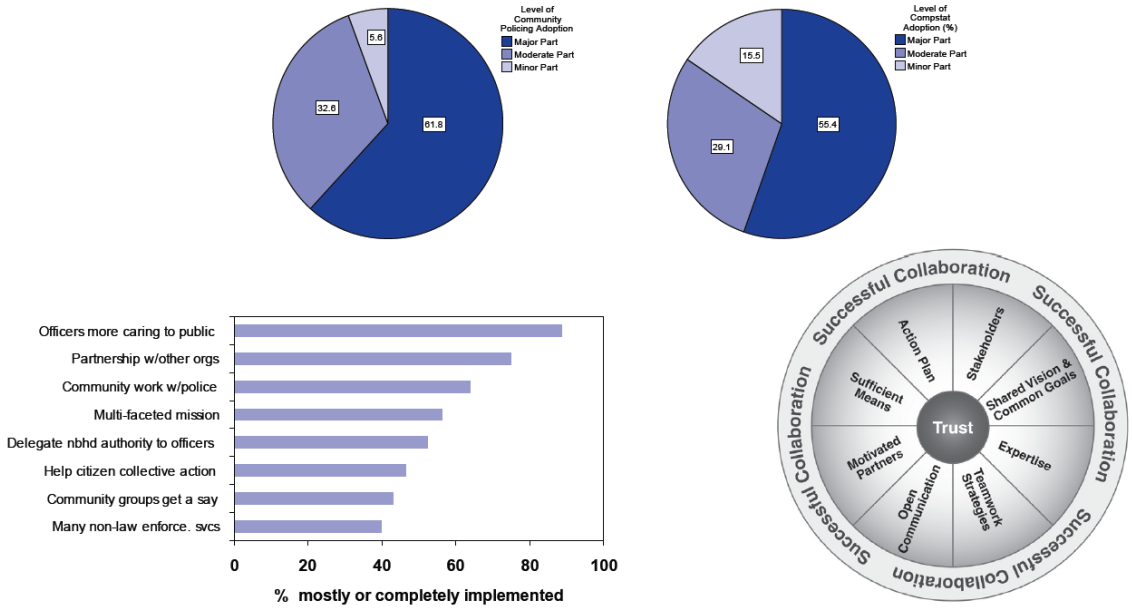
   Images placed in Microsoft Word documents are not desirable. Unless the author has already collected or packaged images with an InDesign file, the author should provide the image files in their original form. If transmitted via email or FTP, the author can bundle them in a zipped file.

When the manuscript is ready for layout (see "The Publishing Process" on page 3), COPS Office graphic designers recreate or design graphs and charts to be in line with COPS Office graphic standards and to be consistent with the overall design of the publication (see figure 1 on page 10). In such cases, graphics embedded in Microsoft Word are acceptable only for visual guidance.

COPS Office graphic designers try to place these illustrative items on the same page where they are cross-referenced in the body of text or on the page facing the cross-reference. If the size or nature of a particular item makes that impossible, the designers place it on a following page but as close as possible. In addition, the text cross-reference then includes the page number to the illustrative item. **Example:** (See figure 8 on page #.)

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

Figure 1. Example of illustrative items redesigned for consistency



Organization of content

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

Front matter

1. Title page
2. Disclaimer page
   a. Disclaimer
   b. Author's copyright information
   c. Recommended citation
   d. Year of publication
3. (Table of) Contents
4. Letter from the COPS Office director
5. Letters from other organizational heads
6. Foreword
7. Preface
8. Acknowledgments
9. Introduction
10. Main copy/text

Back matter

1. Appendices
2. Abbreviations
3. Glossary
4. Notes
5. Bibliography or references
6. About the authors
7. About other organizations
8. About the COPS Office

Required pages

Disclaimer

The COPS Office editor adds the correct disclaimer language to the copyright page of the manuscript. The disclaimer typically includes the grant or cooperative agreement number, which the COPS Office project manager provides the editor.

The editor also adds a statement regarding the viability of any internet references, a recommended citation, and the year of publication.

About the COPS Office

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

Letter from the COPS Office director and other agencies' letters

Each publication should include a letter from the director of the COPS Office, which the publication's editor is responsible for drafting.

For all letters, the format of the signature should be as follows: the person's name on the first line; their position or title on the second line; and the complete name of the company, division, or institution on the final line (or lines). **Example:**

First and Last Name
Director
Office of Community Oriented Policing Services

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

Manuscript approval

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

- **Use Track Changes to record all new edits/changes to the manuscript.** (Doing so speeds up the editor's next review.)
- Accept the editor's changes that the PM/author agrees with.

- Comment on the editor's changes that the PM/author disagrees with; don't delete or reject them. Note: This dialogue between the author/PM and editor can help to reveal the missing link between what the author is trying to convey and what they are (or are not) actually saying.
- Reply to all of the editor's questions, and supply any missing elements or text.

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

References and Documentation

Authors must provide citations (and sometimes permissions) for quotations or paraphrased material that originated from another source. We ask that our grantees and authors use the following citation formats when preparing documents for the COPS Office and consult the latest edition of *The Chicago Manual of Style* for additional information.

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

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

About footnotes, endnotes, and bibliographies

Footnotes provide readers with immediate knowledge of the sources mentioned in the body of text and any supporting information. *Endnotes*, which can appear at the end of the publication or the end of each chapter, are suited for publications with many sources that would otherwise crowd the bottom of a publication if presented as footnotes. The COPS Office editor determines which type of note is appropriate.

A bibliography includes sources cited throughout the publication and may include additional resources for further reading. To coincide with notes, the bibliography is alphabetized by the author's last name and the publication's title.

For manuscripts that use notes but no bibliography, the author must provide the full citation (author, title, publisher, year, etc.) upon first mention (see the "Examples" section on page 15). After first mention, use the shortened form of the citation (never use ibid.): i.e., include only the author's last name, approximately four key words of the title, the page numbers being referenced, and in parentheses the number of the original note that provides the entire citation. **Example:** Meares, "Legitimacy of Police," 654 (see note 23).

If the manuscript provides a bibliography that includes all cited sources, then the notes should appear in only their shortened form and not include any cross-references. **Example:**

> **Bibliography.** Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August 2001): 195–226. https://doi.org/10.1177%2F0022427801038003001.
>
> **Shortened note.** Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence," 195–226.

Do not use Word's built-in Insert Citation or automated bibliography functions.

Do not use Word's built-in Insert Citation or automated bibliography functions.

Notes' reference numbers that appear in the body of text follow punctuation marks except for the dash. If a single note includes several citations, separate each citation with a semicolon. The order of the citations can be based on importance, be alphabetical, or be arranged according to year. **Example:** Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence," 195–226; Meares, "Legitimacy of Police," 654.

Endnotes always begin with Arabic numerals. Footnotes are usually at the bottom of the page and should be set up using Word's built-in footnote feature. Footnotes should begin with Arabic numerals; however, if a document includes both endnotes and footnotes, the footnotes should begin with either Roman numerals or symbols, and the editor will determine which is appropriate.

Pull quotes, standalone quotes, sidebars, tables, and other copy outside the normal flow of body text cannot be footnoted to the bottom of the page (see the next section).

About text citations and reference lists

Enclosed in parentheses, text citations comprise the author's last name and the year of the publication. Author-date text citations, used mostly in academic and other research-heavy publications, refer readers to an reference list at the end of the publication. This list includes all books and other forms of documentation cited throughout the publication and may include additional resources for further reading. To coincide with the author-date style, the reference list is organized by the author's last name and the year of publication.

Text citations must agree exactly, in both name and date, with the corresponding entries in the reference list; every text citation must have an entry in the complete reference list.

