



Peace Corps Stylebook

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PREFACE

For consistency throughout the Peace Corps, the agency uses The Associated Press Stylebook as its main guide for all Peace Corps-produced items due to its ease of navigation, decisiveness, and prevalent use by publications nationwide.

Some items included in The Associated Press Stylebook are cited here in The Peace Corps Stylebook to provide a quick reference tool for those who do not have an AP stylebook. In addition, terms that are commonly used within the Peace Corps family, which may be in contrast with AP style, are included.

For style items not covered by AP or The Peace Corps Stylebook, refer to The Chicago Manual of Style.

All text for Peace Corps publications should be prepared in accordance with these guidelines. The Office of Communications uses Webster's New World Dictionary as a reference for spelling and usage.

Other Standard Resources

Although the communications office expects this manual to be a helpful resource for style and grammar issues, no guide can cover everything. Additional information on style and grammar can be found in "Words Into Type" by Marjorie Skillin and Robert Gay; The Elements of Style by William Strunk and E.B. White; and others listed in the External Resources section of this book.

The Office of Communications may be contacted if you have any questions considering editorial style.

Communications Editor: 202.692.1370

GETTING STARTED

For any type of publication—a newsletter, manual, brochure, etc.—the language, tone, length, and appearance should reflect your intended audience and purpose. Think about how readers will use the publication and what you want them to do after reading it. You will save yourself time and end up with a better product if you consider the perspective of your readers before you start.

Regardless of your audience, your writing should be free of government, legal, and bureaucratic jargon. Do not assume that people have as much knowledge of the subject as you have. Avoid terms that might not be clear, or define them on first reference. Do not overuse abbreviations, and do not use acronyms unless they are terms your readers need to know. For example, is it necessary for the general public to know we also refer to *close of service* as *COS*?

The next two sections suggest some things to think about when planning a publication and when writing or editing for one.

CHECKLIST FOR PUBLICATION MANAGERS

Concept/Planning/Research

- Know your audience
- Define the purpose and goal of the publication
- Establish a time frame for production, including deadlines for various stages (writing, editing, design, production)
- Determine your budget
- Think about how you will distribute the product
- Conduct any necessary research
- Determine the publication's specifications (such as paper size, paper type, binding, and color vs. black-and-white reproduction) and discuss them with the publications manager

Content Creation

- Review the checklist for writers and editors in the next section
- Choose art and graphics (discuss with the graphic design staff)
- Clear all copyright considerations

Editorial Review

- Send the text through the interdepartmental review process and make any necessary changes to the content.
- Submit the text to the publications editor in the Office of Communications for editing, using the [Project Review Form](#). Text should be final and should be submitted as a Word document to be edited electronically rather than on paper. If the text has to be edited on paper, it should be double-spaced with generous margins, allowing room for any changes made by the editor. All copy intended for a public audience outside of the Peace Corps should go through this process. This includes recruiting material and material intended for incoming Volunteers. Interoffice documents are excluded from editorial review.
- **Note:** Copy from the press unit is exempt from this step in the approval process in most instances.
- Make any necessary changes to the text for clarity and style.

CHECKLIST FOR WRITERS AND EDITORS

Whether revising your own text or editing someone else's work, keep in mind the following basic elements of good writing:

Logic

- Is the purpose clear and relevant?
- Has the writer included all necessary details to support the conclusions? Are the conclusions supported by facts, or are they forced?
- Is the tone right for the audience?
- Is the presentation balanced?
- Is the material accurate and current?
- Are there logical transitions between sections?

Language

- Is the text easy to read?
- Do the sentences have parallel construction?
- Is the language active, positive, and personal?
- Is the piece written in plain English? Does the writer avoid acronyms, highly technical terms, clichés, redundancy, inappropriate slang, and overly long sentences?
- Are the spelling, grammar, punctuation, and format consistent with Peace Corps standards?

Message

- Is the message presented consistent with Peace Corps policies?
- Is the writing free of bias, discrimination, and political partisanship?

Legal Issues

- Have references been verified?
- Are citations from other works properly attributed and are copyright notices in place?

SUBMISSION GUIDELINES

All work submitted to the communications editor should be approved by the publications manager before being forwarded to the editor. The document should also be in final text form, with no additions being made to the text unless prior approval has been obtained. The role of the Peace Corps editor is to assure that all style guidelines have been followed within the copy and to make changes accordingly. The editor also checks for errors in grammar and, when appropriate, may revise text to make it an "easier read" for the intended audience.

The editor **is not responsible for creating copy** unless the communications director has been contacted and prior approval has been obtained. When such instances exist, it is important to provide the editor with enough lead time to develop such material due to the large amount of editing projects that come through the communications department.

Any copy sent to the editor must have been read and approved by the requesting office supervisor, other related departments (as needed), and Office of General Counsel (if applicable) before being submitted to the editor. Such material must be accompanied by a Project Review Form that provides information on the project manager, type and size of publication, target audience, etc. This form is available from the communications department and the Peace Corps intranet website www.inside.peacecorps.gov (Inside Peace Corps).

There are instances where a Project Review Form is not necessary, but this is primarily limited to Office of the Director.

Country desk personnel are also exempt from providing such a form for welcome books that are edited by the communications department. Those submitting welcome books must notify the editor by email when such material is submitted and it must be in its final form. Word files of a welcome book should be provided to the communications editor at least two months in advance of any editing deadline due to the large volume of editing projects submitted.

EDITING PROCESS

The editing process can be completed in a few days or a few weeks, depending on the workload of the editor. During the fall, such projects as the Performance and Accountability Report and the Congressional Budget Justification can add one to two months to an editing project.

Developmental work should always be done before line editing begins. Also, text should be tight enough that copy editing will not cause reflow or layout problems for the copy designers.

The following items can add time to the editing schedule:

- Substantive editing concerns that should have been taken care of in the line edit but weren't, such as issues of internal consistency, organization, and logical flow
- Significant fact-checking
- Heavily technical content or content that is conceptually too difficult to read through quickly
- Text that is full of graphs, diagrams, tables, etc., that must be checked
- Text that has a lot of citations, footnotes, endnotes, or cross-references
- Text filled with acronyms that are not spelled out on first reference and/or the improper use of such acronyms when addressing a general audience
- Duplicated material

The communications editor will use track changes in the electronic document for the person submitting the material to see before final approval. Those submitting only hard (printed) copy should take the time to review the Common Proofreading Marks section of this booklet to assure they understand all edits made by the editor. Editing changes made by the editor to follow style guidelines are not negotiable.

COPYRIGHT INFORMATION

Copyright law gives creators of original work exclusive control over their work. This includes both text and graphic elements. Authors can sell copyrights, lend them, grant limited license for their use, or give them away. Keep in mind that a work does not have to include a copyright notice for it to be protected under the law, and Peace Corps writers should always assume that a work is protected.

Copyright law includes provisions for using the works of an author without permission in certain instances, such as material that has entered the public domain and material used under the fair use provision. Certain things cannot be copyrighted, such as facts, procedures, concepts, and ideas relating to historical, biographical, and scientific information. Nor do copyright laws protect titles of publications, formats, logos, slogans, or typography, although these may be protected under trademark law.

Not all uses of copyright material constitute infringement. The most important limitation on the reach of copyright law is that ideas and facts are never protected by a copyright. Instead, copyright law protects the manner of expression. The copyright pertains to the literary, musical, graphic, or artistic form in which an author expresses intellectual concepts.

Because it is often difficult to determine what constitutes fair use or whether material is in the public domain, however, **writers/editors should seek advice from Peace Corps legal counsel to determine liability.**

To avoid the possibility of being charged with plagiarism and/or copyright infringement, Peace Corps writers and editors should always provide references when citing others' work and obtain permission to reprint someone else's work, either in whole or in part. Note that the agency does not generally pay for permission to use copyrighted work. Anything produced by the federal government is in the public domain, which means anyone may reprint articles from Peace Corps publications without permission. The agency normally requests that such users attribute the work produced by the Peace Corps.

Obtaining Permission

Permission to reprint material in whole or in part should always be obtained in writing. Send requests to the permissions department of the book publisher or magazine, which will forward the request to the copyright owner. Include the following in the request:

- Description of the copyrighted material, including the title, author, date of publication, and page number(s) of the sections to be reprinted
- Title, author, publication date, and publisher of the publication in which you would like to use the material
- Type of publication and intended audience for the material
- Manner of distribution of the publication in which the material will be used
- Number of pages in the publication

If you are unable to find contact information for the copyright holder, call the U.S. Copyright Office at the Library of Congress at 202.707.5959.

Placement and Wording

The accepted forms of attributing a copyright:

© 2008, Doubleday Press Inc.

© 2008 by Doubleday Press Inc.

If the material is not protected under copyright law, but you have obtained permission to reprint the work, use the following attribution and include bylines for any authors:

Reprinted with permission from the Peace Corps RPCV Update, Summer 2006 issue.

Photographs should also be attributed, as follows:

Photo: People magazine/Judy Walgren

Copyrights and other attributions go at the end of the text. Attribution for a photograph should run alongside the photo, but should not interfere with the caption.

Acknowledgments and Disclaimers

Providing acknowledgments for materials created by Peace Corps staff is highly discouraged. Most Peace Corps publications do not credit authors and, therefore, can be considered to express the views of the agency. Moreover, federal employees cannot hold copyrights on materials they produce as part of their jobs. Crediting authors may also date the work or make it harder to update.

Peace Corps staff who accept submissions from outside writers or use materials created by outside sources should include disclaimers when the publications contain the writers' bylines. The following sample disclaimers are currently used in agency publications and may be used when appropriate.

Content Disclaimer 1: The opinions expressed in [insert publication name] are those of the authors and do not necessarily reflect the views of the Peace Corps or the government of the United States. Previously published material appearing in this publication may not be reproduced in any form except with the express written permission of the copyright holder.

Content Disclaimer 2: [Insert publication name] is a publication of the Peace Corps. Views expressed in [insert publication name] are those of the individual writers and do not necessarily represent the official views of the Peace Corps. Use of funds for printing this publication has been approved by the U.S. Office of Management and Budget.

Submission Disclaimer: [Insert publication name] welcomes submissions. [Insert types of submissions that will be accepted] will be considered. Submissions cannot be returned. We reserve the right to edit for style, clarity, and length. Black-and-white and color photos are also accepted. We regret, however, that we cannot return them. Please identify all photos clearly.

