



Robert Wood Johnson Foundation

RWJF Writing Style Guide

For best usage of RWJF-specific terminology

Sixth Edition
May 2017

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Credits

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Editor: *Loretta Cuccia*
Design: *Flying Cat Design*

Introduction

Welcome to the sixth edition of the *RWJF Writing Style Guide* available as a PDF posted to the RWJF intranet. As a companion to this complete style guide, a convenient Quick Reference Guide comprising the most pertinent information is available to staff in print form.

Noteworthy changes in this sixth edition

- In all instances, **RWJF national program names** will no longer be italicized.
- Frequently misspelled, misused terms are included in the **Spelling Guide** section with new and revised terms in bold.
 - now one word are: *voicemail*; *webfeed*; *webpage* (and others)
 - now lowercase are: *internet*; *intranet* (and others)
- The **Citations Guide** now provides more examples of APA style bibliographic citations.
- Social media terms have been added, such as *trending*, *curate*, *meme*. You can find these throughout the **Alphabetical listing**.
- Sexual orientation and gender terms have been added in the Alphabetical listing, such as *LGBTQ*; *sex* vs. *gender*, and other preferred language in this category.
- A valuable new **Resources** list has been added including sources for: impact of the built environment on health; definitions of food security; and more.

Some general guidelines regarding RWJF-specific style:

- Hyphenate a compound modifier when it comes before the noun: *community-supported agriculture*; *low-income communities*. There are exceptions. See **hyphen**.
- Use a hyphen for a word that can otherwise be easily misread: *re-align*; *re-assess*; *multi-city*. See **Spelling Guide** for a more comprehensive list.
- Use lowercase for expanded versions of these commonly used terms, but all caps for their acronyms: *national advisory committee*, (*NAC*); *call for proposals* (*CFP*); *national program office* (*NPO*).
- Use semicolons within a running list of terms for clarity: *a community organizer; educator; leader; local government worker; or health care worker*. See **semicolon** and **lists**.

Spelling Guide

Terms That Are Often Misspelled, Misused
(Major changes in this sixth edition are in bold.)

A

ableism

accommodate
accreditation
acknowledgment
activity-friendly (adj.)
add-on (adj. and n.)

ad hoc

adolescent
advice (n.)
advise (v.)
adviser (not *advisor*)
Affordable Care Act
African-American (black preferred)

ageism

ages 2 to 12 (not aged and use numerals)
AIDS-related (adj.)
à la carte
allot; allotted; allotting (v.)
all right (NEVER alright)
a lot (never alot)
Alzheimer or Alzheimer's disease

analyze

antitrust

appendices

associate degree
asthma
at-risk children; children at risk for...
(not of...)

autumn (lc)

avian flu

B

beneficence

benefited or benefitted
bikeable
bingeing or binging
bipolar affective disorder
biweekly (use *every other week*)
black (preferred over African-American)
body mass index (BMI)
breakthrough (n.); break through (v.);
break-through (adj.)
built-in (adj.); built in (v.)
burnout (n.)
buy-in (n.); buy in (v.)
buyout (n.)
by-product (hyphen pref)

C

cannot
capacity-building (adj.);
capacity building (n.)
caregiving (adj., n.)
caseworker
catalog
catchphrase
cellphone
chair (preferred over *chairperson*)
change-maker; change-making (adj.)
changemaking (n.)
chartbook
check in (v.); check-in (n., adj.)
checkout (n. and adj.); check out (v.)
check up (v.); checkup (n., adj.)
child care (n.); child-care (adj.)
childhood obesity prevention
citywide
co-director
coexist
co-funded
commonsense (adj.);
common sense (n.)
community-based;
community-building (n., adj.);
community-wide
comorbidity
consensus-building
consortium (sing.); consortia (pl.)
consumer-driven
co-occurring
co-pay; co-payment
co-sponsor
cost benefit (adj., n.)
cost-cut (v.); cost-cutting (adj., n.)
cost-effective; cost-effectiveness
cost-reimburse (prefer *reimburse the cost*)
cost-sharing
counselor
countermeasure
countrywide
countywide
co-worker
crosscut; crosscutting
cross section (n.); cross-section (v.);
cross-sectional (adj.),
cross-sector (adj.)

Culture of Health (CoH may be used only in internal communications.)
cutback (n.); cut back (v.)
cutting edge (n.); cutting-edge (adj.)

D

dashcam
data *were* (uses pl. v.)
day care (n.); day-care provider (adj.)
daylong (adj.); daytime;
day-to-day (adj.)
dead-end (adj.); dead end (n.)
decision-maker; decision-making
department-wide
dialogue
dietician or dietitian
distance-education;
distance-learning (adjs.)
doctoral (adj.); doctorate (n.)
doctor-patient (adj.)
Down syndrome
drive-through (adj.)
dropout (n. and adj.); drop out (v.)
drug-free (adj.)
drug testing (n.); drug-testing (adj.)

E

e-book; e-commerce;
e-health; e-reader; e-trade
elder care
email
emphysema
end of life (n.); end-of-life (adj.)
end user (n.); end-user (adj.)
entrée
entry-level (adj.)
English-speaking (adj.)
et al. (period, no italics)
ever-growing
every day (adv.); everyday (adj.)
evidence-based (adj.)

F

face-to-face
faith-based
fall (lc for the season)
far-off (adj.)
fast food (n.); fast-food (adj.)
fast-forward (n., v.)
fast-track (adj., v.); fast track (n.)
farmers' market
farm-to-school
fee-for-service
fieldwork

fine-tune (v.)
first aid (n.)
firsthand; secondhand (adjs., advs.)
but left-hand; right-hand (adjs.)
first-time (adj.)
5-year-old
flu-like; flu-related (adj.)
follow-up (n., adj.); follow up (v.)
food-borne (adj.)
for-profit (adj.)
forego or forgo
freelance
freestanding
front line (n.); front-line (adj.)
full-time (adj., adv.); full time (n.)
fund-raiser; fund-raising (n., adj.)