Do not include a comma before the year of publication. For text citations with more than three authors, provide only the first name followed by et al. **Examples:**

(Jones 2006)

(COPS Office 2013)

(Cohen and Ludwig 2003)

(Patterson, Chung, and Swan 2012)

(Braga et al. 2001)

How to cite illustrative items, floating quotes, sidebars, and tables

Illustrative items, floating quotes, sidebars, tables, and other copy outside the normal flow of body text cannot use Word's built-in footnote or endnote feature.

Illustrative items (figures, charts, photos, etc.). Source lines, captions, and discursive notes should be placed directly below the item (see also "Figures, tables, and photos" on page 8; "Permissions and credits" on page 23).

Floating quotes (i.e., pull and standalone quotes). If the quote is not pulled directly from the body text, then an attribution line must follow the quote and include at least the speaker's name, job title, and employer. Attribution lines do not contain full citations; however, the attribution line can also include when and where the speaker made the remarks or the title of the pub in which the quote originated.

Sidebars and tables. These footnotes must appear immediately below their associated sidebars and tables and must be referenced using symbols in the following sequence: * † ‡ §. If a page has more than four symbols, double the sequence: ** †† ‡‡ §§. For tables, footnotes appear after any notes (such as how to read the data) and a source line.

Examples of full citations

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

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

- **Author names.** Reference lists are arranged alphabetically by authors' last names; therefore, invert the name of the first author, giving the last name first. All other author names appear in normal order with commas separating each. In notes, however, all authors' names appear in normal order. (See also "Authors, editors, and translators" on page 21.)
- **Titles.** For all, use initial caps except for prepositions and articles.
- **Cities and states.** When the city is not well known, include the state in the publisher's information (e.g., Livonia, MI; Byram, NJ). Use postal abbreviations without periods (e.g., CA, DC, TX, and IL).
- **Catalog numbers.** If available, provide the NCJ number (National Criminal Justice Reference Service catalog number) at the end of a citation, before the URL or DOI.
- **URLs and DOIs.** When available, provide one or the other at the end of the citation.

The examples that follow are provided in three formats: N = note, B = bibliography, and R = reference.

Books and published reports

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

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

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

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

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

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

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

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

When citing electronic books, include the format as well as the chapter number or section title instead of a page number.

N: 14. Kelly Jacobson, *Magical: An Anthology of Fantasy, Fairy Tales, and Other Magical Fiction* (self-pub., Amazon Digital Services, 2014), chap. 2, Kindle.

B: Jacobson, Kelly. *Magical: An Anthology of Fantasy, Fairy Tales, and Other Magical Fiction*. Self-published, Amazon Digital Services, 2014. Kindle.

R: Jacobson, Kelly. 2014. *Magical: An Anthology of Fantasy, Fairy Tales, and Other Magical Fiction*. Self-published, Amazon Digital Services. Kindle.

Journal articles and other periodicals

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

If the citation provides a season or month instead of an issue number, it appears after the volume number and enclosed in the parentheses. Otherwise, whether the issue number appears in parentheses depends on the type of citation.

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

24. Anthony A. Braga et al., "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire," *Journal of Research in Crime and Delinquency* 38 (August 2001): 195–226, https://doi.org/10.1177%2F0022427801038003001.

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

Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August 2001): 195–226. https://doi.org/10.1177%2F0022427801038003001.

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

Braga, Anthony A., David M. Kennedy, Elin J. Waring, and Anne M. Piehl. 2001. "Problem-Oriented Policing, Deterrence, and Youth Violence: An Evaluation of Boston's Operation Ceasefire." *Journal of Research in Crime and Delinquency* 38 (August): 195–226. https://doi.org/10.1177%2F0022427801038003001.

Newspaper or magazine articles

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

N: 44. Andy Dehnart, "Beyond Scared Straight's Real-Life Controversy," *The Daily Beast*, July 13, 2017, https://www.thedailybeast.com/beyond-scared-straights-real-life-controversy.

45. Justin Blum and Yolanda Woodlee, "Trying To Give Kids a Good Scare," *Washington Post*, June 3, 2001, C01, https://www.washingtonpost.com/archive/local/2001/06/03/trying-to-give-kids-a-good-scare/1b435eec-407c-4f14-900d-fe96575ac003/.

B: Blum, Justin, and Yolanda Woodlee. "Trying To Give Kids a Good Scare." *Washington Post*, June 3, 2001, C01. https://www.washingtonpost.com/archive/local/2001/06/03/trying-to-give-kids-a-good-scare/1b435eec-407c-4f14-900d-fe96575ac003/.

R: Dehnart, Andy. 2017. "Beyond Scared Straight's Real-Life Controversy." *The Daily Beast*, July 13, 2017. https://www.thedailybeast.com/beyond-scared-straights-real-life-controversy.

Series and multivolumes

When citing a publication that exits within a series (indefinite number of volumes) or multivolume (planned number of volumes), the series or multivolume title appears just after the individual publication's, separated by either a period (for references and bibliographies) or comma (for notes). While individual publication titles are italicized, series and multivolume titles are not, unless only the entire multivolume is being cited (see example note 91 below).

N: 89. Christy A. Visher, *Pretrial Drug Testing,* Research in Brief (Washington, DC: National Institute of Justice, 1992), https://www.ojp.gov/ncjrs/virtual-library/abstracts/pretrial-drug-testing.

90. Marcus Felson, "The Process of Co-Offending," in *Theory for Practice in Situational Crime Prevention,* eds. Martha Smith and Derek B. Cornish, vol. 16 of Crime Prevention Studies (Monsey, NY: Criminal Justice Press, 2003). https://popcenter.asu.edu/content/crime-prevention-studies-volume-16-volume-16.

91. *Crime Prevention Research Review* (Washington, DC: Office of Community Oriented Policing Services, 2007–2012), 12 vols.

B: Visher, Christy A. *Pretrial Drug Testing*. Research in Brief. Washington, DC: National Institute of Justice, 1992. https://www.ojp.gov/ncjrs/virtual-library/abstracts/pretrial-drug-testing.

Felson, Marcus. "The Process of Co-Offending." In *Theory for Practice in Situational Crime Prevention,* eds. Martha Smith and Derek B. Cornish. Crime Prevention Studies, vol. 16. Monsey, NY: Criminal Justice Press, 2003. https://popcenter.asu.edu/content/crime-prevention-studies-volume-16-volume-16.

Office of Community Oriented Policing Services, ed. *Crime Prevention Research Review*, 12 vols. Washington, DC: Office of Community Oriented Policing Services, 2007–2012.

R: Visher, Christy A. 1992. *Pretrial Drug Testing*. Research in Brief. Washington, DC: National Institute of Justice. NCJ 137057. https://www.ojp.gov/ncjrs/virtual-library/abstracts/pretrial-drug-testing.

Patterson, George T., Irene W. Chung, and Philip G. Swan. 2012. *Effects of Stress Management Training on Physiological, Psychological, and Behavioral Outcomes among Police Officers and Recruits*. No. 8 of Crime Prevention Research Review. Washington, DC: Office of Community Oriented Policing Services. https://portal.cops.usdoj.gov/resourcecenter?item=COPS-P264.

COPS Office (Office of Community Oriented Policing Services), ed. *Crime Prevention Research Review*, 12 vols. Washington, DC: Office of Community Oriented Policing Services, 2007–2012.

Unpublished documents

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

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

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

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

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

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

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

Websites or web pages

First, URLs or, preferably, DOIs should, where possible, take users not directly to the cited source but to the homepage that hosts the source. Convert DOIs into URLs by beginning with https://doi.org/ and then adding the DOI number (and make sure the URL works correctly): e.g., doi:10.4073/csr.2013.1 becomes https://doi.org/10.4073/csr.2013.1.