The Peace Corps reserves the right to use any submitted writing, photos, and artwork in other publications.

STYLE RULES

Abbreviations and Acronyms

Although abbreviations are best avoided, some are better known than the words they stand for (such as DDT and ATM) and can be used without explanation. If an abbreviation will be unfamiliar to most readers, it should be spelled out on first use, with the abbreviation appearing directly afterward in parentheses.

Acronyms (pronounceable words formed from the first letter or letters of several words) and abbreviations formed with capital letters should be written without periods, although there are exceptions (U.N., U.S.). For plurals, add a lowercase *s* without an apostrophe (FAQs, RPCVs, IDs). If the abbreviation ends in an "s," use an apostrophe (PAS's).

For press releases and external media-related documents, no Peace Corps acronyms should be used. However, many of the following acronyms are used on second reference in welcome books given to invited Peace Corps trainees, as well as other intra-office material.

Common agency acronyms:

Acronym	Definition
AO	administrative officer
APCD	associate Peace Corps director
CBJ	Congressional Budget Justification (report)
CBT	community-based training
CD	country director
CDA	country desk assistant
CDU	country desk unit
CHOPS	chief of operations
CIO	chief information officer
COS	close of service
DP	domestic programs
EMA	Europe, Mediterranean, and Asia Region
ET	early termination
FITU	Focus In/Train Up
GenEq	Gender Equality and Women's Empowerment
GC	General Counsel
GLOW	Girls Leading Our World
GPRA	Government Performance Results Act
HCN	host country national
IAP	Inter-America and Pacific Region
ICE	Information and Collection Exchange (unit)

ICT	in-country training
IPBS	Integrated Programming and Budget System
ICT	Information and Communications Technology
IT	information technology
Medevac	medical evacuation
MI	Master's International (program)
MOA	memorandum of agreement
MOST	Medical Overseas Staff Training
MOU	memorandum of understanding
MRE	monitoring, reporting, and evaluation
MS	manual section
MST	midservice training
NGO	nongovernmental organization
OCIO	Office of Chief Information Officer
OGHH	Office of Global Health and HIV
OPATS	Overseas Programming and Training Support
OSIRP	Office of Strategic Information, Research, and Planning
OSS	Office of Safety and Security
OST	overseas training
PACA	Participatory Analysis for Community Action
PAR	Performance and Accountability Report
PAS	public affairs specialist
PCMO	Peace Corps medical officer
PCPP	Peace Corps Partnership Program
PCR	Peace Corps Response
PCRV	Peace Corps Response Volunteer
PCV	Peace Corps Volunteer
PCT	Peace Corps trainee
PEPFAR	President's Emergency Plan for AIDS Relief
PST	pre-service training
RPCV	returned Peace Corps Volunteer
SBD	Small Business Development
SPA	Small Project Assistance
TEFL	Teaching English as a Foreign Language
TESL	Teaching English as a Second Language
TOT	training of trainers
UNV	United Nations volunteer
USAID	U.S. Agency for International Development
VAD	Volunteer assignment description
VRS	Volunteer Recruitment and Selection (office)
V/T	Volunteer/trainee
WWS	World Wise Schools (program)

Additional agency acronyms and their definitions are listed in the Peace Corps Manual, Section 003, and may be accessed through the Intranet. Note, many of these titles are lowercase when spelled out in sentence form.

Academic Degrees

Provide a person's degree (e.g., B.A., Ph.D., LL.D., M.A.) only when the person prefers its use, except in the case of medical degrees, when it is appropriate to use *M.D.* However, do not use both *Dr.* and *M.D.* at the same time (Dr. James Jones, M.D.). If appropriate in the context, *Dr.* also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies *Dr.* with only physicians, care should be taken to ensure the individual's specialty is stated in first or second reference. If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use a phrase, such as *John Jones, who has a doctorate in psychology.*

Note that the period is placed between letters in degrees.

Use an apostrophe in *bachelor's degree, a master's,* etc., but there is no possessive in *associate degree, Bachelor of Arts or Master of Science,* etc. Note that capitalization is included when "arts" or "science" is included with the modifier (Bachelor, Master), but is otherwise lowercase (e.g., *bachelor's degree*).

- associate degree
- Master of Fine Arts degree
- master's in English
- Master of Science in agriculture
- John earned his Bachelor of Arts degree in science.
- Jane has a bachelor's degree.

Academic Departments, Majors, or Subjects

Do not capitalize unless they are proper nouns or adjectives:

Megan Smith, who has a bachelor's in agriculture, led the project.

the math department

English teaching

French class

science education

Accent Marks

Accent marks are used in many of the languages spoken in Peace Corps countries. The general rule about using uncommon foreign words and accent marks is to avoid them whenever possible; if

overused, they tend to be distracting to the reader. However, many foreign words with accent marks have become widely used in the English language. Consult Webster's New World Dictionary to determine if accent marks for these words are necessary. When the dictionary lists a word both with and without an accent, use the version listed first. Note the following for the Peace Corps style:

cafe

résumé (in reference to one's work, personal, and/or educational background experience) Without the accent marks, it's resume (to start again).

Addresses

In an exception to AP style, we spell out most words in addresses, including the following: *Avenue, Circle, Court, Drive, Highway, Lane, Road, Route, Square, Street, and Terrace.*

Do not abbreviate *Fort, Mount, Port, or Point* in city names: *Fort Stevens, Mount Vernon, Port Huron.*

Abbreviate the word *Saint* in the names of American cities: *St. Louis, St. Paul.*

Spell out *North, South, East, West, Northwest, etc.* when they are part of a street name but not when they appear as a quadrant after the street name. (Do not use periods for quadrants.) Likewise, do not use commas to separate street from quadrant.

110 South 34th Street
1111 20th Street NW

Use numerals for all numbers preceding street names: *1 State Street, 20 Lincoln Avenue.*

Spell out street names from first to ninth; use numerals for 10th and above: *52 Third Street, 125 16th Avenue.*

When there is both a post office box number and a street address, use only the box number: *P.O. Box 123.*

When more than one street is named, capitalize only the street names: *Massachusetts and Pennsylvania avenues*

In story form, a city and state are spelled out (*i.e.*, *Nashville, Tennessee*) in contrast with AP style. However, the press department may abbreviate the state for external use, following AP style. There are also commas placed before and after the state when it is listed with a city in running text (e.g., He was born in Elkhart, Indiana, but spent most of his adulthood in Washington, D.C.)

Use the two-letter U.S. Postal Service abbreviations (without periods) with full addresses, including zip codes (*i.e.*, *New York, NY 10010; Butte, MT 56404*). Do not put a comma between the state and zip code.

In contrast with AP style, we do not capitalize *zip* or *code* when referring to a zip (Zoning Improvement Plan) code.

For press releases:

Use abbreviations in accordance with the Address entry in The Associated Press Stylebook. This means you should use abbreviations with a full address and no abbreviations for addresses with only street names:

*The White House is located at 1600 Pennsylvania Ave. NW.
The White House is located on Pennsylvania Avenue.*

NOTE: The Peace Corps style retains the periods in D.C. unless it is used in a postal address. There is also a comma used: Washington, D.C.

Ages

Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be years. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun:

- 12 years old
- A 5-year-old girl
- The boy, 7, has a sister, 10
- People age 55 and older
- The race is for 3-year-olds
- The woman is in her 30s (no apostrophe)
(Note that *youth* generally refers to boys and girls aged 13 until their 18th birthday. However, within Peace Corps programs youth may refer to those individuals well into their 20s. The plural form is *youth* or *youths*.)
- 50+ (In reference to those in the 50-and-over age group, the Peace Corps style is 50+ and not "boomers," "50-plus," "seniors," or

similar labels. Also use a descriptor, when possible, so it doesn't look like a quantity. Use, for example, "the 50+ audience" or "the 50+ initiative." It is, however, acceptable to use phrases such as "those ages 50 and over" in text.)

Agreement (Noun/Verb)

A fundamental rule of grammar is that parts of a sentence should agree with each other. Singular subjects take the singular form of the verb, and plural subjects take the plural form of the verb. Although this rule may sound simple, it is often tricky to determine whether a subject is singular or plural. What's more, intervening words can be misleading. A plural noun in front of singular verb can throw the reader off.

Correct: Any one of the articles is available.

Incorrect: Any one of the articles are available.

Articles

The indefinite article *a* is usually used if the first letter of the next word is a consonant, while *an* is usually used if the first letter of the next word is a vowel. However, there is an exception to this rule: The sound of a noun takes precedence over its spelling in determining which indefinite article should be used.

For example:

An RPCV (*An* is used because the letter *r* begins with a vowel sound.)

An hour (*An* is used because the *h* is not pronounced and the first sound is a vowel sound.)

The definite article *the* should be used before "Peace Corps" when referring to the agency as a noun:

Correct: The Peace Corps is 45 years old.

Incorrect: Peace Corps is 45 years old.

Correct: This is the Peace Corps.

Incorrect: This is Peace Corps.

However, *the* is not used when "Peace Corps" acts as a modifier:
Peace Corps project sectors include Agriculture, Education, Health, and Environment.

Brackets []

Square brackets are used as parentheses within parentheses, usually for bibliographic purposes. The brackets are used mainly to enclose material—usually added by someone other than the original writer—that does not belong to the surrounding text. Sometimes the bracketed material replaces, rather than amplifies, the original word or words. Since brackets cannot be transmitted over news wires, use parentheses or recast the material when using it for press purposes.

Capitalization

Avoid unnecessary capitalization. The following kinds of words generally are not capitalized: names of seasons, people's official titles (unless they appear directly before a person's name), the words *federal*, *fiscal*, *government*, *nation*, and *state* (except when they are part of a proper noun), compass directions (except when referring to a recognized region such as the South of the United States), and shortened names of governmental bodies, academic institutions, and laws.

However, retain capitalization in referring to a specific body if the context makes the name of the nation, state, county, city, etc., unnecessary (e.g., The Department of State when referring to U.S. Department of State). Lowercase further condensations of the name (Department of State, the department; Ministry of Health, the ministry; Georgetown University, the university; Equal Employment Opportunity Act, the act).

Typically, Peace Corps projects, programs, and titles are not capitalized. Exceptions include OPSI-funded projects (e.g., Volunteer Projects, Special Funds, Country Funds).