G

goal-setting (n., adj.)
goodwill
grantmaking; grant writer;
grant writing
grass roots (n.); grassroots (adj.)
guidebook
Gulf Coast; Gulf States

H

half-day (n. and adj.); half-hour (n.);
half-life (n.)
handheld (n.); hand-held (adj.)
hand in hand (adv.)
handoff (n.); hand off (v.);
hands-off (adj.);
hands-on (adj.)
handout (n.); hand out (v.)
head-on (adv., adj.)
health care
health reform
health-related
helpline
hepatitis C
high-cost (adj.)
high-quality (adj.)
high-risk (adj.)
high school (n., adj.)
high school-age (adj.)
HIV-negative; HIV-positive; HIV/AIDS
Hodgkin's disease
home-based
home care (n., adj.);
home page; homesite;
hometown
hotline
Huntington's disease

hyphenation See also **hyphen**.

4-, 5-, and 6-year-old girls but:
The girls were 4, 5, and 6 years old.
10th- and 11th-grade students
but: Students were in the 10th and
11th grades.

I

ibid.

IM, IM'ing, IM'd (for instant
messaging)

in-depth (adj.)

indoor air

industry-wide

influenza-like (adj.)

in-house

in-kind (adj.)

inner city (n.); inner-city (adj.)

inpatient (n. and adj.)

in person (used after the n.);

in-person (used before the n.)

Institute of Medicine (IOM)

interdepartmental

internet; intranet (now lowercase
per AP)

J

joint-use

judgment or judgement

jump-start (n. and v.)

junk food (n.)

K

kickoff (n.); kick off (v.); kick-off (adj.)

kindergartner

knowledgeable

L

lawmaker; lawmaking

Legionnaires' disease

life cycle (n.); life-cycle (adj.)

lifelong (adj.)

lifesaver; (adj.) lifesaving (n., adj.)

life span

lifestyle

line item (n.); line-item (adj.)

long-standing (adj.)

long-term; long-term-care (adjs.)

long time (n.); longtime (adj.)

lookout (n.)

low-birthweight (adj.)

low-cost; low-risk; low-fat;

low-income (adj.)

lunchroom

Lyme disease

M

makeup (n., adj.); make up (v.)

measurable

media *were* (uses pl. v.)

memorandum (sing.) memorandums

(preferred plural usage)

mental health (cmpd. adj.)

meta-analysis

metadata

methicillin-resistant *Staphylococcus*

aureus (MRSA)

midcareer

mid-day

middle age; middle-aged;

middle-ager

middle-class (adj.); middle class (n.)

middle school (n. and adj.)

mind-set

minigrant

misuse (v., n.)

multi-city

multicultural; multi-ethnic; multiracial

N

1990s

9th-grader; 12th-grade student

non-Hodgkin's lymphoma

nonmaleficence

nonprofit

nonsmoking

not-for-profit

nurse-midwife

nursing-sensitive

O

offshore

off-site

old-time

omit; omitted

onetime (adv., adj.)

ongoing

online

on-site (adv., adj.)

out-of-pocket

outpatient

output

P

Parkinson's disease

part-time (adj.); works part time

patient-centered; patient-doctor

payer

pay-for-performance

pneumonia

podcast

policyholder

policymaker; policymaking
postdoctoral
post-traumatic stress disorder (PTSD)
pre-eminent; pre-emption
pre-existing
pretax
pretest
primary care (n., adj.);
 primary-care-based (adj.)
prime time (n.); prime-time (adj.)
privilege
proactive
problem-solving
provider-patient
public health (n., no hyphen as
 compd. adj.)

Q

quality care; quality improvement
 (no hyphen as compd. adjs.)
quitline

R

real-life (adj.)
real time (n.); real-time (adj.)
re-align
re-assess
recession-proof (v., adj.)
record-keeping
re-enroll; re-entry; re-evaluate
regardless (not irregardless)
relevant
respondent
return-on-investment
risk-adjusted; risk-adjustment (adj.);
 risk adjustment (n.)
risk-taker
road map
rollout (n.); roll out (v.)
round-trip (n., adj.)
roundup (n.); round up (v.)
rundown (n.); run-down (adj.);
 run down (v.)
rwjf.org (or *www.rwjf.org*)

S

safety-net (adj.); safety net (n.)
scale-down;
scaled-back (n., adj.)
school-age (adj.); school-based;
 schoolchildren; schoolroom;
 schoolteacher; schooltime;
 schoolwork
secondhand
semifinalist

separate
serviceman; service member;
 servicewoman
set-up (adj.); setup (n.); set up (v.)
severe acute respiratory syndrome
 (SARS)
short-term (adj.)
short run (n.); short-run (adj.)
side effect
smoke-free (adj., adv.)
sociodemographic
socioeconomic
spokesperson
spring (lowercase for season)
stakeholder
stand-alone (adj.)
startup (n., adj.)
state-level (adj.)
state-of-the-art (adj.)
statewide
status quo
substance-use (adj.)
summer (lc)
supervisor
swine flu (H1N1)
symposium (sing.); symposia (pl.)
systemwide

T

take-away (adj., n.)
takeout (n. and adj.)
take-up (adj., n.)
task force
tax-exempt
tax-free
teen, teenager (n.);
 teenage; teenaged (adjs.)
telltale (adj., n.)
think tank
three-year grant
third party (n.); third-party payer (adj.)
time-consuming
time frame
time line
timetable; timeworn
tobacco control (n.), tobacco-
 control (adj.)
tobacco-free; -related (adjs.)
toolbox; toolkit
top-down; -ranked (adjs.)
toward (not towards)
trade-off; tradeshow
trans fat
transgender
t-shirt

turnaround; turnover
\$2 million award (no hyphen)

U

underfunded
underserved
underway (adj.); under way (adv.)
up-front (adj.); upstream
up-to-date; up-to-the-minute (adj.)
usage
user-friendly
username

V

value-added; value-based;
value-driven (adj.)
videoconference
voicemail (now one word)
volunteerism

W

waitlist
wake-up (adj.)
walkable
walk-through (n.)
web address
web-based
web browser
webfeed
webcam
webcast
webinar
webmaster
webpage
website
weeklong (adj.)
welfare-to-work (adj.)
well-being (n.)
well-thought-out (adj.)
white (regarding race)
white paper
whole grain
willpower
winter (lc)
work-based
workday
workforce
workflow
workgroup
workload
workplace
workplan
worksite
world-class; world-view (adjs.)

worldwide
wrap around (v.);
wraparound (n. or adj.)