Second, web pages usually do not have an author; therefore, the owner of the website is both the author and publisher. In such instances, references, which depend on the author-date system, provide the author and do not need to repeat the publisher. Conversely, notes should give the title of the website or web page first and then identify the publisher. (See also "Same author and publisher" on page 22.)

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

N: 112. "Chicago-Style Citation Quick Guide," Chicago Manual of Style, accessed September 27, 2021, https://www.chicagomanualofstyle.org/tools_citationguide.html.

113. "Individuals with Mental Illness," Your Journey, National Alliance on Mental Illness, accessed September 27, 2021, https://www.nami.org/Your-Journey/Individuals-with-Mental-Illness.

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R: Chicago Manual of Style. n.d. "Chicago-Style Citation Quick Guide." Accessed September 27, 2021. https://www.chicagomanualofstyle.org/tools_citationguide.html.

National Alliance on Mental Illness. n.d. "Individuals with Mental Illness." Your Journey. Accessed September 27, 2021. https://www.nami.org/Your-Journey/Individuals-with-Mental-Illness.

Wikipedia. n.d. "Community Policing." Last modified September 27, 2021. https://en.wikipedia.org/wiki/Community_policing.

Social media

Social media content can usually be cited in the body of text rather than in a note, bibliography, or reference list. However, the examples below also include formal citations for when they are required. When the post must take the place of a formal title, use the first 160 characters.

Text example:

> The NYPD successfully retrieved the stolen comic books and shared the good news via Twitter: "You're welcome Spider-Man & Wolverine. Great work by @NYPD72Pct detectives" (@NYPDnews, September 20, 2017).

N: 115. New York City Police Department (@NYPDnews), "You're welcome Spider-Man & Wolverine. Great work by @NYPD72Pct detectives for making an arrest & recovering rare comic books," Twitter, September 20, 2017, https://twitter.com/NYPDnews/status/910477467835617280.

116. Not In Our Town, "Not In Our Town: Stop Hate. Together," YouTube, November 15, 2016, https://www.youtube.com/watch?v=v4Y9r6Em3VM.

B: New York City Police Department (@NYPDnews). "You're welcome Spider-Man & Wolverine. Great work by @NYPD72Pct detectives for making an arrest & recovering rare comic books." Twitter, September 20, 2017. https://twitter.com/NYPDnews/status/910477467835617280.

Not In Our Town. "Not In Our Town: Stop Hate. Together." YouTube, November 15, 2016. https://www.youtube.com/watch?v=v4Y9r6Em3VM.

R: New York City Police Department (@NYPDnews). 2017. "You're welcome Spider-Man & Wolverine. Great work by @NYPD72Pct detectives for making an arrest & recovering rare comic books." Twitter, September 20, 2017. https://twitter.com/NYPDnews/status/910477467835617280.

Not In Our Town. 2016. "Not In Our Town: Stop Hate. Together." YouTube, November 15, 2016. https://www.youtube.com/watch?v=v4Y9r6Em3VM.

Authors, editors, and translators

More than one author

In references and bibliographies, the first author's name is inverted, providing the last name first; all other author names appear in normal order with commas separating each. List up to 10 authors; if an entry has more than 10 authors, list only seven and use et al. for the rest.

In notes, all names appear in normal order. List up to three authors; if a work has more than three authors, only the first author's name appears in full, followed by et al.

N: 120. David Weisburd et al., "Does Crime Just Move Around the Corner? A Controlled Study of Spatial Displacement and Diffusion of Crime Control Benefits," *Criminology* 44, no. 3 (2006): 549–592, https://doi.org/10.1111/j.1745-9125.2006.00057.x.

B: Weisburd, David, Laura Wyckoff, Justin Ready, John Eck, Joshua Hinkle, and Francis Gajewski. "Does Crime Just Move Around the Corner? A Controlled Study of Spatial Displacement and Diffusion of Crime Control Benefits." *Criminology* 44, no. 3 (2006): 549–592. https://doi.org/10.1111/j.1745-9125.2006.00057.x.

R: Weisburd, David, Laura Wyckoff, Justin Ready, John Eck, Joshua Hinkle, and Francis Gajewski. 2006. "Does Crime Just Move Around the Corner? A Controlled Study of Spatial Displacement and Diffusion of Crime Control Benefits." *Criminology* 44(3): 549–592. https://doi.org/10.1111/j.1745-9125.2006.00057.x.

Only editors or translators

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

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

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

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

Same author and publisher

For references, a work written and produced by the same entity includes the name of that entity in both the author's and publisher's location; such circumstances usually apply to organizations that don't attribute a work to a single writer. This rule, however, does not apply for websites (see also "Websites or web pages" on page 20).

On the other hand, because notes and bibliographies do not depend on the author-date system, only the publisher information is given.

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

132. *Community Policing Defined* (Washington, DC: Office of Community Oriented Policing Services, 2012). https://portal.cops.usdoj.gov/resourcecenter?item=COPS-P157.

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

Community Policing Defined. Washington, DC: Office of Community Oriented Policing Services, 2012. https://portal.cops.usdoj.gov/resourcecenter?item=COPS-P157.

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

COPS Office. 2012. *Community Policing Defined.* Washington, DC: Office of Community Oriented Policing Services. https://portal.cops.usdoj.gov/resourcecenter?item=COPS-P157.

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- Author-created materials based on someone else's data: Data from . . .
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Authors must also provide a source citation for each illustrative item used. **Examples:**

N: 1. Adapted from Christy A. Visher, *Pretrial Drug Testing,* Research in Brief (Washington, DC: National Institute of Justice, 1992), 5, NCJ 137057, https://www.ojp.gov/ncjrs/virtual-library/abstracts/pretrial-drug-testing.

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

Note: The format of the citation depends on whether the publication uses notes or text citations (see "References and Documentation" on page 13). If the citation appears in the references list, the author need provide only the shortened format in the source line.

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Commonly Confused Words

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

adviser/advisor. Either is okay, but pick one per document for consistency.

affect/effect:

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

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

amid/among/between:

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

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

assure/ensure/insure:

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

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

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

adverb required: "He decided to buy new vests because of the newly implemented policy." Here, *because of* is modifying the verb *decided*.

adjective required: "His decision about buying new vests was due to the newly implemented policy." Here, *due to* is modifying the noun *decision*.

between. See **amid/among/between**.

capital/capitol:

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

compare to / compare with:

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

complement/compliment:

- **complement.** Something that completes, brings to a whole, or makes perfect. **EXAMPLE:** "Felix's anxious tidiness complemented Oscar's more relaxed, fun-loving style."
- **compliment.** An expression of praise, admiration, or congratulation. **EXAMPLE:** "He complimented her on her presentation."

compose/constitute/comprise:

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

continual/continuous/continuing/ongoing:

- **continual.** Implies a frequent occurrence with short intervals.
- **continuous.** Implies an uninterrupted flow; nonstop.
- **continuing/ongoing.** Implies being in progress with no end in sight.

data *pl.*; **data point/item** *sing.*; **data set** *sing.* See this entry in "The Big Grammar and Usage List."

different from / different than.
Use *different from*.

disinterested/uninterested:

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

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

effect. See **affect/effect**.

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

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

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

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

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

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

i.e. and e.g. Not interchangeable. See **e.g. and i.e.**

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

incentivize. Not a real word. Instead, use *motivate* or *incentives*. **EXAMPLE:** "The agency will motivate its employees by providing incentives."

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

its/it's: Not interchangeable.

contraction: It's is a contraction for *it is* or *it has*. **EXAMPLE:** "It's a lovely day. It's been so long since last we met."

possessive: Its is the possessive form of the pronoun *it*. **EXAMPLE:** "The committee held its meeting on Tuesday."

pronoun: When referring to a singular organization or group, use *it* or *its* as the pronoun, not *they* or *their*. **EXAMPLE:** "The police department tested its new procedure."