- The business development sector, the girls' education project; but: the Youth in Development program
- The meeting involved all of the programming and training managers.

Volunteer is always capitalized when referring to Peace Corps Volunteers, although trainee is not.

Capitalize *the States* when referring to the United States. See the Peace Corps Terminology section for guidance on other words.

Cities

Include the state or country in text if the city is not commonly known or if it could be confused with a city by the same name in another

state. Providing a state or country generally is not necessary with the following cities:

Amsterdam	Geneva	Philadelphia
Athens	Jerusalem	Phoenix
Atlanta	Honolulu	Pittsburgh
Baghdad	Houston	Rio de Janeiro
Baltimore	Indianapolis	Rome
Beijing	Las Vegas	San Antonio
Berlin	London	San Diego
Bonn	Los Angeles	San Francisco
Boston	Madrid	Seattle
Brussels	Milwaukee	Seoul
Buenos Aires	Minneapolis	St. Louis
Cairo	Montreal	Stockholm
Cape Town	Moscow	Tel Aviv
Chicago	New Delhi	Tokyo
Cincinnati	New Orleans	Toronto
Copenhagen	New York	Vienna
Dallas	Oklahoma City	Warsaw
Denver	Oslo	Washington
Detroit	Ottawa	Zurich
Dublin	Paris	
Frankfurt	Salt Lake City	

Colons

The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

Peace Corps countries are divided into three regions: Africa, EMA, and IAP.

Use a colon to introduce long quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material. (Use a comma to introduce a direct quotation of one sentence that remains within a paragraph.)

Then-Sen. John Kennedy mentioned the idea of a "peace corps" during his presidential campaign several times, including in a speech in San Francisco on November 2, 1960: "I therefore propose that our inadequate efforts in this area be supplemented by a peace corps of talented young men and women, willing and able to serve their

country in this fashion for three years as an alternative or as a supplement to peacetime selective service, well qualified through rigorous standards, well trained in the languages, skills, and customs they will need to know ... We cannot discontinue training our young men as soldiers of war, but we also want them to be ambassadors of peace."

Join two independent clauses with a colon if the second interprets or amplifies the first. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: *The seven Volunteers work on varied projects: Two are deaf-education specialists, three are math teachers, and the other two are helping to develop small businesses.* But: *There were three considerations: expense, time, and feasibility.*

The colon can be effective in giving emphasis: *He had only one hobby: eating.* Also use the colon in such listings as time elapsed (*1:31:07.2*) and time of day (*8:36*), and biblical and legal citations (*2 Kings 2:14; Missouri Code 3:234–260*). It can also be used for dialogue.

Colons go outside quotation marks unless they are part of the quotation itself.

Commas

Use a series (or Oxford or Harvard) comma before a conjunction when it joins the last two elements of a series.

The Peace Corps sectors are Agriculture, Community Economic Development, Education, Environment, Health, and Youth in Development.

Compound Modifiers

It can be difficult deciding whether or not to hyphenate a compound modifier (generally composed of an adjective or adverb and a noun), especially since standard references often disagree. Some compound modifiers require a hyphen to avoid being misread (*small-animal hospital, primary-care facility*). For others, a hyphen is helpful because the compound could be jarring to readers without one (*high quality education*). If an expression is immediately clear without a hyphen, the hyphen can be dropped. (Note that the hyphen is often dropped when the word appears after the noun, that is, in the predicate.) Following are some general guidelines.

Usually hyphenated:

- Compounds with a present participle: *data-processing center*
- Compounds with a past participle: *deep-seated anxiety*
- Compounds made up of an adjective and a noun to which *-d* or *-ed* has been added: *able-bodied workers*
- Compounds made up of *well* or *ill* and an adjective: *ill-conceived plan, well-intentioned remarks*
- Compounds in which the modifier ends with a preposition: *burned-out workers, spelled-out number*
- Most compounds with a cardinal or ordinal number: *12-foot wall, first-quarter results, but 10 percent decrease*
- Most compounds in which the modifier contains more than two elements: *over-the-counter drugs, early-18th-century paintings*
- Most compounds with a comparative or superlative adjective: *less-informed speaker, best-loved movies*

Usually not hyphenated:

- Compounds formed with adverbs ending in *-ly*: *federally funded project, rapidly growing population*
- Compounds with a letter or numeral as the second element: *Chapter 11 bankruptcy*
- Compounds derived from foreign expressions: *ad hoc group*
- Compounds that contain proper names: *Atlantic Ocean fishing, but African-American music*

Contractions

Contractions reflect informal speech and writing. Webster's New World College Dictionary includes many entries for contractions: *aren't* for *are not*, for example.

Avoid excessive use of contractions. Those listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

Dashes

The **short dash** is more commonly referred to as a hyphen.

The **en dash**, which is a little longer than the hyphen, is used to designate a range: *2002–05, the Boston–New York City route*.

The **long dash, or em dash**, is used to signal abrupt changes in thought and to set off parenthetical elements.

In an exception to AP style, do not put any space immediately before or after em dashes.

Peace Corps Volunteers must demonstrate extraordinary personal characteristics—maturity, resourcefulness, flexibility, and character—to succeed in their challenging assignments.

Hint: When you type a space and one or two hyphens between text, Microsoft Word automatically inserts an en dash (–) or type Control + num- (hyphen on the number keypad); if you type two hyphens and do not include a space before the hyphens, it will insert an em dash (—) or type Control + Alt + num-.

Dates

With the exception of press releases, spell out all months and use numerals for days and years. When a complete date is given in a sentence, the year should be preceded and followed by a comma. No comma is used between just a month and a year. Do not use ordinal numbers in dates (*March 5*, not *March 5th*).

On March 1, 1961, President Kennedy signed the executive order establishing the Peace Corps.

President Kennedy signed the executive order in March 1961.

Use the following style when referencing time periods:

*fiscal year 2005 (spell out first reference to fiscal year in text),
FY 2005*

2004–05 (a one-year period, as in the 2004–05 school year)

the 1990s (no apostrophe), the '90s (both are equally acceptable)

John Doe (China, 2002–04)

For press releases:

Follow the above rules, except abbreviate the month when followed by a day, according to the Months entry in The Associated Press Stylebook:

His birthday is Feb. 14

Datelines

In press release datelines, the city name should be in all capital letters, followed in most cases by the name of the state or country in caps and lowercase type. (States and months should be abbreviated according to Associated Press style.)

ARLINGTON, Va. May 5, 2009—An informational session for students considering the Peace Corps will be held at the Arlington Public Library today.

Ellipsis Points

To indicate the omission of a word or words within a sentence, use three periods with **a space on each side of the ellipsis** but not between the periods. Use four points when the omission occurs after the end of a sentence.

*I served in Kazakhstan ... and would like to go back someday to visit.
The Volunteers were invited to a feast at the chief's home*

Ethnic Groups and Nationalities

Capitalize the proper names of nationalities, peoples, races, tribes, etc.: *Arab, Arabic, African, American, Asian, Caucasian, Cherokee, Chinese* (both singular and plural), *Eskimo* (plural *Eskimos*), *French Canadian, Japanese* (singular and plural), *Jew, Jewish, Nordic, Sioux, Swede*, etc.

Designations based only on color (black, white) are never capitalized. (An exception is the term "Coloured," used to refer to those of mixed race in South Africa.)

In contrast to AP style, we **do not** use the hyphen when referring to an *African American, Asian American, Mexican American*, etc., unless it's used as a modifier:

*African American; African-American music
Asian American; Asian-American traditions
Latin American; Latin-American Volunteer*

Capitalize Native American when used as a proper noun.

Foreign Words

Italicize foreign words. If the word occurs repeatedly, it should be italicized the first time it occurs, usually accompanied by a definition of its meaning, and thereafter set roman (not italicized).

- Many Volunteers live in *gers* (felt tents).
- "*Puedes llevar Mudo contigo?*" she asked. ("Can you take Mudo with you?")

Foreign words that are part of everyday language (tortilla, escargot) should not be italicized.

Gender Neutrality

Try to use gender-neutral words such as *person* and *individual* instead of the pronouns *he* and *she* or the adjectives *his* and *her*. If possible, rewrite the sentence to use *they* or *their* instead of using *he* or *she*. However, consider the context; if a singular subject is most appropriate, use that.

For example, change: *Today's Volunteer must come to training with the technical skills to perform his or her assignment.*

To: *Today's Volunteers must come to training with the technical skills to perform their assignments.*

Lists

The Peace Corps follows The Chicago Manual of Style for lists. Although there are numerous ways to style a list, the possibilities described here are standard for vertical lists.

A vertical list is best introduced by a complete grammatical sentence, followed by a colon (but see the section on Vertical lists punctuated as a sentence for exceptions). Do not use closing punctuation for items unless they consist of complete sentences.

If opting for a heading (bold or regular font) instead of a complete sentence, do not use a colon. When a heading is used with bullets, capitalize the first word of each item. If bullets are not used, do not capitalize the first word of each item.

Examples of Volunteer Activities

- *Assist in teaching leadership, life skills, and vocational skills*
- *Establish stay-in-school programs*
- *Work with street children to foster their self-esteem*

Application Documents

- *Full résumé*
- *Three letters of recommendation*
- *Diplomas*
- *Brief essay*
- *Two forms of identification*

Your application must include the following documents:

*a full résumé
three letters of recommendation
all your diplomas, from high school to graduate school
a brief essay outlining your qualifications
two forms of identification*

The goals of the Peace Corps are as follows:

- *To help the people of interested countries in meeting their need for trained men and women*
- *To help promote a better understanding of Americans on the part of the peoples served*
- *To help promote a better understanding of other peoples on the part of Americans*

Vertical lists punctuated as a sentence

Use punctuation in vertical lists if the items comprise complete sentences or complete the introductory element. Items that are complete sentences should start with an uppercase letter and end with a period.

Some examples of Peace Corps Volunteers' work include the following:

- *Agriculture Volunteers work with small farmers to increase food production.*
- *Community Economic Development Volunteers promote small business management, such as production and marketing.*
- *Education Volunteers integrate health education and environmental awareness into English, math, science, and other subjects.*
- *Environment Volunteers teach environmental awareness and sustainability in communities.*
- *Health Volunteers educate and promote awareness of issues such as malnutrition and safe drinking water.*
- *Youth in Development Volunteers engage in outreach projects concerning at-risk children and youth.*

Items that complete the introductory element should start with a lowercase letter and be followed by semicolons and a period after the final item. (Such lists are often better run into the text; set them vertically only if the content demands they be highlighted.)