X Y Z

X-ray

year-end
yearlong (adj.)
year-round

zero-base (adj.)
ZIP code



Alphabetical Listing

This alphabetical listing contains words, phrases and styles that are frequently used in RWJF materials.

a, an For alphabetizing, ignore articles (e.g., *a, an, the*) in titles and organization names: alphabetize *A Matter of Degree* by **M**atter, not **A**.

abbreviations See www.acronymfinder.com. See also **acronyms**. See also *Webster's—Abbreviations*.

1. **w/** and **w/o**. If space is limited in a **figure or table**, these abbreviations for *with* and *without* may be used.
2. An **initialism** is an abbreviation formed from initial letters and is pronounced either as a separate word (CHIP for Children's Health Insurance Program) or as a set of consecutive initials (RWJF, CDC).
3. An abbreviated **proper name** may be used in text after its first full reference IF, at first reference, the abbreviation is included in parentheses after expanded version: *The Robert Wood Johnson Foundation (RWJF)...*

academic degrees/professional certifications [no periods with abbreviations (e.g., BS, MA, RN, PhD, MD)].

1. In **running text**, insert a comma after the full name, then list academic degree(s) and/or professional certification(s) followed by another comma: *Mary Unger, MD, MBA, and Erik Trombley, PhD, were the lead researchers for this project.* In **subsequent references**, do not repeat degree: *Trombley said...*
2. In running text, use **semicolons** between individuals listed with their degrees: *William Knauss, MD; Joanne Lynn, MD; Jason King, MD, PhD.*
3. In most instances, list a **maximum** of three degrees and/or professional certifications per individual.

continued

4. When a person has two **doctorates**, *PhD* is listed after an *MD*, *EdD* or *JD*: *Kate Skinner, EdD, PhD*.
5. Do not precede the name with a **courtesy title** when including degree/certification after the name: *Pam Jones, PhD*, not *Dr. Pam Jones, PhD*.
6. When spelling out **specific degrees**, use title case: *Master of Public Health*.
7. For **unspecified degrees** use lowercase: *master's degree* or *doctoral/doctorate degree*.
8. Never include degrees in a **headline**.

acronyms See individual alphabetical entries for usage on specific acronyms. See also **possessives**. See also **dates** and **organization names**. See also www.acronymfinder.com.

1. An **acronym** is formed from the first few letters of each of the parts of a term (e.g., ANCOVA for analysis of covariance).
2. An **initialism** is an abbreviation formed from the first letters of the main words of a term (CHIP: Children's Health Insurance Program; CDC: Centers for Disease Control).
3. At **first reference**, spell out the name of entity and include its acronym in parentheses only if the term will repeat in the publication. At first reference: *The American Medical Association (AMA) requires additional training. In a subsequent reference: The AMA certification lasts three years.*
4. Avoid acronyms or initialisms in **headlines and titles**.
5. **Single reference:** When referring to the entity one time only, do not include its acronym or initialism.
6. Try not to **overuse** abbreviations (e.g., RWJF). Instead, consider using a generic reference (e.g., *the association; the center; the foundation*), or, from time to time, repeat the expanded term. Especially in publications that have more than one chapter or section, repeat the expanded name at least at first reference in the new chapter or section.
7. If a **plural** is needed, add lowercase 's' with no apostrophe: *HMOs, NPOs*.

act/Act legislative act.

1. Use title case in the proper title: *Child Nutrition Act; Affordable Care Act*.
2. Generic usage takes lowercase: *Supporters of the act hope that it will help decrease homelessness.*

ad hoc grant (also called *independent grant*, *unsolicited grant*)

adverse childhood experiences have been linked to risky health behaviors, chronic health conditions, low life potential, and early death. The CDC-Kaiser Permanente Adverse Childhood Experiences (ACEs) Study is one of the largest investigations to date of childhood abuse and neglect and later-life health and well-being.

affect, effect (as verbs)

1. *Affect* (v.) means to influence: *The trauma can **affect** academic performance.*
2. *Effect* (v.) means to cause or bring about: *Short-term solutions **effect** long-term success.*

advantage (v.) To place at an advantage; to advance

Affordable Care Act (ACA)

- At first reference, it is your choice to use its full name: the *Patient Protection and Affordable Care Act of 2010* or its abbreviated form: *Affordable Care Act*.
- In subsequent references, you may shorten the term to *the act* or ACA.

African-American Per AMA style, **black** is preferred but defer to the individual's or author's preference. See **black**. See also **ethnicity/race**.

after- (prefix) Hyphenate when used to form a compound modifier: *after-school program*, *after-theater snack*. One word when used to form a noun: *aftercare*, *aftereffect*.

Agency for Healthcare Research and Quality (AHRQ)

(Notice that although RWJF style is **health care** (two words), we would always retain the proper name of an entity.)

ageism Stereotyping, prejudice, or discrimination on the basis of a person's age.

ages See also **numbers** and **older adult**. Use numerals except to start a sentence: *Five-year-old children played outside. age 5* (use numeral); *adults ages 50 and older; ages 5 to 15* (not *ages 5–15*); *Children 5-year-old children*, but *5 years old; A group of 16-year-olds planned the event*.