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

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

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

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

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

precede/proceed:

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

principal/principle:

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

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

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

that/which:

- **that.** This restrictive pronoun introduces information that is essential to defining the word it modifies. **EXAMPLE:** "Dr. Violanti and colleagues conducted health and stress screens for the study that looked at 464 police officers for over five years." Here, "that looked at 464 . . ." helps narrow down which study the author is referring to.

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

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

use/utilized. *Use* is almost always the better choice. *Utilized* is reserved for instances in which something is being used in a way other than originally intended (i.e., something is being pressed into use); however, even in these instances, *use* is still okay. *Utilize* also has a specific meaning in science. **EXAMPLES:** "I use a stand to raise my computer monitor. I utilized a book as a monitor stand."

which/that. See **that/which**.

The Big Grammar and Usage List

A

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

abbreviations:

a/an: If an abbreviation (which includes acronyms and initialisms) is widely pronounced as a word, the pronunciation of the first letter of the word determines the article. **EXAMPLES:** a NATO meeting; a COPS Office publication; an IADLEST training session. See also **a/an**.

apostrophes: Do not make acronyms possessive when introduced for the first time in parentheses after the spelled out term. Afterward, to make an acronym possessive, add the apostrophe per usual. **EXAMPLES:** (1) Something belongs to one CEO: "The CEO's life is hectic." (2) Something belongs to more than one CEO: "All CEOs' lives are hectic." (3) Contraction with *is* (informal): "The CEO's coming to the networking event."

capitalization: The spelled-out words that make up an abbreviation are capitalized only if the thing itself is a proper name. **EXAMPLES:** post-traumatic stress disorder (PTSD); school resource officer (SRO), computer-aided dispatch (CAD); COPS Hiring Program (CHP); American University (AU); European Union (EU).

first use: Spell out acronyms the first time introduced. Then follow the spelled-out term with the acronym in parentheses, and use only the acronym afterward. In a document with long chapters, repeat the spelled-out term with the acronym in parentheses at first mention in each major section or chapter. If the spelled-out term is plural or possessive, do not make the parenthetical acronym plural or possessive. **EXAMPLE:** "The U.S. Department of Justice's (DOJ) budget is subject to debate. Later in the year, the DOJ will . . ."

periods: Federal and state agencies or departments are not punctuated with periods. **EXAMPLES:** FBI; FTC; COPS Office; DOJ.

plurals: Do not make acronyms plural when introduced for the first time in parentheses after the spelled-out term. Afterward, to make an acronym that doesn't end with an "s" plural, simply add the s—no apostrophe. **EXAMPLES:** *Wrong*: "There are 12 CEO's on the board." *Right:* "Many CEOs attended the event."

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

the: As a general rule, the definite article *the* is inappropriate when acronyms sound like names. But use *the* before acronyms when each letter is pronounced separately.

EXAMPLES: **"**NATO and NASA will meet next month. A spokesperson for the FBI, the BBC, and the EU said . . ."

See also the "Abbreviations" list on page 59 for a quick reference list of those frequently used in COPS Office publications.

See also academic degrees, compass points, e.g., i.e., names, state names, and U.S..

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

acknowledgment. Not acknowledg*e*ment (i.e., do not include the 2nd *e*).

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

Discover who performed the action: "A policy was implemented" becomes "The agency implemented a policy."

Change the verb: "The recruits were taught about de-escalation" becomes "The recruits learned about de-escalation."

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

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

addresses:

compass points: Do not use periods with NW, SE, etc. To avoid confusion, do not abbreviate north, south, east, or west in street names. **EXAMPLES:** 1060 South Avenue; 5 Irving Street NW; 16 East Knute Dr.

D.C./DC: In running text, include the periods in D.C., but do not use periods when it's part of a complete address. **EXAMPLES:** a school trip to Washington, D.C.; U.S. Department of Justice, Office of Community Oriented Policing Services, 145 N Street NE, Washington, DC 20530. See also **District of Columbia**.

ordinals: Do not use superscript. **EXAMPLE:** 124 22nd Street.

street names: Spell out street, avenue, boulevard, lane, and building. **EXCEPTIONS:** footnotes, endnotes, exhibits, and lists.

See also **URL**.

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

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

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

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

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

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

and/or. A shortcut that is unnecessary, because *or* is not exclusive; pick one (or, if there is a concern that exclusivity is being implied, include *or both*). **EXAMPLES:** **"**Police and businesses will issue warnings. Police, businesses, or both will issue warnings."

anti-. As a general rule, do not hyphenate. Do use an appropriate hyphen or dash when prefixing a proper name. **EXAMPLES:** anticrime; antidrug; antisemitism; antiviolence; anti-American; Anti–Drug Abuse Act. See also **prefixes**.

apostrophe:

words that end with s*:* For singular nouns, add an apostrophe and an *s*, regardless of whether the word already ends with an *s*. For plurals, simply add an apostrophe at the end. **EXAMPLES:** Francois's house; Harris's house; Joneses' house.

See also **acronyms**, **county names**, **dates**, and **COPS Office**.

appendices. Not appendixes.

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

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

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

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

autism. In general, default to *people [or individuals] with autism*, but if the individual in question identifies differently, defer to their preference (*autistic, disabled, person with autism,* etc.) See also **disabilities** and **mental illness**.

B

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

back up *v.*; **backup** *n., adj*. As a verb, spell as two words. As a noun or adjective, spell as one word. **EXAMPLES:** "He will back up his statement. Calling for backup isn't just a backup plan."

benefited. Not benefitted.

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

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

bulleted and numbered lists. See sidebar on page 37.

but not limited to. This is legal jargon and should be avoided. The word *including* means "to be part of a group." Thus, lists or examples introduced with *includes* are inherently not exhaustive, making "but not limited to" redundant. If a list is exhaustive, then use the term *comprises*. See also **compose/constitute/comprise** in "Commonly Confused Words" beginning on page 27.

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

bylaw. Always one word; no hyphen.

Bulleted and numbered lists:

bullets vs. numbers: Use numbers when listing the steps in a procedure or when the text specifies a certain number of items that will be described. In all other cases, use bullets.

colon: Do not use a colon to introduce a list if the colon interrupts a complete sentence.

three list types: Regardless of using bullets or numbers, lists use one of three grammar and punctuation styles. The following not only explains but also demonstrates the three types of lists:

1. If a complete sentence introduces a list and the list items are complete sentences, the following occurs:
    a. The introductory sentence concludes with a colon.
    b. The first word of each list item should be capitalized.
    c. Each list item should conclude with a period.
2. If a complete sentence introduces a list and the list items are fragments, use the following:
    a. A colon at end of the introductory sentence
    b. Capitalization for the first word of each list item
    c. No concluding punctuation per list item
3. If a fragment introduces a list, then
    a. that fragment and the list items form a complete sentence;
    b. a colon does not appear at the end of the introductory fragment;
    c. each list item begins lowercase, unless the first word is a proper noun;
    d. each list item (except the final item) concludes with a semicolon;
    e. the penultimate list item does not include *and* or *or* after its semicolon;
    f. the final list item concludes with a period.

parallel listed items: A single list's bulleted or numbered items cannot be a mix of both sentences and fragments. In such instances, the series must be edited so that the list items become parallel. See **parallel structure**.

See also **numbered lists**.