The Peace Corps Director reported

1. *a communications director was being sought;*

2. *the salary for this director, about \$50,000, would be paid out of the budget; and*
3. *the rebranding campaign would be launched in 2010.*

Complete guidelines can be found in *The Chicago Manual of Style*.

Numbers

In most publications, cardinal and ordinal numbers from one through nine should be spelled out, and numerals should be used for 10 and above. (Do not begin a sentence with a numeral unless it is a part of a list or a year.)

Most Volunteers serve for two years.

President Kennedy created the Peace Corps more than 40 years ago.

The state is celebrating its 150th year.

The temple dates from the fifth century but was restored in the 19th century.

George brought six highlighters, Ellen brought 12 markers, and John brought 20 pens.

Exceptions: Numerals are always used for age, percentages, page numbers, rankings, time of day and dates, weights, figures that contain decimal points, and millions, billions, etc. (Note that *percent* should be spelled out; use the % sign only in financial documents and tables/charts.)

- *5 o'clock*
- *6:30 p.m.*
- *2 percent to 3 percent*
- *ranked No. 25*
- *7 billion*
- *GPA of 3.7*
- *25 percent*

Be careful with modifiers.

Correct: *There were between 9 million and 10 million people in the country.*

Incorrect: *There were between 9 and 10 million people in the country.*
(Is it nine people or 9 million people?)

However, do not use the modifier when it's obvious: *one to two weeks, 100 to 300 people*

Use an en dash between a range of numbers, including years: *20–25 percent; He served in Nepal from 2012–14.*

Currency: Use figures and the \$ sign in all except casual references or amounts without a figure. *The book costs \$4. Dad, please give me a dollar. Dollars are flowing overseas.*

For specified amounts, the word takes a singular verb: *He said \$500,000 is what they want.*

For amounts of more than \$1 million, use up to two decimal places. Do not link the numerals and the word by a hyphen: *He is worth \$4.5 million. He is worth exactly \$4,351,242. He proposed a \$300 million budget.*

For amounts less than \$1 million, use the following: *\$4, \$25, \$500, \$1,000, \$650,000.*

For amounts less than a dollar, spell out and lowercase the word cents, using numerals: *5 cents, 12 cents.* Use the \$ sign and either no or two decimals for larger amounts: *\$1, \$1.01, \$2.50.*

Spell out foreign currency; if needed, follow with the conversion rate for U.S. dollars. *The bread costs 2 durhams. He had to pay 350 euros (\$461) for the trip home.* Be sure to consider the audience when giving foreign currency vs. converting to U.S. dollars; when writing for a general audience, U.S. dollars is preferred.

Fractions: Spell out amounts less than 1 in stories, using hyphens between the words (*one-fourth of the class failed, seven-sixteenths of the population suffers from malaria*). Use figures for precise amounts larger than 1 (*1 1/2, 10 1/3, etc.*), converting to decimals whenever practical. In tabular material, use figures exclusively, converting to decimals if the amounts involve extensive use of fractions that cannot be expressed as a single character.

Page Numbers: Use figures and capitalize *Page* when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: *Page 1, Page 10, Page 20A.* (One exception: It's a *Page One* story). However *p.* (singular) or *pp.* (plural) should be used in citations or, when a number or range of numbers clearly denotes the

page in a book, p. or pp. may be omitted (unless ambiguity would result); the numbers alone, preceded by a comma, are sufficient.

Paragraphs

Separate paragraphs by using the return key (return), not a soft return (shift/return). Also, do not manually insert any spaces with the space bar when starting a new paragraph.

Parentheses ()

In general, use parentheses around logos, as shown in datelines, or acronyms that come after a complete spelling, such as Peace Corps Partnership Project (PCPP). However, try to be selective with them. The temptation to use parentheses is a clue that a sentence is becoming contorted.

Place a period outside a closing parenthesis if the material is not a sentence (such as this fragment). (An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

Use parentheses if a state name or similar information is inserted within a proper name: The Huntsville (Alabama) Times. But use commas if no proper name is involved: The Selma, Alabama, group saw the governor.

Passive Voice

Passive voice can be dull and wordy, so writers should avoid using it. When passive voice is used, the subject receives the action of the sentence or is acted upon, which allows the writer to obscure responsibility for an action. It is better to use active voice, where the subject performs the action:

Active:

The trainees chose their Volunteer sites.
(Straightforward, tells who did what.)

Passive:

Volunteer sites were chosen.
(No mention of who did the choosing; the subject is acted upon rather than causing the action.)

Volunteer sites were chosen by the trainees.

(Focuses on the sites rather than the trainees who chose them.)

There are three cures for passive verbs:

- Put the doer before the verb. *Not:* The request must be approved. (By whom?) *Write:* The supervisor must approve the requests.
- Drop part of the verb. *Not:* The results are listed in the attachment. *Write:* The results are in the attachment.
- Change the verb. *Not:* Letter formats are shown in the style manual. *Write:* Letter formats appear in the style manual.

Periods

Do not insert two spaces after a period. This may cause interruptions in printed copy and also adds time to the editing process.

Possessives

For singular or plural common nouns not ending in *s*, add an apostrophe *s*: *the dignitary's speech, women's rights*.

For plural nouns ending in *s*, add only an apostrophe: *the churches' needs, the girls' toys*.

For singular common nouns ending in *s*, add apostrophe *s* unless the next word begins with *s*: *the hostess's invitation, the hostess' seat, the witness's answer, the witness' story*.

For singular proper nouns ending in *s*, add only an apostrophe: *Dickens' novels, the United States' diversity*.

For nouns formed with capital letters, add *'s*: *PBS's fall schedule*.

When referring to single letters of the alphabet, use italics. If the reference is plural, add *'s* (in roman).

Prefixes

Generally, do not hyphenate when using a prefix with a word starting with a consonant.

Three rules are constant, although they yield some exceptions to first-listed spellings in Webster's New World College Dictionary:

- Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.
- Use a hyphen if the word that follows is capitalized (*pre-Civil War*).
- Use a hyphen to join doubled prefixes: *sub-subparagraph*.

Quotation Marks

With other punctuation: Commas and periods go inside quotation marks:

"I learned a lot in the Peace Corps," he said, "and I gained much more than I gave."

Colons and semicolons generally go outside quotation marks.

They said I would hear about my Peace Corps assignment "within a month"; two weeks later, the welcome packet arrived.

The placement of a question mark depends on the context of the quote. If the quote itself is a question, the question mark goes inside the quotation marks:

He asked, "Where is Madagascar?"

If the quote is not a question, but the complete sentence is, the question mark goes outside the quotation marks:

When did Sargent Shriver say, "The Peace Corps proved to be the best talent agency for public servants in this century of American history"?

Quoted passages: Do not use ellipses at the beginning or end of direct quotes to indicate that words have been deleted. It is appropriate, however, to use an ellipsis at the end to indicate a thought trailing off. Also, do not use brackets to indicate a paraphrased word at the beginning of a quote when it is just as easy to start the quote a word or two later.

For example, change:

He said, "[Jones] would have had a cow."

To:

He said Jones "would have had a cow."

Semicolon

In general, use the semicolon to indicate a greater separation of thought and information than a comma can convey, but less than the separation that a period implies.

To clarify a series, use semicolons to separate elements of a series when the items in the series are long or when individual segments

contain material that also must be set off by commas. The semicolon is used before the final *and* in such a series.

The semicolon is also used to link independent clauses of equal weight. Use the semicolon when a coordinating conjunction such as *and*, *but*, or *for* is not present: *The package was due last week; it arrived today.*

If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses: *The Volunteers pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the village was hard-hit by the hurricane.* However, the better approach is to break the independent clauses into separate sentences.

Always place semicolons outside quotation marks.

States

Spell out the names of states, unless it is in a full address (see Addresses). If a city and state are used, set off the state with commas. For press releases and materials, abbreviate states according to the State Names entry in The Associated Press Stylebook.

In Peace Corps style: I volunteered with the Habitat for Humanity chapter in Bethesda, Maryland.

For references, use postal codes.

Tidwell, Mike. "The Ponds of Kalambayi: An African Sojourn." Guilford, CT: Lyons Press, 1990, 1996 (paperback).

Use the following capitalization style:

Washington state; state of Washington

Washington, D.C. (never District of Columbia; use DC without the periods in postal abbreviations)

the States (in reference to the United States)

When listing government officials' party affiliations, use the standard abbreviation, (e.g., *U.S. Sen. Ted Kennedy, D-Mass., was the youngest brother of President Kennedy. U.S. Rep. Nancy Pelosi, D-Calif., served as speaker of the House from 2007–11.*).

Telephone Numbers

Use periods to separate country and area codes and exchanges from the rest of the number:

- 202.123.4567 ext. 528
- 011.30.123.4567
- 800.424.8580 (It is not necessary to add a *1* at the beginning)

Telephone numbers are usually in roman type, but can be in italics or bold print in marketing pieces.

Temperatures

Use figures for all except zero. Use a word, not a minus sign, to indicate temperatures below zero.

The day's low was minus 10; the day's low was 10 below zero.

Temperatures get higher or lower, but they don't get warmer or cooler.

Fahrenheit and Celsius

104 degrees Fahrenheit (40 C)

104 F (note the space and no period after F)

40 degrees Celsius (104 F)

40 C

Titles of People

Capitalize titles when used before a name; lowercase titles when they follow the name, are set off in apposition, stand alone, or merely describe someone's occupation.

Exception: Always capitalize *Director* when referring to the Director of the Peace Corps. Likewise, capitalize *President* when referring to the President of the United States.

President George W. Bush, the President, President-elect

French President François Hollande; the president of France

King Abdullah II; the king of Jordan

Pope Benedict XVI; the pope

Senator Norm Coleman; the senator

Country Director Bill Jones; country director

Exception: For Peace Corps-produced publications and internal documents, *Volunteer* should be capitalized in all references to Peace Corps Volunteers; however, in press releases, *Volunteer* should be capitalized only if it begins a sentence.

Abbreviate Junior and Senior as Jr. and Sr. and do not use a comma before them—or before II or III.