Alaska Native See **American Indian** (preferred). See also **ethnicity/race**. There may be instances where the preferred broad term (e.g., **American Indian**) does not apply or is not necessary because of the specific subpopulation being discussed. In those cases, a narrower description should be used (e.g., either **Alaska Native** or **Inuit**).

algorithm Used by search engines, an “algo” is a system that suggests pages in response to a search query.

alphabetizing

1. In a list of **grants or an index**, alphabetize by the specific **city, county or state**. Even if it is officially named the *County of Mercer* this listing should appear under *Mercer*, not under *County*. The correct listing would appear: *Mercer, County of*.
2. In a list of **grants or in an index**, alphabetize **institutions** that include state names under the name of the state: *Virginia, Medical College of*; *Wisconsin, Medical College of*; *New Jersey, The College of*. Alphabetize *Research Foundation of the City University of New York* under **R**.
3. **Ignore articles** (e.g., *a, an, the*) in titles and organization names: alphabetize *A Matter of Degree* by *Matter*, not *A*; *The Johns Hopkins University* by *Johns*, not *The*.
4. **Numbers** are alphabetized as though spelled out: *10 Downing Street (ten)*; *125th Street (one hundred twenty-fifth)*; *1966 (the year nineteen sixty-six)*.
5. **Media stations** are alphabetized by call letters: *WGBH, KNBC*.
6. Names beginning with *Mc (McCann)*; *O' (O'Brien)* should be alphabetized exactly as spelled.

alternative food markets include any new or innovative way of increasing healthy food access beyond traditional strategies (supermarket, corner store). Alternative markets are often smaller and/or don't involve a permanent structure, which can help reduce overhead costs. Examples include food hubs, mobile markets, and community-supported agriculture.

AMA Manual of Style (American Medical Association)

American Association of Colleges of Nursing (AACN)

a.m., p.m. Use lowercase with periods.

American Indian (preferred over **Native American**) See [ethnicity/race](#) and [Alaska Native](#).

American Psychological Association (APA) See [Citations Guide](#).

and See [lists](#) and [semicolon](#). Preferred over an ampersand (&) except when part of an official name of an organization or publication.

anti- (prefix)

- In general, hyphenate: **anti-inflammatory**, **anti-social**, **anti-tobacco**.
- No hyphen for words identified by AP as having specific meanings of their own: **antibiotic**, **antidote**, **antiseptic**, **antitrust**.

APA Manual (officially *Publication Manual of the American Psychological Association*) See [Citations Guide](#).

apostrophe

1. The most common use for the apostrophe is in **possessives**; *The AP Stylebook* spells out rules for using apostrophes in possessive nouns and plurals.
 - a. For nouns not ending in s, add **'s**: *the school's administrator*.
 - b. For **plural nouns** and proper names ending in s, add an apostrophe at the end: *employees' retreat*; *David Rogers' legacy* (**NOT** *Rogers's*).
 - c. Do not add a possessive apostrophe after an **organization's name followed by its acronym**, or to the acronym itself; rewrite as necessary to avoid it:
 - **Correct:** *The Robert Wood Johnson Foundation (RWJF) recently published a report.*
 - **Wrong:** *The Robert Wood Johnson Foundation's (RWJF) new report was published.*
 - **Wrong:** *The Robert Wood Johnson Foundation (RWJF)'s new report was published.*
2. Use an apostrophe to form **plurals of single letters**: *Mind your p's and q's*. *The staff survey gave three A's and two B's*.
3. Avoid using apostrophe to form **plurals of acronyms**: *PCs*, *HMOs*, *CDs*.

AP state abbreviations See [state names, U.S.](#)

article title (in a journal) See [Citations Guide](#).

Asian/Pacific Islander (This broad term using a slash may be used if the specific citizenship/ethnicity is not known. Otherwise, **Asian** is preferred or **Asian-American** if writer is certain of this citizenship status.) See [ethnicity/race](#). See also [dual heritage/citizenship](#).

assure, ensure See also [ensure, insure](#).

- *Assure* means to help build confidence about something: *I can assure you of his full recovery.*
- *Ensure* means to make safe, protect or guarantee: *We will ensure the confidentiality of this report.*

at-large (adj.); **at large** (all other usages)

Bb

at-risk children (adj.), but *children at risk*

at risk for being overweight (not *at risk of xxx*)

at risk for obesity (not *at risk of obesity*)

attorneys general (pl.)

authenticity (on social media sites such as Twitter®, Instagram™ or Facebook®). The quality of being authentic on one's digital platforms; a profile is one that is both real or truthful in attributes, and genuine to one's own spirit, character or beliefs of the curator or creator.

bachelor's degree (preferred over *Bachelor of Arts* or *Bachelor of Science* or *baccalaureate degree*)

back up (v.); **backup** (n. and adj.)

beneficence Action that is done for the benefit of others. Beneficent actions can help prevent or remove harms to improve situations.

bi- (prefix) In general, no hyphen: **bilingual**, **bimonthly**, **bisexual**

bias

- **explicit:** attitudes and beliefs we have about a person on a conscious level.
- **implicit:** the automatic association of stereotypes or attitudes about particular groups without conscious awareness.

bibliographic citations See [Citations Guide](#).

RWJF communications may include one type style from either: the *Chicago Manual of Style* Humanities formats or the standard sciences style in the *Publication Manual of the American Psychological Association* (APA), 6th ed., 2009. Use only one consistent style within a single publication (either *Chicago* or APA style, not intermixed).

bicycle-friendly or **bikeable** or **bike-friendly** (adjective meaning accessible for bicycle use)

bigotry Intolerant prejudice that glorifies one's own group and denigrates members of other groups.

billion, million See [numbers](#). See also [hyphen](#).