C

capitalization:

document elements: Lowercase text references to general elements of a document. **EXAMPLES:** introduction; reference list; chapter 1; note 2; appendix A; figure 1; table 5.

federal/state: Capitalize federal and state when they are part of the formal, proper names of government or corporate bodies, but lowercase them when they are used as an adjective to distinguish federal, state, county, or city entities from private entities. **EXAMPLES:** Federal Bureau of Investigation; State Department of Corrections; the federal program; the state police department.

organizations: Capitalize terms such as agency, bureau, center, department, institute, or office when they are part of a formal, proper name, but lowercase them when they appear alone. **EXAMPLES:** Federal Bureau of Investigation; U.S. Department of Justice; Department of History; the agency; the department; the bureau. See also **it/its**.

See also **job titles**.

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

adverbs: Capitalize.

articles: Lowercase all articles (i.e., a, an, and the) unless as the first or last word in a title.

conjunctions: Lowercase all conjunctions (i.e., and, but, for, nor, and or).

hyphens: Capitalize all elements of hyphenated compounds (e.g., Problem-Oriented Policing).

prepositions: Lowercase all prepositions (between, from, in, than, to, with, etc.).

pronouns: Capitalize all pronouns (Both, That, Which, Who, Whoever, Whom, etc.).

verbs: Capitalize all forms of the verb "to be" (Are, Be, Is, Was, Were, Will, etc.).

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

catalogue. Not catalog**.**

charts. See "Figures, tables, and photos" on page 8.

citizen. When *citizen* appears for the first time in a publication and *citizen* cannot be easily replaced with the preferred term *community member*, the following footnote should be added for clarification: "This report uses *citizen* to refer to all individuals in a city or town who are not sworn law enforcement officers or government officials. It should not be understood to refer only to U.S. citizens."

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

citywide. Always one word; no hyphen.

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

commas:

three or more items: In a list of three or more items, include a comma (a.k.a. serial comma) before the final conjunction. **EXAMPLE:** red, white, and blue.

two clauses: Always use a conjunction and a comma to separate two ideas that could function as two separate sentences. **EXAMPLE:** "The police agency assisted the community, and the community in turn assisted the police agency."

two predicates: Do not separate two predicates with a comma, as the second could never function as a separate sentence. **EXAMPLE:** "The Sutin Civic Imagination Award recognizes the efforts of collaborative partnerships that have transformed public safety in their community through civic interactions and honors a team of law enforcement and community members whose innovative civic interactions have transformed public safety in their community." Here, "honors a team of . . ." could not function as its own sentence, so do not use a comma.

See also **county names**, **dates**, **e.g. and i.e.**, **etc.**, **job titles**, **names**, **numbers**, **quotation marks**, **semicolons**, **states**, **state names**, and **U.S. Department of Justice**.

community based / **community-based** *adj.* Hyphenate only when used as an appositive adjective (appearing before the noun). Do not hyphenate in the predicate. **EXAMPLES:** "Their efforts were community based. The community-based efforts helped many."

community oriented / **community-oriented** *adj*. Hyphenate only when used as an appositive adjective (appearing before the noun). Do not hyphenate in the predicate. **EXAMPLES:** "The solution is community oriented. Community-oriented policing offers many benefits." **EXCEPTION:** Office of Community Oriented Policing Services.

community planning. Never hyphenate.

community policing. Never hyphenate.

community-wide. Always hyphenate.

compass points. See **addresses**.

compound words. See **prefixes**.

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

Congress. Capitalize when referring to the U.S. Congress or another formally named group. **EXAMPLES:** Congress; the Congress of Neurological Surgeons.

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

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

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

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

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

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

cost effective / **cost-effective** *adj.* – Hyphenate only when used as an appositive adjective (appearing before the noun). Do not hyphenate in the predicate. **EXAMPLES:** "A cost-effective program. The program was cost effective."

counterterrorism. Always one word; no hyphen.

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

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

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

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

coworker. Always one word; no hyphen.

crime fighter *n.*; **crime-fighting** *adj*. Hyphenate only when used as an adjective.

criterion *sing.*; **criteria** *pl.*

cross-check. Always hyphenate.

cross-examine *v.*; **cross-examination** *n*. Always hyphenate.

cross fire. Two words.

cross-reference. Always hyphenate.

cross section *n*; **cross-section** *adj*. Hyphenate only when used as an adjective.

cross-train *v*; **cross-training** *n*. Always hyphenate.

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

curriculum *sing*.; **curricula** *pl*.

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

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

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

D

dashes:

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

dates:

commas: When writing the month, day, and year in a sentence, place a comma after the year. However, when writing only the month and year, do not use any commas, except when the year concludes an introductory phrase. **EXAMPLES:** "He gave the speech on May 1, 2014, in New York. He gave the speech in June 2014 in New York."

mm/dd/yyyy: When using this style for lists, agendas, etc., include all four numbers for the year.

ranges: Use an en dash (–) to separate a range. To insert an en dash on PCs, type Ctrl+minus. Do not include spaces on either side of an en dash. **EXAMPLES:** January–March; July 7–September 16; 1995–2009; 2010–2014; 1980–1986. See also **dashes**.

plural: Do not use an apostrophe when making a decade plural. **EXAMPLE:** "Policing has changed since the 1920s."

possessive: Use an apostrophe per usual when making a date possessive. **EXAMPLE:** 1920's police uniforms.

ordinals: As a general rule, do not use ordinals for dates. **EXAMPLE:** "The theft took place on January 7."

data *pl.*; **data point/item** *sing.*; **data set** *sing.*:

- **data.** Use plural verbs and plural demonstrative pronouns. **EXAMPLE:** "These data are helpful."
- **data point/item.** Use to discuss individual facts in the data.
- **data set.** Use to discuss the entirety of the data.

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

decision maker. Two words; no hyphen.

decision-making *n., adj.* Always hyphenate. **EXAMPLES:** "The community must work together in its decision-making. The decision-making process has concluded."

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

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

dialogue. Not dialog.

disabilities. In general, default to *people [or individuals] with disabilities*; if the individual in question identifies differently, defer to their preference (*disabled, person with a disability*, etc.) See also **autism** and **mental illness**.

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

downtime. Always one word; no hyphen.

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

drug free *n.*; **drug-free** *adj.* Hyphenate only when used as an adjective to modify another noun. **EXAMPLES:** "The neighborhood has been drug free for a year. The drug-free neighborhood is welcoming."

E

e.g. and i.e. Not interchangeable. Use *e.g.* to introduce an example, and use *i.e.* to provide clarification. When doing so, follow each by a comma. They can be enclosed in parentheses, or a colon at the end of a sentence can introduce them. Do not use *etc.* at the end of a list that begins with *e.g.* or *i.e.* **EXAMPLE:** "Community policing practices help foster legitimacy (i.e., they

help build trust between the community and its police agency): e.g., after the community-police meeting, neighbors felt more comfortable reporting calls for service." See also **abbreviations** and **etc.**

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

email. Do not hyphenate *email*; capitalize only when the word starts a sentence.

e- *prefix***.** Hyphenate, except when used with proper nouns and email. When used in a title, capitalize the *e-* and the word that follows. **EXAMPLES:** e-business; e-commerce; e-grants; eBay. **EXAMPLES OF TITLE CASE:** E-Business; E-Commerce; E-Grants.

epilogue. Not epilog.

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

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

ethnicities. Do not hyphenate when two ethnicities are modifying a noun. **EXAMPLES:** African American man; Asian American woman.

- **Alaska Native:** Collective term for Aleuts, Eskimos, and Indians of Alaska.
- **Asian:** Not *Oriental*.
- **Black:** Capitalize when referring to people of African descent.
- **Hispanic:** Capitalize.
- **Latina/Latino/Latinx:** Capitalize.
- **Native American:** When describing people, use this term instead of *Indian*. See also **Indian country** and **tribal**.
- **White:** Capitalize when used as a synonym for Caucasian.

exhibits. See **illustrative items**.

ex-convict. Always hyphenate.

ex-offender. Always hyphenate.