Titles of Works

Capitalize principal words and prepositions and conjunctions of four or more letters. Lowercase articles (*a, an, the*) and prepositions of three or fewer letters (*of, for, by, etc.*) unless it is the first or last word in a title. A title set in full capitals in the original should be changed to upper/lowercase initial caps (capitalize the first letter of each word, other than articles/prepositions, and lowercase the remainder).

Use quotation marks for articles, books, computer games, movies, operas, plays, poems, albums and songs, radio and TV programs, and titles of lectures, speeches, and works of art.

Do not use quotation marks for the Bible and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks, manuals, periodicals, reports, and similar publications. Do not use quotation marks for legislative bills, computer operating systems, programs (WordPerfect, Excel), court cases, games (Monopoly, Scrabble), historical documents (e.g., the Declaration of Independence), or laws.

Capitalize *the* in the name of a magazine or newspaper only in a formal context, such as photo credits; do not capitalize or italicize *the* in regular text, unless it is part of the official name:

I read the article about the incident in The New York Times and the Chicago Tribune.

Time magazine (do not capitalize "magazine")

The Washington Post Magazine ("magazine" is part of the publication's name)

Capitalize *chapter* when used with a numeral in reference to a section of a book or legal code. Always use Arabic figures: *Chapter 1, Chapter 20*. Lowercase when standing alone.

Refer to the Associated Press Stylebook, Composition Titles section for further guidance.

Wasted Words

Avoid using words and phrases that add little to a sentence. A short list of offenders: *quite, very, extremely, as it were, it can be seen that,*

it has been indicated that, basically, essentially, totally, completely, it should be noted that, at the present time, therefore.

Website Addresses

Do not use www. when citing a Web address unless it is necessary with reference material or to assure a proper link. Websites in regular text should be written in roman type, although the marketing department may also use italics when it is set within roman type or bold print when such addresses are part of a larger text that is already in italic. The exception is in welcome books, where Web addresses are in bold type when used as headings for a particular site.

FORMATTING BIBLIOGRAPHIES

Copyright laws, ethics, and just plain courtesy to readers require writers to identify the sources of quotations and any facts or opinions not easily checked or commonly known (see Titles of Works section on Page 33 for additional guidance). Peace Corps publications follow these guidelines for formatting bibliographies and notes. Note: use two-letter postal code abbreviation for states if needed for clarification.

For books:

- Davies, Paul. "The Fifth Miracle: The Search for the Origin of Life." New York City: Simon and Schuster, 1999.

If formatting notes (less formal):

Paul Davies, "The Fifth Miracle: The Search for the Origin of Life" (New York City: Simon and Schuster, 1999).

- Strunk, William, Jr. and E.B. White. *The Elements of Style*. Fourth Edition, New York City: Allyn and Bacon, 2000.

If formatting notes (less formal):

William Strunk Jr. and E.B. White, *The Elements of Style*, Fourth Edition (New York City: Allyn and Bacon, 2000).

For articles in magazines or newspapers, electronic or hard copy:

- Burnett, Kathleen, and Eliza T. Dressang. "Rhizomorphic reading: the emergence of a new aesthetic in literature for youth," *Library Journal* 69 (October 1999): Pages 421-445.
- Reaves, Jessica. "A weighty issue: ever-fatter kids." Interview with James Rosen, *Time*, March 14, 2001.

For websites:

- U.S. Census Bureau. "Health Insurance Coverage Status and Types of Coverage by Sex, Race, and Hispanic Origin. 1987-1999." *Health Insurance Historical Table 1*, 2000.
<http://www.census.gov/hhes/hlthins/historic/hihistt.html> (accessed June 12, 2003).

For Peace Corps/government reference material:

- Office of Management and Budget. Circular No. A-123, *Internal Control Systems*, September 2008.

PEACE CORPS TERMINOLOGY

Most organizations have their own rules when it comes to the spelling or style (i.e., capitalized or not, hyphenated or not, etc.) of certain words, often referred to as "house style." The following list provides guidance for spelling and styling words and phrases that often arise in Peace Corps publications.

Remember: for press releases and external documents, no Peace Corps acronyms should be used.

A

accommodate; accommodation

acting Director

Acting is always lowercase; do not capitalize director when it's referring to someone other than the agency Director and is not used before a name: *acting Director Carrie Hessler-Radelet*; Jay Laughlin is *acting director* in Samoa.

administration

Always lowercase, unless part of a formal agency name

adviser

Not *advisor*

African American

Always capitalized without a hyphen unless used as a modifier

Asian American

Always capitalized without a hyphen unless used as a modifier

after-school

(e.g., *after-school program*)

agency

Always lowercase, unless part of a formal name

agroforestry

a.m., p.m.

American Sign Language

appendices

at risk; at-risk youth

Hyphenated only as a modifier

attorney general

Lowercase unless used before a name

audiovisual

awhile (adv.), a while (n.)

He plans to stay awhile.

He plans to stay for a while.

B

bachelor's degree

Bachelor of Arts; Bachelor of Science

backward

Not *backwards*

Big Brothers/Big Sisters program

black

This is acceptable for a person of the black race. *African American* is acceptable for an American black person of African descent. Use *Negro* only in names of organizations or in quotation.

board of directors, board

Braille

Always capitalized

C

cabinet

Capitalize only when referring to a specific body of advisers heading executive departments for a president, king, governor, etc.: *The U.S. President-elect said he has not made his Cabinet selections.*

cafe

Do not use an accent mark over the "e."

capacity building

Hyphenate only as a modifier: *capacity-building program*

Capitol

Capitalized when referring to the U.S. Capitol or specific state capitols (buildings)

caregiver, caregiving

caretaker

Chapter 12

Lowercase when it's used without a number. Note that separate rules apply for footnotes and reference material (Refer to The Chicago Manual of Style).

cellphone

census

century

first century, 21st century, half century, quarter century

chairman, chairwoman

Use chairman or chairwoman only when the gender of the person is known. If the gender is not known, use a gender-neutral term, such as chairperson. In general, use the term preferred by the person being addressed.

child care

Hyphenate as a modifier (*child-care program*)

close of service (COS); close-of-service survey

Hyphenate as a compound adjective

co-

Retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status (*co-author, co-chairman, co-defendant, co-host, co-owner, co-partner, co-pilot, co-respondent, co-signer, co-star, co-worker*)

Use no hyphen in other combinations (*coed, coeducation, cooperate, cooperative, coequal, coexist, coexistence, coordinate, coordination*). *Cooperate* and *coordinate* and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

community-based training

Congress

congressional

Lowercase unless part of a proper name: *congressional salaries, the Congressional Quarterly, the Congressional Record*

Constitution/constitution

In an exception to AP style, capitalize the word when it refers to the U.S. Constitution as well as that of a foreign government, with or without the modifier. However, lowercase in other uses: *the organization's constitution*.

constitutional

Lowercase in all uses

cookstove

COS'd

court

Not capitalized by itself, but capitalize the full proper names of courts at all levels and retain capitalization if U.S. or a state name is dropped: *the U.S. Supreme Court, the Supreme Court, the state Superior Court, the Superior Court, Superior Court*

counterpart

cross-cultural

cross-sectorial

curriculum, curricula

CWT SATO Travel

cybercafe

D

day care

Always two words, no hyphen

decision maker, decision making

Hyphenate only as a modifier: *decision-making authority*

deputy Director

digital library

This is lowercase by itself but uppercase when it refers to the Peace Corps Digital Library.

Director [surname]

Acceptable on second reference to name the current Director, if the title *Peace Corps Director [full name]* is used on first reference. Always capitalize when referring to the worldwide agency Director. When referring to country directors or the deputy director, capitalize titles only when used before a name.

dot-com

-driven

Always hyphenate in a compound, even when it is in the predicate:
The program is results-driven.

drop out (v.), **dropout** (n.)

E

early termination

For outside audiences, use something they are more likely to understand, such as “left service early.”

Earth, earth

Capitalize when referring to planet, lowercase when referring to soil

east, west, north, south

Lowercase when referring to a direction, capitalize when using for established names of a region: the *West Coast*, the *Middle East*

ecotourism

eBay Inc.

Lowercase the “e” unless it’s at the beginning of a sentence.

e.g.

Meaning *for example* or *example given*, it is always followed by a comma.

email

e-business

e-commerce

e-journal

e-newsletter

embassy

Capitalize with the name of a nation; lowercase without it: *the French Embassy*, *the U.S. Embassy*, *the embassy*

English as a second language (ESL)

et al.

Abbreviation for *et alii* (and others). Since *alii* is abbreviated, the period is necessary. This is only to be used for people, not things.

eye drops

eyedropper

F

federal/Federal

Use a capital letter for the architectural style and for corporate or government bodies that use the word as part of their formal names: *the Federal Trade Commission*. Lowercase when used as an adjective to distinguish something from state, county, city, town, or private entities: *federal assistance, the federal government, federal court, a federal judge*. Also: *federal District Court* (but *U.S. District Court* is preferred) and *federal Judge Ann Aldrich* (but *U.S. District Judge Ann Aldrich* is preferred).

Fellows/USA

first aid

first family

First Goal

Uppercase when referring to the first of the three Peace Corps goals

firsthand (adj., adv.), **right hand, left hand**, but **left-hand, right-hand** (when used adjectively)

first lady

Lowercase, even when used before the name of a chief of state's wife, as it is not a formal title.

fiscal year, FY

Spell out as *fiscal year* on first reference in text, then use FY with a space before the year: FY 2014.

flip-flops

Focus In/Train Up strategy

follow up (v.), **follow-up** (n., adj.)

former Volunteer

Avoid using this; see the entry for "returned Peace Corps Volunteer."

full time (adv.), **full-time** (adj.)

fundraiser, fundraising

G

government

Lowercase unless part of a proper name. *U.S. government, the government of Morocco, U.S. Government Accountability Office*

GPS

Acceptable in all references to Global Positioning System. Lowercase descriptive words that follow GPS: *GPS satellite*.

grade, grader

Hyphenate in combining forms: *a third-grade student, first-grader, 10th-grader*

grade point average

GPA on second reference

grassroots

Volunteers work at the grassroots level.