- No hyphen as noun or adjective: *The foundation awarded \$14.5 billion to three additional cities. The \$2 million, three-year grant will be used to for education and training in abused women.*
- Abbreviating with uppercase is acceptable, especially for short blurbs like tweets: *\$2B, \$14.5M.*

bio (prefix) generally, no hyphen: **biomonitoring**; **bioterrorism**

birthweight (n.)

bisexual (adj.) She is a *bisexual person*; not *...a bisexual*.

black (Per AMA style, preferred over **African-American** but defer to the individual's or author's preference.) See also [ethnicity/race](#). See also *APA Manual*—Racial and Ethnic Identity.

blog (n.) An informal discussion or informational website managed by an individual or group, having regularly updated entries (posts).
(v.) To write about a topic, event, personal narrative.

board of education Use lowercase unless citing a specific district name: *Pleasantville Board of Education*; *board of education meeting for Pleasantville district*.

Board of Trustees, the Board Use title case when referring to or inferring a specific organization. *The Robert Wood Johnson Foundation Board of Trustees* or *the RWJF Board*; *the Board of Trustees* of Princeton University. Generic usage takes lowercase: A *board of trustees* typically holds quarterly meetings.

bodega or [corner store](#).

book titles See [Citations Guide](#).

Brookings Institution, The (not Institute). After first full reference, **Brookings** is acceptable.

build on (not *Building off of its network...*)

built environment includes the physical parts of where we live and work (e.g., homes, buildings, streets, open spaces, infrastructure) and can affect a person's level of physical activity, for instance, inaccessible or no sidewalks and/or bicycle or walking paths.

bulleted lists See [lists](#).

business executive/person (*not businessman*)

calendar dates See [dates, calendar](#).

call for proposals (lowercase), but **CFP, CFPs** (plural). Same rule applies to **CFA (call for applications)**, **RFP (request for proposals)**. See [CFP Writing Guide](#) for specific standard language for these unique documents.

capital Range of assets that contribute to wealth, encompassing the financial, natural, social, individual, built, intellectual and political dimensions of a community or region.

capitalization See [headlines and titles](#) and [titles, courtesy and formal](#). See also [hyphen](#). See individual entries for proper usage. See also *AMA Manual*, Designators.

1. In running text, use title case for the words Table and Figure when used as specific designators within a document: *Table 4 below displays the results of the clinical trial.*
2. However, unless part of a heading or title, do not capitalize the following words, even when used as specific designators (e.g., chapter 1):

chapter	part
edition	phase
grade	section
level	series
month	volume
page	week
paragraph	year
3. Other examples of title case and lowercase usage: *stage I breast cancer; Tier 1 provider; level 1 trauma center; Channel 2; chapter 7; room 5; page 1; phase 2 of the application process; year one of the initiative.*

cardinal numbers See [numbers](#).

catchphrase (in social media) a phrase that attracts or is meant to attract attention and is usually spread by viewers.

Caucasian See [white](#) (preferred). See also [ethnicity/race](#).

CDC (Centers for Disease Control and Prevention) (Note: plural *Centers*. The word *the* is not part of the official title for this organization.)

Centers for Medicare & Medicaid Services (CMS) (uses ampersand and plural *Centers*)

century Spell out numbers through ninth century; use numerals from 10th to 21st century.

- Use of superscript is optional for *st* and *th* but use one or the other consistently within the same document.
- Do not hyphenate unless phrase is used as compound modifier: *21st-century Culture of Health*.

certifications, professional See [titles, courtesy and formal](#).

chair (n., v.) Preferred over **chairperson**, **chairman** or **chairwoman**.

change leadership is the ability to influence and enthuse others through personal advocacy, vision and drive, and to access resources to build a solid platform for change.

channel/Channel

- Lowercase when used generically: *Cable provides many TV channels*.
- Uppercase when citing a specific network. Do not spell out the numeral: *Channel 3 News is on at 7 p.m.* See also [classification scheme](#).

chapter (within book, paper, or publication of any kind) Lowercase unless in a headline or title. Preference is to use a numeral with chapter: e.g., *chapter 1*, not *One*. See [acronyms](#). See also [capitalization](#).

childbearing age (closed adj.; no hyphen)

citations, bibliographic See [Citations Guide](#).

city, dateline See [dateline cities](#).

city, state See [state names, U.S.](#)

classification scheme See [capitalization](#).

1. A classification scheme categorizes or subdivides a subject area or collection of like people, objects, organizations or data. The stages of cancer progression, the tiers of providers and the types of diabetes are all classification schemes. Generally use Arabic numerals (1, 2, 3...). An exception is for cancer stages which use roman numerals (e.g., stage III). Other examples: *level 1 trauma centers* have the most technology and resources, but *stage IV cancer* denotes the greatest progression of the disease. Some schemes merely denote differences; *type 1 diabetes* does not turn into *type 2 diabetes* or vice versa.

CMS (Centers for Medicare & Medicaid Services)

co- (prefix)

- Hyphenate when forming nouns, adjectives or verbs that indicate occupation or status: **co-director**; **co-editor**; **co-funded**; **co-occurring**; **co-pay**; **co-sponsor**; **co-worker**.
- No hyphen in other combinations: **cobranding**; **coexist**; **comorbidity**; **cooperative**; **covariate**.

collective noun See **noun, collective**.

colon Primarily used at the end of a sentence to introduce lists, tabulations and text. See **semicolon**.

1. In a headline or in running text at first reference to a publication or program title, you may use a colon to separate main title from **subtitle**: *Preventing Partner Violence in Immigrant Communities: Strengthening What Works*.
2. Leave one space **after a colon**, not two.
3. **Uppercase** the first word **after a colon** only if it is a proper noun or the start of a complete sentence: *The assessment is clear: The program's success is due to having a well-trained and committed staff*.
4. A colon can be used for **emphasis**: *The Foundation has one overriding goal: to improve the health and health care of all Americans*.

comma See **semicolon**. See also *AP Stylebook*.