F

fax numbers. Use hyphens as separators. The same style applies to telephone numbers. **EXAMPLE:** 000-000-0000.

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

Federal Government. Always capitalize. See also **Tribal Government**.

female *adj.* Do not use as a noun; use *woman* or *girl* as appropriate or add a noun such as *suspect, victim, citizen* (but see **citizen**), or similar for the adjective to modify.

figures. See "Figures, tables, and photos" on page 8.

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

fort. Always spell out. **EXAMPLES:** Fort Worth; Fort Lauderdale.

frontline. Always one word; no hyphen.

fundraising/fundraiser. Always one word; no hyphen.

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

G

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

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

graphs. See "Figures, tables, and photos" on page 8.

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

H

handheld. Always one word; no hyphen.

handicapped. See **disabilities** and **mental illness**.

he and she; he or she. In general, use *they* when it is unknown or irrelevant whether referring to a man or a woman (see **pronouns**). If it is necessary to use *he or she*, do not use slashes, (he/she).

health care. Two words; no hyphen.

his and her; his or her. In general, use *their* when it is unknown or irrelevant whether referring to a man or a woman (see **pronouns**). If it is necessary to use *his or her*, do not use slashes (his/her).

home page. Two words; no hyphen.

hotline. Always one word; no hyphen.

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

hyphenation:

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

comparative/superlative: Never hyphenate comparatives (better, higher, lower, etc.) or superlatives (best, highest, lowest, etc.). **EXAMPLES:** lower income group; low-income group.

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

numbers: Hyphenate numerical compounds that modify a noun. **EXAMPLES:** 15-year program; 15 years.

two words modifying a noun: A two-word combination that is regularly understood as a common phrase in normal use does not take a hyphen when it modifies another noun rather than being used as a compound itself. Do use a hyphen between two words that are not regularly used as a common phrase but that, when combined, are modifying a noun. **NOTE:** When the one of the elements of the modifier is this type of open (unhyphenated) compound, use an en dash rather than a hyphen. **EXAMPLES:** police department procedures; high-level decision; COPS Office–sponsored seminar. **EXCEPTION:** National DEC (see **Abbreviations**) does not use a hyphen, and the phrase "drug endangered children" is not hyphenated in their publications.

See also **dashes** and **numbers**.

I

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

illustrative items. See "Figures, tables, and photos" on page 8.

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

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

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

include. See **but not limited to**.

Indian country. Note the lowercase *c* in *country*. See also **ethnicities** and **tribal**.

information sharing *n.*; **information-sharing** *adj*. Hyphenate only when used as an adjective. **EXAMPLES:** "The software improved information sharing. The information-sharing software facilitated more effective multijurisdictional investigations."

in service *prep. + n.*; **in-service** *adj*. Hyphenate only when used as an adjective to modify another noun. **EXAMPLES:** in-service police officer; in-service workshop; several volunteers who were in service.

intellectual and developmental disabilities. Abbreviate IDD, not I/DD.

internet. Lowercase.

intranet. Lowercase; also lowercase the word *extranet*.

it/its. When referring to organizations, departments, and other nonhuman entities, use it or its, not they or their. **EXAMPLE:** "The ABC Corporation will announce its earnings." See also this same entry in "Commonly Confused Words" on page 27.

italics:

emphasis: For emphasis, if absolutely necessary, use italics (or quotation marks), but don't overdo it.

foreign words: Do not italicize well-known foreign words.

legal cases: Italicize case names, but not the "v." (*United States* v. *Smith*).

titles: Use italics for the titles of major works: e.g., publications, magazines, journals, and films. If the title appears in an italicized sentence, do not italicize the title. **EXAMPLES:** "The updated *Community Policing Defined* features all new graphics. *The newest version of* Does Neighborhood Watch Reduce Crime? *contains updated statistics.*" See also **quotation marks**.

unfamiliar terms: For unfamiliar terms, if necessary, use italics (or quotation marks) only upon first use. Do not continue to use italics (or quotation marks) thereafter.

J

job titles:

after names: In a body of text, lowercase all job titles, offset by commas, that appear immediately after a person's name. **EXCEPTIONS:** lists, photo captions, and other similar nonprose uses. **EXAMPLE:** "The meeting included John Doe, vice president of the Justice Foundation, and Joe Brown, chief of police of the Stanhope (Kansas) Police Department."

alone: In a body of text, lowercase job titles when used generically or alone. **EXAMPLES:** the director; the six mayors; the chief of police; the new sheriff; the president of the United States.

before names: Capitalize formal titles that appear immediately before a name. Lowercase informal job descriptions. **EXAMPLES:** Chief of Police Joe Brown; Director Anne Anderson; attorney David Johnson; program manager Stephanie Smith.

past/future: Aside from lists, agendas, etc., do not capitalize qualifying words such as *former*, *then*, or *acting* when used before a job title (unless a hyphen is needed to avoid confusion). **EXAMPLES:** former Mayor Joe Smith; then Chief of Police David Jones; acting Director Jane Doe.

photo captions: Capitalize job titles in photo captions.

repeating titles: Introduce each individual with their title and full name; use title and last name in the first mention in subsequent paragraphs and last name only in other references thereafter. In longer publications, it may be necessary to reintroduce the individual with full name and title in each chapter. **EXAMPLE:** "Joe Brown, chief of police of the Stanhope (Kansas) Police Department, attended the meeting. Brown provided valuable advice. According to Chief Brown, crime has decreased 10 percent. Brown attributed this decline to the department's new community oriented policing program." **EXCEPTION:** Posthumous references should always use the person's title or honorific.

lists: Capitalize job titles following names in a list (e.g., agendas, conference programs, and workshops). **EXAMPLE:** Moderator: Jane Smith, Assistant General Counsel, ABC Corporation.

See also **attorney general** and **president**.

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

K

kick off *v.*; **kickoff** *n., adj*. As a verb, spell as two words. As a noun or adjective, spell as one word. . **EXAMPLE:** "We're going to kick off the project at the kickoff meeting."

L

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

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

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

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

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

long standing *n.*; **long-standing** *adj*. Hyphenate only when used as an adjective to modify another noun. **EXAMPLES:** "The program's positive results are long standing. The long-standing results speak for themselves."

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

M

male *adj.* Do not use as a noun; use *man* or *boy* as appropriate or add a noun such as *suspect, victim, citizen* (but see **citizen**), or similar for the adjective to modify.

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

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

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

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

memorandum *sing.*; **memoranda** *pl.*

mental illness. In general, default to *people [or individuals] with mental illness(es);* if the individual in question identifies differently, defer to their preference (*mentally ill*, *person with [a] mental illness*, etc.) See also **autism** and **disabilities**.

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

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

N

names:

initials: Initialized first and middle names include periods but not spaces. **EXAMPLE:** J.W. Smith.

repeating names: Use title and last name on first reference in a paragraph to an individual who was introduced with full name earlier in the publication. Use last name only otherwise. **EXCEPTION:** Posthumous references should always use the person's title or honorific.

suffixes: Commas are not needed before Sr. or Jr., but use them if the individual's preference is known. When commas are used, use a second comma after the suffix, like a state name (see **state names**). Do not use commas before Roman numerals. For

inverted names, as in indices, the suffix still comes last, and a comma is necessary to separate the suffix from the first name. **EXAMPLES:** Joseph Smith Sr. spoke; Joseph Smith, Sr., spoke; Smith, Joseph, Sr.

See also **job titles** and **law enforcement agencies**.

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

nationwide. Always one word; no hyphen.