Guinea worm disease**H****half century, quarter century****health care**

Hyphenate only when used as a modifier: *health-care facility*

HIV/AIDS

Use this term when referring to an HIV/AIDS education program; however, do not use it to describe a person as people can be infected with the virus and not have AIDS.

HIV positive

Hyphenate only when used as a modifier

home page

The "front" page of a particular website, it is always two words.

homestay**host country impact study**

Capitalize as part a specific country study title, otherwise lowercase

host country national/host country attitudes

There is no hyphen even when used as a modifier. For outside audiences, use something more easily understood, such as "citizen of a host country," "villager" "Macedonian counterpart," or "Jamaican farmer." You can use HCN on second reference for in-house material.

host family**host family member****I****i.e.**

An abbreviation for the Latin *id est*, or *that is*, it is always followed by a comma.

information technology/information and communication technology

IT and ICT can be used on second references. Do not use IT when referring to Peace Corps sectors.

in-country

Use a hyphen whether it appears alone or as a modifier.

inoculate, inoculation**in-service training****Internet**

This refers to a decentralized worldwide network of computers that can communicate with each other. In later references, *the Net* is acceptable. The World Wide Web, like email, is a subset of *the*

Internet. They are not synonymous and should not be used interchangeably.

intranet

This refers to a private network inside a company or organization, only for internal use. Capitalize when full name, Peace Corps Intranet, is used.

intra

In general, no hyphen is used: *intracity, intraparty*

K

kick off (v), **kickoff** (adj.)

Kingdom/kingdom

Capitalize when it is used with a nation (*Kingdom of Tonga*), but it is lowercase by itself: *The kingdom announced that reforms would be made.*

L

landline phone

life span

lifelong

lifestyle

lifetime

-like

Do not precede this suffix with a hyphen unless the letter l would be tripled or the main element is a proper noun: *bill-like, businesslike, Norwalk-like, shell-like.*

like-

Follow with a hyphen when used as a prefix meaning similar to: *like-minded, like-natured*; no hyphen in words that have meanings of their own: *likelihood, likeness, likewise.*

Listserv

-long

This usually forms a solid compound: *hourlong, daylong, yearlong.*

long-standing (adj.)

long term (n), **long-term** (adj.)

Hyphenate when used as a compound modifier: *We will develop a long-term plan.*

long time, longtime

They have known each other a long time. They are longtime partners.

M

Master's International program

master's degree

Master of Arts degree

medevac

medical clearance

Formerly referred to as medically qualified

medical forms

memorandum, memoranda

memorandum of understanding (MOU)

memoranda of understanding (MOUs)

microenterprise

mid-

No hyphen is used unless a capitalized word follows: *midservice, midweek, midterm, midsemester, mid-America, mid-Atlantic*. Use a hyphen when mid precedes a figure: *mid-30s*.

Middle America

miniscule

Mount

Spell out in all uses, including the names of communities and of mountains: *Mount St. Helen's; Mount Clemens, Michigan*.

MP3

multi-

Usually forms a solid compound: *multicultural, multimedia, multistate, multiyear*

Muslim

Not Moslem

N

Native American

Acceptable in reference to an American Indian, but follow the person's preference. When possible, be precise and use the name of the tribe.

native American

Lowercase *native* when referring to someone born in America who is not an American Indian

newsletter

non-

In general, no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word; use a hyphen, however, before proper nouns or in awkward combinations, such as non-nuclear.

nonaligned nations

noncompetitive eligibility

non-English-speaking (adj.)

nonformal

nongovernmental

nonprofit

nonprescription

O

office

Capitalize if part of an official name, otherwise lowercase: *New York Regional Recruitment Office*; *the regional recruitment office in New York*; *Office of Overseas Programming and Training Support*

off-site

Always hyphenate in a compound, even in the predicate: *She's working off-site.*

OK

Do not use *okay*.

one-half

ongoing

online

on-site

Always hyphenate in a compound, even in the predicate: *The laboratory is on-site.*

-oriented

Always hyphenate in a compound, even in the predicate: *The program is results-oriented.*

orphans and vulnerable children (OVC)

P

Pages 3, 4, etc.

Use figures and capitalize page when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: *Page 1*, *Page 10*, *Page 20A*. See more guidance under Page Numbers on Page 27 of this stylebook.

part time (adv.), **part-time** (adj.)

pastime

Paul D. Coverdell Fellows Program

Peace Corps/headquarters or Peace Corps headquarters

Peace Corps Digital Library

Lowercase *digital library* when used by itself.

Peace Corps/Mongolia

Peace Corps medical officer (PCMO)

Do not use *Peace Corps nurse* or *Peace Corps doctor* unless a distinction between the two must be made.

Peace Corps Partnership Program

Peace Corps post

Peace Corps Volunteer leader (PCVL)

Peace Corps Volunteers (PCVs)

Always capitalize *Volunteers* when referring to Peace Corps Volunteers. Spell out *Volunteers* in documents for the general public.

Peace Corps trainees (PCTs)

pickpocket

policymaking, policymaker

post-

Follow Webster's New World Dictionary. Hyphenate if not listed there. Some words without a hyphen: *postdate, postdoctoral, postelection, postgraduate, postnuptial, postoperative, postscript, postsecondary, postwar*

post office, U.S. Postal Service

P.O. Box

Include periods in *P.O.* for postal addresses.

power of attorney

PowerPoint

pre-

This is usually not hyphenated. The general rule is that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

prearrange

precondition

precook

pre-departure

pre-election

pre-existing

pre-eminent

pre-kindergarten

preschool

pre-service training (PST)

pretest

prewar

president-elect

President's Emergency Plan for AIDS Relief (PEPFAR)

preventive

Not preventative

private sector

No hyphen when used as a modifier: *private sector support*

problem solving

Hyphenate only as an adjective: *problem-solving skills*

R

rain forest

re-

Use a hyphen if the word would mean something else without it (e.g., *recover* and *re-cover*) or if a prefix ends in a vowel and the word that follows it begins with the same vowel. For some words, the sense is the governing factor.

readjustment allowance

re-elect

re-entry

recover (regain); re-cover (cover again)

reform (improve), re-form (form again)

resign (quit), re-sign (sign again)

region

Always lowercase, as in *Europe, Mediterranean, and Asia region*

-related

Hyphenate as a modifier, but not in the predicate: *The issues were diversity related.*

résumé

Use accent marks above the "e" when referring to a summary of one's personal and work history.

returned Peace Corps Volunteer (RPCV) or returned Volunteer

Never use *former Volunteer*; see Peace Corps Volunteer entry for capitalization rules. Also, when referring to the dates and country of service for an RPCV, adhere to the following style: *John Doe (China, 2002–04)* or *Jane Doe (RPCV/Benin, 1990–93)*.

role-play

S

scarce skills set

This is no longer used effective January 2009. The term should be *targeted skills set*.

schoolchild, schoolchildren

schoolteacher

But use elementary-school teacher

schoolwork

scuba

Second Goal

Uppercase when referring to the second of the three Peace Corps goals.

sector names

Capitalize sector names (Agriculture, Community Economic Development, Education, Environment, Health, Youth in Development) when referring to the specific sector. However, for press purposes, the names can be lowercase.

semi-

The rules concerning prefixes in The Associated Press Stylebook apply, but in general, no hyphen is used. Following are some examples: *semifinal, semiofficial, semiskilled, semitropical, semiurban, semi-invalid.*

September 11

This is the term for describing the terrorist attacks in the U.S. on September 11, 2001. In contrast with AP style, the month is spelled out. Also, use 2001 if needed for clarity. Also acceptable is *9/11*.

short-term (adj.), **short term** (n.)

These are our short-term plans.

These plans are for the short term.

sign language

American Sign Language, Thai Sign Language

signed languages

The individual elements are known as signs.

Skype**smartphone****Social Security****socioeconomic****staging****startup** (n. and adj.)**states/States**

Lowercase when referring to an individual state, but capitalize when referring to the United States as a whole: *He has family members in the States.*

Stateside**status reports (SR)****STIs**

Sexually transmitted illnesses; preferred over sexually transmitted diseases

subsector, subregion**subtropics, subtropical****sweatpants, sweatshirt, sweatsuit****T****targeted skills set**

This term was formerly known as scarce skills set.

tax dollars

Use this instead of *taxpayer dollars* or *taxpayers' dollars*, which can have negative connotations.

teaching English as a foreign language (TEFL)**teamwork**

teen, teenage, teenager

Do not use teen-aged

then-

Use to describe a person at a particular time: *Then-Sen. John F. Kennedy proposed the Peace Corps in a 1960 campaign speech.*

then-acting

Use a hyphen when describing someone serving in such a position: *then-acting Director Jody Olsen.*

Third Goal; Third-Goal initiative

Hyphenate as a modifier and uppercase when referring to the third of the three Peace Corps goals.

time frame**timeline****toward**

Not towards

trade off (v.), **trade-off** (n. and adj.)

trainee**Training Request Reviews (TRR)****traveled, traveler, traveling****T-shirt**

Capitalize the T; not t-shirt or tee-shirt

two-thirds**two-year assignment****U****underdeveloped countries****underserved****under way**

Use two words in virtually all uses: *The project is under way. The naval maneuvers are under way.* It is one word only when used as an adjective before a noun in a nautical sense: *an underway flotilla.*

United Nations, U.N.

In headlines it's *UN* without periods.

U.N. General Assembly, U.N. Secretariat, U.N. Security Council

General Assembly, etc., are acceptable on second reference.

UNESCO

This is acceptable in all references for the *United Nations Educational, Scientific, and Cultural Organization.*

UNICEF

This is acceptable in all references for the *United Nations Children's Fund.* The words *International* and *Emergency*, originally part of the name, have been dropped.

United States, U.S., the States

Spell it out as a noun; abbreviate it (with periods) as an adjective. In headlines it's *US* without the periods.

U.S. government

U.S. Agency for International Development

USAID is acceptable on second reference.

U.S. Embassy

Capitalize when used with the name of a nation and lowercase without it: *the U.S. Embassy, the embassy.*

up-to-date

Always hyphenate, even in the predicate

user-friendly

Always hyphenate, even in the predicate

V

victim advocate

Volunteer(s)

Try to use this word instead of PCV(s) when referring to Peace Corps Volunteers. Always avoid the acronym PCV when writing material for the general public. When referring to someone doing volunteer work outside of the agency, volunteer is lowercase. It is also lowercase when used for outside news releases.