1. A **serial comma** may be used before the concluding conjunction in a series if an integral element of the series requires a conjunction: *The school offered a healthy breakfast, including fruit juice, toast, and eggs*.
2. Use a comma before the concluding conjunction in a **complex series** of phrases: *The selection criteria are: BS in health sciences, a record of success implementing similar programs, and willingness to establish residency in Alaska*.
3. In general, use commas to separate the elements in a **simple series**, including a comma before the *and* conjunction for clarification: *The team included physicians, nurses, physical therapists, and administrators*. Also: *Our programs have sought to create more generalist physicians, attract underrepresented minorities to the field, and help build nurse and public health leadership*.
4. Add a comma with **successive adjectives** when both modify the noun separately (Could you replace the comma with *and* and not change the meaning?)—but omit the comma when the first adjective modifies the other adjective and the noun together: *He was a sincere, supportive friend, but he had a bold political agenda*.
5. In running text, place one comma **between a city and state name**, and another comma after the state name, unless ending a sentence: *He was traveling from Nashville, Tenn., to Austin, Texas, en route to his home in Albuquerque, N.M. She said Portland, Ore., is the location of the clinic*.

continued

6. It is not necessary to include a comma in running text **before the name of a publication**: The Institute of Medicine report *The Future of Nursing* makes recommendations.
7. Use a comma after an **introductory clause that includes a date**:
“*In 2009, the grant supported five projects.*”

Community Development Corporation Nonprofit, community-based organizations focused on revitalizing their local areas, typically low-income, underserved neighborhoods that have experienced significant disinvestment.

Community Development Financial Institution Private sector financial institutions that focus on personal lending and business development efforts in local communities. CDFIs can receive federal funding through the U.S. Department of the Treasury by completing an application. They can also receive funding from individuals, corporations and religious institutions.

community investing Investments made directly into low-income or disadvantaged communities through channels such as community development banks, credit unions, loan fund and microfinance institutions. Can offer banking services and small loans to fund businesses, nonprofit groups and affordable housing initiatives.

community-supported agriculture Consumers can buy local, seasonal food directly from a farmer usually at the beginning of the season, which protects against crop failure and loss. Interested consumers purchase a “share” (membership/subscription) and in return receive a box of seasonal produce each week throughout the farming season.

compass directions and geographic regions

- Use lowercase for **directions**: *He drove **northeast**. The warm front is moving **east**.*
- Use uppercase when the term designates **region** (as noun and adjective): *The storm in the **Midwest** is moving eastward. It will bring snowfall to the **East Coast**. Settlers from the **East** went **West** by a southwestern trail. She has a **Southern** accent; **Greater** Los Angeles; **Greater** Boston.*

complement; compliment

- *Complement* means to fill up or provide a missing part to complete the whole or mutually complete each other. *This one-time grant complemented the organization’s other funding.*
- *Compliment* means to express esteem, respect or admiration. *The teacher **complimented** the students on their achievements.*

complementary; complimentary

- *Complementary* means forming a complement; completing: *The foundation and its grantees have **complementary** goals.*
- *Complimentary* means favorable or given free as a courtesy: *The novel received **complimentary** reviews. They received **complimentary** tickets to the show.*

compose; comprise; constitute See [include](#).

- *Compose* means to create or put together. It is used in both active and passive voices: *She **composed** a song. The report is **composed** of many chapters.*
- *Comprise* means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: *The program staff **comprises** two researchers and three on-site coordinators. The United States **comprises** 50 states. **Do not use:** is comprised of*
- *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.*

composition titles See [Citations Guide](#).**compound adjectives** See [hyphen](#). See also individual entries.

content management system (CMS) a software application or set of related programs used to create and manage digital content.

convene/convening (verbs, not to be used as nouns) Popular language sometimes uses convening as a noun for meeting, but this is not technically correct.

convenor or convener (n.)

copyright information See [RWJF publication copyright](#).

corner store Small-scale stores typically selling a limited selection of foods and other products. The term encompasses both independent and chain stores in rural, urban, and suburban settings. Other commonly used terms are convenience store, neighborhood store, and bodega.

cross-dresser Preferred over *transvestite*.

cultural competence A set of values, behaviors, attitudes, and practices within a system, organization, program, or among individuals that enables them to work effectively across cultures. It also refers to the ability to honor and respect the beliefs, language, interpersonal styles, and behaviors of individuals and families receiving services, as well as staff who are providing such services.

cultural resonance Acknowledging of the importance of a person’s or group’s shared behaviors, beliefs, values, and ways of communicating.

Culture of Health (title case in all uses) a culture that aims to reduce health disparities and promote health equity by giving everyone in our diverse society an equal opportunity to lead healthier lives, now and for generations to come. In a Culture of Health, we recognize that health and well-being are greatly influenced by where we live; how and where we work; the condition of our built and natural environments; access to education, food, and other resources that promote healthy development over the life course; and the strength of our families and communities—factors that lie both inside and outside the traditional health care system.

curate (in social media) (v.) select, organize, and share online content, typically using professional or expert knowledge.

Dd

dash (en dash, em dash) See **em dash**; **en dash**.

dateline cities In running text and in bibliographic citations, *do not* add state names following dateline cities: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, Washington.

dates, calendar See **comma**.