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

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

not only . . . but also. See "Commonly Confused Words" on page 27.

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

numbered lists. If a sentence includes numbered items, the following applies: (1) each number (or letter) should be enclosed in parentheses; (2) do not use a colon to introduce the list if the colon interrupts a complete sentence; and (3) a comma should separate each numbered item, but if one or more of the items include internal commas, then semicolons should separate each numbered item. See also the **bulleted and numbered lists** sidebar on page 37.

numbers:

10+: Use Arabic numerals for 10 and greater, and spell out one through nine. **EXCEPTION:** measurements. **EXAMPLES:** seven officers; four hours; five months; 100 agencies.

24/7: In running text, the use of 24/7 is acceptable.

beginning sentences: Spell out a number that starts a sentence. **EXAMPLE:** "Eighty-six of the 94 respondents supported the change."

commas: Use a comma in numbers with four or more digits. **EXAMPLE:** 1,350.

compounds: Hyphenate numerical compounds that modify a noun. **EXAMPLES:** 15-year program; 15 years; a 15-year-old participant.

fractions: Generally speaking, spell out simple fractions. Do not mix fractions with percentages. **EXCEPTION:** measurements. **EXAMPLES:** three-fourths of the agency; a quarter of an hour.

measurements: Always use Arabic numerals with units of measurement, degrees, decimals, money, percentages, or

proportions: 6 feet; 3/4 inch; 4 degrees; 71 degrees Fahrenheit; 71° F; 5 percent; $95; 50 cents.

ordinals: As a general rule, spell out ordinals first through ninth, and do not use superscript. **EXAMPLES:** first floor; 21st century; 35th president of the United States. See also **dates** and **addresses**.

parentheses: Do not follow a spelled-out number with the numeral in parentheses.

percentages: Always use numerals to denote percentages. In text, always spell out *percent*, but use the symbol (%) in tables, graphs, figures, and illustrative items.

ranges: Use en dashes (–) between groups of numbers, such as pages (25–26), years (1995–2009), or a nine-digit ZIP code (20849–6000). To insert an en dash on PCs, type Alt + 0150 (or, in MS Office, type Ctrl+minus). Do not include spaces on either side of an en dash. See also **dashes**.

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

O

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

off-line. Always hyphenate.

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

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

ongoing. Always one word; no hyphen.

online. Always one word; no hyphen.

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

organization chart. Not *organizational* chart.

P

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

EXAMPLE: Enforcement agencies face specific challenges in managing the patrol function, such as (1) *keeping* patrol officers informed, (2) *providing* routine police services, and (3) *ensuring* officer safety.

EXAMPLE: Critical services an agency must perform in the investigation include the following:

- *Provide* surveillance
- *Establish* roadblocks
- *Identify* potential crime sites

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

Find out who performed the action: "A policy was implemented" becomes "The agency implemented a policy."

Change the verb: "The recruits were taught about de-escalation" becomes "The recruits learned about de-escalation."

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

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

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

PhD (doctor of philosophy). Do not use periods with the abbreviation. Lowercase when spelled out. See also **academic degrees**.

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

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

policy maker *n*. Two words; no hyphen.

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

possessive:

singular nouns: Add an apostrophe and an *s*, regardless of whether the word already ends with an *s*. **EXAMPLES:** the officer's safety; 1920's police uniforms; Harris's house; Francois's house.

plural nouns: Add an apostrophe after the *s*. **EXAMPLES:** the officers' safety; the Joneses' house.

See also **apostrophes**, **acronyms**, **COPS Office**, and **dates**.

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

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

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

post-traumatic stress disorder. Note the hyphen and use of lowercase. In general, diseases and conditions aren't proper names, but if they are named after a person, of course that person's name is capitalized.

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

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

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

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

president. Capitalize when used in front of a person's name or when referring to the president of the United States as Mr. President. Lowercase when used alone. **EXAMPLES:** "The president addressed the nation from the Oval Office. At the fundraiser, President Jones made an announcement." See also **job titles**.

problem oriented *n.*; **problem-oriented** *adj*. Hyphenate only when used as an adjective. **EXAMPLES:** "This publication discusses problem-oriented policing. The questions were problem oriented."

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

problem solving *n.*; **problem-solving** *adj*. Hyphenate only when used as an adjective. **EXAMPLES:** "Educational planning helps with problem solving. The training included problem-solving exercises."

pronouns. Use *they* to refer to a singular noun if it is unknown, unspecified, or irrelevant whether the person being discussed is a man or a woman. **EXAMPLES:** "Each officer completed ~~their~~ ~~his or her~~ a report. Each officer completed their own report. The officers completed their reports. Every agency deployed ~~their~~ its officers for assistance. The agencies deployed their officers for assistance." See also **it/its**.

Q

quotation marks:

criminal justice terms: Do not use quotation marks (or italics) for terms commonly used in the criminal justice field. **EXAMPLES:** hot spots; broken windows.

emphasis: Do not use for emphasis. If emphasis is necessary, use italics, but don't overdo it.

punctuation: Place periods and commas inside quotation marks. Place colons, semicolons, question marks, and exclamation points outside of the quotation marks unless the punctuation is part of the quoted material.

single vs. double: Use single quotation marks for a quote within a quote.

titles: Use quotation marks for the titles of shorter works: e.g., chapters, magazine or journal articles, and titled sections or pages on a website. **EXAMPLE:** the "Problem Analysis" chapter in *Group Violence Intervention*.

unfamiliar terms: For unfamiliar terms, if necessary, use quotation marks (or italics, but not both) only upon first use. Do not continue to use quotation marks (or italics) thereafter.

See also **italics**.

quotations—direct. With a direct quote from another publication, present it as originally published, and always include citations. Do not change the text. See also "References and Documentation" on page 13.

R

rank and file *n.*; **rank-and-file** *adj*. Hyphenate only when used as an adjective. **EXAMPLES:** "The rank and file will vote on the contract. Rank-and-file officers will vote on the contract."

real time *n.*; **real-time** *adj*. Hyphenate only when used as an adjective.

record keeping *n.*; **record-keeping** *adj*. Hyphenate only when used as an adjective.

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

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

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

references. See "References and Documentation" on page 13.

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

roundtable. One word to describe a discussion-based meeting of peers; two words (round table) to describe furniture.

S

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

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

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

semicolons:

adverbs: When an adverb (e.g., therefore, however, and rather) joins two sentences, a semicolon should precede the adverb, and a comma should follow it. **EXAMPLE:** "The solution cannot depend on a few individuals; rather, it needs to become routine at the city level."

connection: Use a semicolon to join two sentences to show the two are closely connected. Do not include a conjunction (and, but, or). **EXAMPLE:** "The police officer spent a lot of time getting to know the community; the neighbors began to feel more comfortable calling the police department for help."

series within series: Use semicolons to separate groups of items that contain internal commas. **EXAMPLE:** "The problem

can be divided into three components: overall trend; seasonal, daily, and weekly cycles; and random fluctuations."

two subtitles: If a source has two subtitles (never preferred), use a colon to separate the title and first subtitle, and use a semicolon to separate the two subtitles.

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

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

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

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

signature. For all letters, the format should be as follows: the person's name on the first line; their position or title on the second line; and the complete name of the company, division, or institution on the final line (or lines). See "Letter from the COPS Office director and other agencies' letters" on page 11.

smartphone. Always one word.

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

start up *v.*; **startup** *n.;* **start-up** *adj*. As a verb, spell as two words. As a noun, spell as one word. As an adjective, hyphenate.

