

NETL Style Guidelines

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April 18, 2003

In general, NETL will follow the GPO Style Guide with the following exceptions. This list is being placed on the NETL Intranet for all employees' use and includes a link to the [GPO Style Manual](#). If an employee has a question or an issue, please e-mail K. Brokaw or S. Batton. The issue will be reviewed and a response will be provided.

Compounding

- by-product*
- coalbed
- cofiring
- cogeneration
- coprocessing
- cosponsor
- decision making
- e-mail
- homepage
- in-house
- midmorning
- offsite
- ongoing
- onsite
- power plant*
- preaward
- scale up as a verb/scaleup as a noun
- subsystem
- superclean
- ultraclean
- underway
- unmineable
- website*

Other Issues

- use DOE instead of "the DOE"
- use NETL instead of "the NETL"
- Spell out United States when used as a noun;
use U.S. as an adjective
- When abbreviating the name of a State use postal two-letter abbreviations
- Always use comma before "and" in a list of three or more items
- Always use two spaces after a period
- Always use two spaces after a colon

Capitalization

- Congressional
- Congress
- cooperative agreement
- Department (capitalize if referring to a name or a Federal unit)
- Federal Government
- financial assistance
- Headquarters
- Internet
- Intranet (when referring to NETL Intranet)
- Nation (synonym for United States)

- nation (general)
- national laboratories (generic)
- State
- the Laboratory (synonym for NETL)
- Product Managers/product managers (lower case generically; upper case in apposition with a name)
- Project Managers/project managers (lower case generically; upper case in apposition with a name)
- Gasification Technologies program

* Designates an exception to the GPO Style Manual