1. Month and year take no comma in between: *The program began in January 2003*. If the day is included in running text, use a comma before and after the year: *On March 17, 2016, RWJF made a site visit*.
2. In running text, you may either **spell out or abbreviate the month**: *The event, held on Oct. 18, was a great success*.
3. To avoid ambiguity about **duration** use *and* (correct: *2001 and 2002*), *not* an en dash (wrong: *2001–2002*). Avoid: *from 2001 to 2002*. The reader cannot be sure if both years are inclusive. Instead, be as specific as possible: *from March 2011 through November 2013*.
4. **Abbreviated year**: Use one style consistently: *1960s* or *the '60s*; *1960s* takes no apostrophe before the ‘s’.

continued

5. In running text, a **newspaper date** uses regular AP style: *The report appeared in the Miami Herald, Jan. 17, 2012.*
6. For **September 11, 2001**, RWJF preferred usage is *September 11th* to convey its status as a national tragedy. Using **9/11** is also appropriate, especially for spoken remarks.

degrees, academic See [academic degrees/professional certifications](#).

dementia (preferred over *senility*) Specify the type of dementia when known, e.g., Alzheimer disease.

Department of Education (officially starts with **United States Department...**) Spell out at first reference, then use ED.

Department of Health and Human Services: (officially starts with **United States Department...**) Same rule as above. Abbreviation is DHHS or HHS.

Department of Veterans Affairs (VA) Officially **United States Department of Veterans Affairs** (*previously Veterans Administration*)

DHHS (U.S. Department of Health and Human Services)

diabetes See [classification scheme](#). Use *people with diabetes*, not *diabetics*.

Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) Used by clinical and counseling professionals in psychology and other fields in the diagnosis and treatment of mental health disorders. Includes *DSM codes* for all mental health disorders, which may help third-party payers (e.g., insurance companies) categorize the needs of the patient.

different from (preferred over **different than**)

direct-care (adj.) See [hyphen](#).

directions, geographic See [compass directions and geographic regions](#).

disabled (adj.) Use “person first” style: *person with a disability*. Not preferred: *disabled person*. Also, when able, name a more specific disability rather than the broad term: *child with a birth impairment*.

disadvantage/disenfranchise (v.) To place at a disadvantage; place at risk; to harm

discrimination Behaviors or actions that give either advantages or disadvantages to people based on their group membership.

diseases/disorders See also [classification scheme](#). Use lowercase except for eponyms (Alzheimer disease) or toponyms (Lyme disease). Other examples: **avian flu**; **bipolar affective disorder**; **Huntington’s disease**; **Legionnaires’ disease**; **methicillin-resistant *Staphylococcus aureus* (MRSA)**; **Parkinson’s**; **non-Hodgkin’s lymphoma**.

disinvestment consumption of capital; also the withdrawing of investment.

District of Columbia (D.C.) (Use periods for abbreviation.)

diversity The demographic mix of a specific collection of people, taking into account elements of human difference, including racial and ethnic groups, **LGBTQ** populations, people with disabilities, women, and people of differing religious backgrounds.

domestic violence (Interchangeable with **intimate partner violence**.)

do-not-resuscitate (DNR) order

down- (prefix) In general, no hyphen: **downgrade**; **download**; **downloadable**; **downside**; **downtown**; **downturn**.

Dr. See [titles, courtesy and formal](#).

DSM-5 See *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition*.

dual heritage/citizenship (e.g., **African-American**; **Asian-American**; **Mexican-American**) See also [ethnicity/race](#).

1. A dual heritage term such as *Mexican-American* implies the person’s heritage originated in *Mexico* but this person is an *American citizen*.
2. See individual listings for proper usage.
(e.g., **African-American**; **Mexican-American**).

Ee

East/east See [compass directions and geographic regions](#).

1. Uppercase when term designates the *region*.
2. Lowercase for compass *direction*.
3. Same rule applies to (e.g., **eastern**; **East Coast**).

economic development is the creation of financial wealth among countries, regions or communities for the well-being of their residents. From a policy perspective, economic development can be defined as efforts that seek to improve the economic well-being and quality of life for a community by creating jobs and supporting or growing incomes and the tax base.

effect, affect See [affect, effect](#).

e.g. (Uses periods but no italics, and is always followed by a comma.) Abbreviation for the Latin *exempli gratia*, meaning *for example*. Used to precede a list of examples.

1. Never include *etc.* with the use of a clause starting with *e.g.*: *Streams of data (e.g., from social media, community website) contributed to the research.*
2. Avoid overusing the *e.g.* abbreviation. Options are *for example* or *such as*.
3. Do not confuse *e.g.* with *i.e.*, which means *that is*.

either... or See [neither...nor](#) for **verb agreement**.

elder, elderly (*Older adult* is preferred over *elder, elderly* or *senior*) An *elder* of a tribe is acceptable.

electronic benefits transfer EBT is an electronic system that allows a customer to use a payment card to buy food and beverages approved through SNAP (Supplemental Nutrition Assistance Program), formerly known as the Food Stamp Program. Offering an EBT machine at farmers' markets or other healthy food retail locations encourages customers to use their government benefits on healthy food.

electronic [health] or [medical] or [patient] record (lowercase) See also [acronyms](#). After first full reference, its initialism may be used (either **EHR, EMR, EPR**).

ellipsis

1. Use an ellipsis (...) to indicate that material has been omitted from a quotation or text. Leave one regular space on both sides of an ellipsis. To add an ellipsis to your text, do not input three periods; instead, press ctrl-alt and period.
2. If the omission immediately follows a complete sentence, close that sentence with a period before adding the ellipsis, and start the sentence following the omission with an uppercase letter:
These patients present a daunting array of cultural and social problems that, taken together, relentlessly conspire against their own good health. ... This is a world of medicine that is gritty, intense and intimidating.

email RWJF uses italics for email addresses: *jdoe@rwjf.org*.

em dash; en dash See [hyphen](#).