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

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

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

state names:

citations: For the publisher's information, use postal abbreviations for states, and do not use periods (e.g., DC). In both references and notes, well-known cities can be listed without a state abbreviation: e.g., Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco. When the publisher is a university that includes its state (or Canadian province) in its name, do not repeat the state (or province) in the publisher's location. **EXAMPLES:** New Paltz, NY: Codhill Press; Pittsburgh: Autumn House Press; Logan: Utah State University Press. See also "References and Documentation" on page 13.

commas: When providing the city and state, enclose the state in commas. **EXAMPLE:** "Communities in Byram, New Jersey, assisted the police in problem solving."

lists: Spelling out states is preferable, but lists, tables, and charts (especially in items such as agendas, workshops, or conference programs) can use the postal abbreviations. However, include the use of periods (including D.C.).

prose: As a general rule in running text, spell out the names of states, territories, and possessions of the United States when they are used alone (including the District of Columbia) and when they follow the

name of a city (except for Washington, D.C.). **EXAMPLE:** "Police officers in Washington, D.C., and Montgomery County, Maryland, participated in the training program."

semicolons: Use a semicolon to separate more than two cities and states. **EXAMPLE:** "Police officers in Montgomery County, Maryland; Washington, D.C.; and Alexandria, Virginia, participated in the training program."

See also **addresses**, **county names**, **D.C./DC**, **law enforcement agencies**, and **semicolons**.

statewide. Always one word; no hyphen.

subject matter expert. No hyphen.

system-wide. Always hyphenate.

T

tables. See "Figures, tables, and photos" on page 8.

table of contents. Use *Contents* instead.

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

they/their. See **pronouns**.

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

time frame. Two words; no hyphen.

time zones. Capitalize *Eastern Time* (or Central, Mountain, Pacific, etc.); abbreviate *ET* (*CT*, *MT*, *PT*, etc.) rather than *Eastern Standard Time / EST* or *Eastern Daylight Time / EDT*.

timeline. Always one word.

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

toolkit. Always one word.

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

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

trade-off. Always hyphenate.

tribal. Do not capitalize when it is not part of a proper name. See also **ethnicities**, **Indian country**, and **Tribal Government**.

Tribal Government. Always capitalize. See also **Federal Government**.

truth telling *n.*; **truth-telling** *adj*. Hyphenate only when used as an adjective. **EXAMPLES:** "Most agencies find truth telling and reconciliation necessary in forming a partnership with the community. The meeting will discuss the truth-telling process."

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

U

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

United States. Spell out when used as a noun or as part of a proper name or legal case. Abbreviate when used as an adjective; use periods in *U.S*. **EXAMPLES:** the United States; United States Code; United States Steel Corp.; *United States* v. *Smith*; U.S. Department of Justice; U.S. Congress. See also **acronyms**, **U.S.**, and **legal cases**.

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

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

U.S. Abbreviate *United States* when used as an adjective. **EXAMPLES:** U.S. law enforcement agencies; law enforcement agencies across the United States. See also **acronyms**, **UK**, and **United States**.

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

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

U.S. Department of Justice. When *U.S. Department of Justice* precedes a division name, use a comma between the entities unless the possessive works better. **EXAMPLES:** U.S. Department of Justice, Office of Community Oriented Policing Services; U.S. Department of Justice's Office of Justice Programs.

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

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

use of force. Never hyphenate.

V

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

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

W

web. Lowercase; however, the term *internet* is preferred.

webcast. Always one word.

web page. Two words.

website. Always one word; lowercase.

well. Hyphenate word combinations with *well* when used as an appositive adjective. If the adjective occurs in the predicate, the combination does not require a hyphen. **EXAMPLE:** "She was well known, but her well-read sister was not."

well-being. Always hyphenate.

well-informed. Always hyphenate.

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

white paper. Two words.

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

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

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

worldwide. Always one word; no hyphen.

X

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

X-ray. Always capitalize the *X*, and always hyphenate.

Y

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

Abbreviations

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

BJA. . . . . Bureau of Justice Assistance

BJS . . . . . Bureau of Justice Statistics

CALEA . . . . . Commission on Accreditation for Law Enforcement Agencies

COP . . . . . community-oriented policing

COPS Office. . . . . Office of Community Oriented Policing Services

CPTED . . . . . Crime Prevention Through Environmental Design

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

DEA . . . . . Drug Enforcement Administration

DHS . . . . . U.S. Department of Homeland Security

DOJ . . . . . U.S. Department of Justice

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

FBI . . . . . Federal Bureau of Investigation

FLETC. . . . . Federal Law Enforcement Training Centers

FOP . . . . . Fraternal Order of Police

GAO. . . . . Government Accountability Office
(formerly General Accounting Office)

G.R.E.A.T.. . . . . Gang Resistance Education and Training (note the periods)

GSA . . . . . U.S. General Services Administration

HAPCOA. . . . . Hispanic American Police Command Officers Association

HIDTA . . . . . High Intensity Drug Trafficking Area

IACA . . . . . International Association of Crime Analysts

IACLEA . . . . . International Association of Campus Law Enforcement Administrators

IACP. . . . . International Association of Chiefs of Police

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

IALEIA . . . . . International Association of Law Enforcement Intelligence Analysts

IALEP . . . . . International Association of Law Enforcement Planners

IC . . . . . Intelligence Community (always initial caps)

ICMA . . . . . International City/County Management Association

JJC . . . . . Juvenile Justice Clearinghouse

JJRC . . . . . Juvenile Justice Resource Center

JUSTINFO . . . . . NCJRS biweekly electronic newsletter

LAN . . . . . local area network

LEIU . . . . . Law Enforcement Intelligence Unit

LEO . . . . . Law Enforcement Online, law enforcement officer

MAN . . . . . metropolitan area network

MCCA . . . . . Major Cities Chiefs Association

MCSA . . . . . Major County Sheriffs of America

NASRO . . . . . National Association of School Resource Officers

National DEC . . . . . National Alliance for Drug Endangered Children (note the lack of hyphen; see also **hyphenation** in the "Big Grammar and Usage List")

NCFS . . . . . National Center for Forensic Science

NCJRS . . . . . National Criminal Justice Reference Service

NCVS . . . . . National Crime Victimization Survey

NCWP . . . . . National Center for Women and Policing

NIBRS . . . . . National Incident-Based Reporting System

NIJ . . . . . National Institute of Justice

NIST . . . . . National Institute of Standards and Technology

NNALEA . . . . . National Native American Law Enforcement Association

NOBLE . . . . . National Organization of Black Law Enforcement Executives

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

OJJDP . . . . . Office of Juvenile Justice and Delinquency Prevention

OJP . . . . . Office of Justice Programs

OLES . . . . . Office of Law Enforcement Standards

OLETC . . . . . Office of Law Enforcement Technology Coordination

ONDCP . . . . . Office of National Drug Control Policy

OS&T . . . . . Office of Science and Technology

OSW . . . . . officer safety and wellness

OVC . . . . . Office for Victims of Crime

OVW . . . . . Office on Violence Against Women

PERF . . . . . Police Executive Research Forum

POP . . . . . problem-oriented policing

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

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

RCPI . . . . . Regional Community Policing Institute

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

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

SARA . . . . . scanning, analysis, response, and assessment

SRO . . . . . school resource officer

USCM . . . . . U.S. Council of Mayors

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

About the COPS Office

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

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When law enforcement and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

Since 1994, the COPS Office has been appropriated more than $20 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 138,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- More than 800,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office–funded training organizations and the COPS Training Portal.
- More than 1,000 agencies have received customized advice and peer-led technical assistance through the COPS Office Collaborative Reform Initiative Technical Assistance Center.
- To date, the COPS Office has distributed more than nine million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.

The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement. COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, https://cops.usdoj.gov.

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
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To obtain details on COPS Office programs, call the COPS Office Response Center at 800-421-6770.

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