Volunteer Assignment Description

Volunteer Delivery System

Volunteer Handbook

Volunteer Report Form (VRF)

Volunteer survey

Lowercase *survey*

W

waterborne infections

Web

Capitalized only as a proper noun; short for World Wide Web.

webmaster, webpage, website

Webpage is an exception to AP style.

well-

Hyphenate as part of a compound modifier: *She is a well-dressed woman.* Refer to the dictionary for which "well" words are hyphenated in the predicate.

well-being

Always hyphenated

-wide

This usually forms a solid compound: *agencywide, communitywide, governmentwide, nationwide, statewide, worldwide*.

wide-

Usually hyphenated: *wide-angle, wide-awake, wide-brimmed, wide-eyed, wide-open*; exception: *widespread*.

work-

workday

work force

workout

workplace

worksite

workweek

world view

World Wise Schools program

worldwide

Y

year-end

This is hyphenated before a noun and in the predicate.

yearlong

year-round

Youth in Development

Z

zip code

In contrast with AP style, do not capitalize *zip* or *code* when referring to a zip (Zoning Improvement Plan) code.

COMMONLY MISUSED WORDS

Above, below; over, under

Use above and below to refer to numerical or quantitative amounts, including age. Over and under refer to differences in position.

Numerical: *It is 20 degrees above 0; Children below age 5 are eligible.*

Position: *I am going over the bridge.*

(see also fewer, less; more, over)

accept, except

Accept means to agree to; except means to leave out.

I will accept that explanation.

I agree, except for one statement.

affect, effect

The easiest way to remember the difference is that **Affect** is the **Action**—to affect something—and **Effect** is the **rEsult**—the noun.

The new policy will not affect the Volunteers in Palau.

The effect of the law will be lower unemployment.

The new policy is expected to effect a change in the number of recruits.

alternate, alternative

alternate (adj.)—occurs by turns, first one and then the other

alternative—a choice of one thing instead of another

amid, amidst

Amid is preferred over *amidst*.

among, between

The maxim that *between* introduces two items and *among* introduces more than two covers most questions about how to use these words:

The funds were divided among Ford, Carter, and McCarthy.

However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time:

Negotiations on a debate format are under way between the network and the McCain, Obama, and Nader committees.

As with all prepositions, any pronouns that follow these words must be in the objective case: *among us, between him and her, between you and me.*

because, since

Use *because* to denote a specific cause-effect relationship: *He went because he was told.*

Since is acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause: *They went to the Redskins-Steelers game, since they had been given the tickets.*

beside, besides

beside—at the side of

besides—in addition to

biannual, biennial

biannual—twice a year (a synonym for the word *semiannual*)

biennial—every two years

biweekly, semiweekly

biweekly—every other week

semiweekly—twice a week

bimonthly, semimonthly

bimonthly—every two months

semimonthly—twice a month

can, may

Can is able, *may* is permitted.

Can we go to the capital? (Are we able, do we have time?)

May we go to the capital? (Are we permitted to go?)

capital, capitol

capital—a seat of government

Columbia is the capital of South Carolina.

capitol—a building

He works on the third floor of the Virginia Capitol.

capital—financial

When used in a financial sense, capital describes money, equipment, or property used in a business by a person or corporation.

compared to, compared with

Use *compared to* when the intent is to assert, without the need for elaboration, that two or more items are similar: *She compared her work for women's rights to Susan B. Anthony's campaign for women's suffrage.*

Use *compared with* when juxtaposing two or more items to illustrate similarities and/or differences: *His time was 2:11:10, compared with 2:14 for his closest competitor.*

- *He compared the weather in Mongolia to the weather in Kazakhstan.*
- *We compared the Volunteer survey responses with the survey results from last year.*
- *His grade point average was 4.0, compared with 2.5 last semester.*

compose, comprise, constitute

compose—to create or put together

This country is composed of 50 states.

She composed a song.

comprise—to contain, include all, or embrace; it is best used only in the active voice followed by a direct object

The United States comprises 50 states.

The jury comprises five men and seven women.

The zoo comprises many animals.

constitute—in the sense of form or make up, may be the best word if neither compose nor comprise seems to fit.

Fifty states constitute the United States.

Five men and seven women constitute the jury.

A collection of animals can constitute a zoo.

compliment, complimentary; complement, complementary

compliment—admiring; without cost

She paid him a compliment.

His remarks about the project were complimentary (favorable).

The tickets were complimentary.

complement—to match, suit, or make whole

Her skills complement those of her counterpart.

Her skills are complementary to her counterpart's.

continual, continuous

continual—a steady repetition, over and over again: *The merger has been the source of continual litigation.*

continuous—uninterrupted, steady, unbroken: *All she saw ahead of her was a continuous stretch of desert.*

convince, persuade

convince—followed by *that*; never followed by the infinitive *to*
persuade—usually followed by the infinitive *to*
He persuaded me to eat but did not convince me that the food was good.

council, counsel

council—a group elected or appointed as an advisory or legislative body

counsel—as a noun (lawyer or adviser); as a verb to give advice

data

A plural noun, it normally takes plural verbs and pronouns, although it is singular when used as a collective noun.

The data were collected by the analysts.

The safety and security officer said the data was correct.

discreet, discrete

discreet—prudent, tactful

discrete—separate, disconnected (hint to remember: the e’s are separated in “discrete”)

damage, damages

damage—destruction

damages—money awarded in a lawsuit

e.g., i.e.

e.g.—from the Latin words *exempli gratia*, meaning “for example”
Volunteers work in many sectors (e.g., agriculture, business, education, environment, and youth).

i.e.—from the Latin phrase *id est*, which means “that is”
Volunteers are invited to serve in three sectors, i.e., business, education, and agriculture.

Note that these are not interchangeable and **should always be followed by a comma.**

entitled, titled

entitled—having a right to do or have something

titled—named

ensure, assure, insure

All three words mean to make secure or to guarantee, but *ensure* is correct for most uses. *Assure* connotes putting a person's mind at ease. *Insure* refers to guaranteeing life or property against risk.

The program will ensure long-term sustainability.
He assured his boss that he would return from his vacation.
I will insure my property against theft.

every day, everyday

Everyday is an adjective and means normal, not out of the ordinary.
Every day describes frequency.
Eating breakfast is an everyday event.
We should exercise every day.

farther, further

farther—refers to a physical distance
further—refers to an extension of time or degree

fewer, less

fewer—used for individual items that can be counted
less—used to refer to quantity
I wish I had less work to do.
The registration fee is less than \$50.
Fewer than 10 applicants called.

flounder, founder

flounder—to collapse or sink
founder—to move clumsily

forego, forgo

forego—to precede
forgo—to relinquish something

foreword, forward

foreword—comments written by someone other than the author of a publication
forward—toward a point in front

hark back, hearken

hark back—to recall
hearken—to listen carefully

historic, historical

historic—important in or contributing to history, memorable

The fall of the Berlin Wall was a historic moment in the 20th century.
historical—having to do with history
"The Diary of Anne Frank" is a historical novel.

it's, its

it's—contraction of *it is* or *it has*
its—the possessive form of *it*

like, as

Use *like* as a preposition to compare nouns and pronouns. Avoid using it as a conjunction. Use *as* to introduce clauses.
He speaks like an experienced politician.
He was re-elected, as we expected.

more than, over

more than—used to refer to items that can be counted
over—used to refer to spatial relationships

naval, navel

naval—refers to the Navy
navel—bellybutton; type of orange

nor, or

Although there are other possibilities, it is always correct to use *nor* after the word *neither*.
Keats wrote neither novels nor essays.

pedal, peddle

pedal—part of a bicycle
peddle—to sell

principal, principle

principal—a person or object that is first in authority or importance
principle—a rule of conduct or a fundamental truth

rack, wrack, wreak

rack—to spread out or torture (racked with pain)
wrack—destruction (wrack and ruin)
wreak—inflict (wreak havoc)

reign, rein

reign—to rule or prevail (*the queen's reign*)
rein—to restrain or guide (*rein in a horse*)

seasonable, seasonal

seasonable—appropriate to the season (*It was a seasonable 70 degrees.*)

seasonal—according to the season (*a seasonal decline in production*)

stationary, stationery

stationary—not moving

stationery—materials used for writing or typing (e is for envelope)

that, which

In general, *that* defines, while *which* describes. Use *that* to introduce clauses that are restrictive (or essential)—clauses containing information that is necessary to understand the main idea of the sentence.

The Office of Inspector General recommended that the post conduct complete monthly imprest fund reconciliations, including counting every bill, on varying days of the month.

Use *which* to introduce clauses that are nonrestrictive (or nonessential)—clauses containing information that is not critical to understanding the main idea of the sentence.

The Office of Inspector General recommended conducting complete monthly imprest fund reconciliations, which included counting every bill, on varying days of the month. (The *which* clause, always set off by commas, could be removed without changing the meaning of the sentence.)

Consider the following usage:

Go to the third house that is blue.

This sentence tells you to find the third blue house; knowing the color of the house is necessary in order to find it. Therefore, *that is blue* is an essential phrase and is not set off with commas.

Go to the third house, which is blue.

Knowing that the house is blue is not necessary in order to find it: The color is just an additional description. Therefore, *which is blue* is nonessential and is set off with commas.

That usually may be omitted when a dependent clause immediately follows a form of the verb “to say”: *The president said he had signed the bill.*

that, which; who, whom

That and *which* are used to refer to inanimate objects or organizations; *who* and *whom* are used to refer to people. (Also see *who*, *whom* below.)

their, there, they're

their—a possessive pronoun

there—an adverb

they're—a contraction of *they are*

tortuous, torturous

tortuous—twisting

torturous—causing torture

troop, troupe; trooper, trouper

troop—an organized group, such as the Girl Scouts

trooper—a state police officer

troupe—a company of performers

trouper—a member of a troupe

verbal, oral

verbal—refers to words, either written or spoken

oral—refers to spoken words

who, whom

Who is the pronoun used for references to human beings and to animals with a name. It is grammatically the subject (never the object) of a sentence, clause or phrase: *The woman who rented the room left the window open. Who is there?*

Whom is used when someone is the object of a verb or preposition:

The woman to whom the room was rented left the window open.

Whom do you wish to see?

who's, whose

who's—a contraction of *who is*

whose—a possessive pronoun

NATIONALITIES

If you're from America, you're American.

The following apply to those people living in the countries where Peace Corps serves. If not otherwise specified, the adjective and the noun are the same (e.g., Afghan people/an Afghan). Use the country reference (e.g., Botswanan) when referring to the nation's general population.

Africa

Benin (Beninese)
Botswana (Botswanan or Tswana)
Burkina Faso (Burkinese or Burkinabe)
Cameroon (Cameroonian)
Ethiopia (Ethiopian)
The Gambia (Gambian)
Ghana (Ghanaian)
Guinea (Guinean)
Kenya (Kenyan)
Lesotho (Basotho or Mosotho)
Liberia (Liberian)
Madagascar (Malagasay or Madagascan)
Malawi (Malawian)
Mali (Malian)
Mozambique (Mozambican)
Namibia (Namibian)
Rwanda (Rwandan)
Senegal (Senegalese)
Sierra Leone (Sierra Leonean, Sierra Leonese)
South Africa (South African)
Swaziland (Swazi)
Tanzania (Tanzanian)
Togo (Togolese)
Uganda (Ugandan)
Zambia (Zambian)

Asia

Cambodia (Cambodian)
China (Chinese)
Indonesia (Indonesian)
Mongolia (Mongolian)

Nepal (Nepali)
Philippines (Philippine or Filipino)
Thailand (Thai)

The Caribbean

Dominican Republic (Dominican)
Eastern Caribbean (Eastern Caribbean)
Jamaica (Jamaican)

Central America and Mexico

Belize (Belizian)
Costa Rica (Costa Rican)
El Salvador (Salvadorean)
Guatemala (Guatemalan)
Honduras (Honduran)
Mexico (Mexican)
Nicaragua (Nicaraguan)
Panama (Panamanian)

Eastern Europe and Central Asia

Albania (Albanian)
Armenia (Armenian)
Azerbaijan (Azerbaijani)
Georgia (Georgian)
Kyrgyz Republic (Kryrgyz)
Macedonia (Macedonian)
Moldova (Moldovan)
Ukraine (Ukrainian)

North Africa and the Middle East

Jordan (Jordanian)
Morocco (Moroccan)
Tunisia (Tunisian)

Pacific Islands

Fiji (Fijian)
Micronesia and Palau (Micronesian)
Samoa (Samoan)
Tonga (Tongan)

Vanuatu (Vanuatuan or Ni-Vanuatu, *both singular and plural*; Ni-Vanuatu is the preferred term for Peace Corps use)

South America

Colombia (Colombian)
Ecuador (Ecuadorean)
Guyana (Guyanese)
Paraguay (Paraguayan)
Peru (Peruvian)

WELCOME BOOK EDITING TIPS

These tips are intended for those who may contribute material to a welcome book. These books are provided as a valuable source of information for each Peace Corps invitee. Each book contains general and specific Peace Corps program information in addition to information that is specific to the Peace Corps trainee's country of service. Country desk officers and assistants update the books, which are edited by the communications editor before being posted to the Web.

COMMONLY USED WORDS/TERMS

boombox, boomboxes

cellphone

century

Always spell out when using century with numbers: *sixth century, 10th century, etc.*)

country director

Only capitalize when used before a name or as a signature for the welcome letter at the beginning of the book.

cut-offs

e.g. or i.e.

These are the abbreviations for *exempli gratia* "example given" and *id est* "that is"; always put a comma after them when providing an example.

embassy

Capitalize with the name of a nation; lowercase without it

email

eye drops

eyedropper

first aid

Do not use capital letters!

flip-flops

halter tops

health care

Hyphenate if using as a modifier: *health-care benefits*

in-country

Always hyphenate

midservice

multimedia

nail clippers

newsletter

nonprescription medication

pickpocket
pickpocketing
pocketknife
pre-departure
pre-service
subtropics, subtropical
tank tops
wraparound garment
zip-close bag

Note: Avoid using brand names such as Band-Aids, Leatherman, Swiss Army, or Ziploc; use a generic term instead (adhesive bandage, pocketknife, zip-close bag).

COMMON WORDS USING CAPITAL LETTERS

Crime Statistics and Analysis
Divisions within the Office of Safety and Security
Emergency Preparedness, Plans, Training, and Exercise
Frisbee
HIV/AIDS
iPod

Note that the "P" is capitalized, but not the "i," unless it's the beginning of a sentence

Internet, intranet
United Nations or U.N.
Volunteer Safety and Overseas Security
Volunteer warden system
warden system is lowercase
Wi-Fi

Note that safety and security officer, Peace Corps medical officer, etc. are not capitalized. The office is capitalized, but not the office-holder, unless it is used before a name.

FOREIGN WORDS

Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. Do not italicize if they are familiar and used in an English context. They should be spelled as they are in Webster's New World College Dictionary.

An entire sentence or passage of two or more sentences in a foreign language is usually set in roman type and enclosed in quotation marks.

A translation following a foreign word, phrase, or title is enclosed in parentheses.

Foreign proper nouns are not italicized in an English context (e.g., A history of the Comedie-Francaise has just appeared.)

SAMPLES OF NUMBERS AND FRACTIONS

104 degrees Fahrenheit (40 C)

Note: remember to include a space between the number and "C" (or "F")

1,750

Include the comma in numbers over 1,000

7:30–8 p.m.

Only used when you know that these are the exact times. No need to include zeros if the time is on the hour.

7 a.m.–8 p.m.

24 hours a day, 7 days a week

Do not spell out numbers and don't use hyphens.

24/7

PUNCTUATION

U.S. Department of State

Include periods in U.S. and remember to capitalize department.

EXTERNAL RESOURCES

Reference and Style

The Associated Press Stylebook and Briefing on Media Law 2012:
www.apstylebook.com

The Chicago Manual of Style, 16th ed.: www.chicagomanualofstyle.org

The Gregg Reference Manual, 10th ed., by William A. Sabin (for business writing): www.gregg.com

U.S. Government Printing Office Style Manual:
www.gpoaccess.gov/stylemanual

Dictionaries and Thesauruses

Abbreviations.com (abbreviations and acronyms):
www.abbreviations.com

Acronymfinder.com (acronyms): www.acronymfinder.com

Allwords.com (for quick translations into Dutch, French, Italian, and Spanish): www.allwords.com

Merriam-Webster's Collegiate Dictionary, 10th ed.: www.m-w.com

Random House Webster's Unabridged Dictionary, Second ed.:
www.dictionary.com

Thesaurus.com: www.thesaurus.com

Websites for Fact Checking

The CIA World Factbook: www.cia.gov/cia/publications/factbook

U.S. Census Bureau: www.census.gov

U.S. Copyright Office: www.copyright.gov

U.S. Geological Survey: www.usgs.gov

MapQuest: www.mapquest.com

CORE EXPECTATIONS FOR PEACE CORPS VOLUNTEERS

In working toward fulfilling the Peace Corps mission of promoting world peace and friendship, as a trainee and Volunteer, you are expected to do the following:

1. Prepare your personal and professional life to make a commitment to serve abroad for a full term of 27 months
2. Commit to improving the quality of life of the people with whom you live and work; and, in doing so, share your skills, adapt them, and learn new skills as needed
3. Serve where the Peace Corps asks you to go, under conditions of hardship, if necessary, and with the flexibility needed for effective service
4. Recognize that your successful and sustainable development work is based on the local trust and confidence you build by living in, and respectfully integrating yourself into, your host community and culture
5. Recognize that you are responsible 24 hours a day, 7 days a week for your personal conduct and professional performance
6. Engage with host country partners in a spirit of cooperation, mutual learning, and respect
7. Work within the rules and regulations of the Peace Corps and the local and national laws of the country where you serve
8. Exercise judgment and personal responsibility to protect your health, safety, and well-being and that of others
9. Recognize that you will be perceived, in your host country and community, as a representative of the people, cultures, values, and traditions of the United States of America
10. Represent responsibly the people, cultures, values, and traditions of your host country and community to people in the United States both during and following your service

The Three Goals of the Peace Corps

- 1.** To help the people of interested countries in meeting their need for trained men and women
- 2.** To help promote a better understanding of Americans on the part of the people served
- 3.** To help promote a better understanding of other peoples on the part of Americans

Editing Marks

WASHINGTON, D.C.—President Obama said

said Thursday. It was the first
the last attempt.

With this, the president tried
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The ruling is a fine example

according to the this source

By JOHN F. KENNEDY

Sargent Shriver

Sargent Shriver

The book A Life Inspired was read rom

The book A Life Inspired was read ital

She hit him

bf EMA region: Morocco, Mongolia

“It was impressive” she said

The Peace Corps

indent for paragraph

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transpose

use figures

spell it out

abbreviate

don't abbreviate

uppercase

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remove space

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center

flush right

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Set in roman

Set in italic type

Set in lightface type

Set in boldface type

insert comma

Delete extra space

insert apostrophe



insert quotation marks

insert period

insert m-dash or n-dash

Insert hyphen

Insert parenthesis

Wrong font (size or style of type)

Mark off or break, start new line

Query to editor

Peace Corps Celebrates African American History Month

Washington, DC—^{The} Peace Corps joins [#]Americans across the globe to celebrate African [#]American history Month throughout the month of February. The agency will participate by recognizing the countless contributions of African-American volunteers, whose service to others continues to help promote peace, friendship, and understanding around the world. [#]The theme for 2009 is [#]The Quest for Black Citizenship in the Americas.” ^eThe ^ethem ^eexplores how African [#]Americans displayed extraordinary [#]determination and courage in overcoming immense odds to fully participate in all aspects of American society.

In 1926, Dr. Carter G. Woodson, an African [#]American pioneer, initiated Negro history week. [#]During the first half of the 20th [#]Century, Woodson heralded the contributions of African Americans and forged an intellectual movement to educate Americans about cultural diversity ^{and} democracy. He believed ^{and} that ^{and} development was the best antidote for racial inequality.

“The Peace Corps continues to benefit from the leadership and contributions of African-American Peace Corps Volunteers [?] said Peace Corps [?] Acting Director Jody Olsen.

Currently, 215 African Americans ^{are} serving as Peace Corps Volunteers throughout the world. 35% of African-American Volunteers serve as educators and another 31% ^{Stef} work in the sector of health and HIV/AIDS. Others focus on agriculture, business, youth, and community development projects.

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