em dash

1. The em dash (—) is twice the length of an en dash. To add an em dash to your text: press ctrl-alt and the hyphen key in the number keypad.
2. Leave no space between the words and the em dash.
3. Use an em dash (—) to indicate an abrupt change in thought or where a period is too strong and a comma is too weak: *This is different than how we've worked in the past—before focusing more on individual team objectives—now we are all working toward something larger—a Culture of Health.*
4. Use an em dash as a separator in lists: *Overweight children are at higher risk for being overweight adults who face a battery of diseases—diabetes, osteoarthritis, heart disease and cancer.*
5. Do not use an em dash or an en dash for scores and votes. Instead, use words: *The vote was 20 to 12. The score was 3 to 2.*

en dash

1. The en dash (–) is twice the length of a hyphen. To add an en dash, press ctrl and the hyphen key in the number keypad.
2. It is NEVER correct to use a hyphen, which is essentially a joining symbol, instead of a dash, which implies a degree of separation.
3. Usual use is to indicate duration. In running text, for clarity we use words rather than an en dash between words or digits, such as hourly time or months or years: *The meeting is scheduled from 1 p.m. to 3 p.m. The conference will be held during the week of May 15 through May 21. The study covered the period from 2002 through 2007. The grant was awarded in February 2008 and ended in January 2010.* Note: 2009–2010 indicates two full years.
5. Use an en dash when one element of a compound already consists of two words: *a New York–London flight.*
6. Use an en dash or words between grade levels: *Students in grades K–6 (or K through 6) attend elementary school.*
7. Instead of an en dash, use *to* for ages: *Children ages 5 to 10 receive free vaccinations. Women ages 50 to 75 are at highest risk.*

emergent strategy Also **realized strategy**, is a set of actions, or behavior, consistent over time; a realized pattern not expressly intended in the original planning of strategy.

endnote See [Citations Guide](#).

engage (v.) To communicate with other social media users.

ensure, insure See also [assure](#), [ensure](#).

- *Ensure* means guarantee: *Steps were taken to ensure accuracy.*
- Use *insure* for references to insurance coverage: *The policy insures his life.*

environmental, social and corporate governance (ESG) criteria is a set of standards for a company’s operations that socially conscious investors use to screen investments. *Environmental criteria* looks at how a company performs as a steward of the natural environment. *Social criteria* examines how a company manages relationships with its employees, suppliers, customers and the communities where it operates. *Governance* deals with a company’s leadership, executive pay, audits and internal controls, and shareholder rights.

equality Identical apportionment, sharing, or division.

equity Fairness and justice, with a focus on outcomes that are most appropriate for a given group and with a recognition of different challenges, needs, and histories.

equity lens Bringing into focus the ways in which demographics and identities shape experiences with power, access to opportunity, treatment, and outcomes, both today and historically. Assessing racial equity can involve analyzing data and information about demographics; learning why they exist; and naming demographics and identities when talking about problems and solutions.

et al. (use with one period, but no italics) See [Citations Guide](#). Used in bibliographic citations to mean *and other authors*.

ethnicity A social construct that divides people into smaller social groups based on characteristics such as ancestral geographic base, shared sense of group membership, values, behavioral patterns, language, political and economic interests, history.

ethnicity/race See also individual entries for specific ethnic terms. See also [dual heritage/citizenship](#). When citing publications or research findings that were created independent of the Foundation (not funded by RWJF), we adopt the customary practice of retaining the terminology for ethnicity/race that was used in the cited research or publication. When this occurs, consider including this disclaimer in the publication and/or data chart:

“Descriptions of racial/ethnic groups vary among authors. Each represents a historical or political viewpoint. In reporting findings from independent research or publications, RWJF retains terminologies used by the original authors.”

ex-offender (not preferred) See [former inmate](#).

explicit bias See [bias](#).

Facebook® Note registered trademark and title case.

Farm Bill The **2014 Farm Bill** authorizes \$125 million for Healthy Food Financing Initiatives to make nutritious food more accessible. The initiative provides financial and technical assistance to eligible fresh, healthy food retailers for the purposes of market planning and promotion efforts, as well as infrastructure and operational improvements designed to stimulate demand among low-income consumers for healthy foods and to increase the availability and accessibility of locally and regionally produced foods in underserved areas.

farmers' market Features high-quality, fresh, healthy food directly sold by farmers to consumers. It is generally organized as nonprofit, community-serving entities and thus combine social and economic objectives.

favorite (n.) something that's been marked by social media users for purposes of signaling interest, approval, acknowledgment, or value. (v.) a way to engage with content created or curated by others on social media. Different platforms have different ways to mark an item, such as hearts, thumbs up, and emoticons to name a few; (v.) I *favorite* tweets from *Hudada Press*.

fellow; fellowship (also scholar; scholarship)

1. In general, use lowercase for *fellow*, *fellowship*, *scholar*, *scholarship*
2. In all instances, RWJF national program names will no longer be in italics.
3. At first reference, use expanded version: Harold Amos Medical Faculty Development Program (or AMFDP) Scholar; Robert Wood Johnson Foundation (or RWJF) Health Policy Fellow (title case). In subsequent references, a shortened version may be used without the program name and in lowercase: **scholar** or **fellow**.
4. Lowercase scholarship/fellowship used without the full program name: *Candidates will participate in all annual meetings during the fellowship.*

figures and tables See [headlines and titles](#).

1. A **figure** typically contains graphics such as bar charts or pie charts. A **table** is a less complex set of data (e.g., text and/or numerals) set in table format.
2. **Source files:** Supply all illustrations/figures as separate files, clearly numbered and labeled, and in a form suitable for printing (e.g., annotated data with an example for charts/graphs and MS Word for tables).

continued

3. Be sure there is a **reference in the text** to each table or visual element, but do not format tables/graphs within the text. Indicate where each element should be inserted by noting in the margin (e.g., *Insert Table # about here*). Again, include all the formatted source files (Excel with an example for charts/graphs and MS Word for tables) separately from the main document file.
4. The reader should be able to interpret a figure or table independent of the text. Include captions, source lines and notes as necessary.
5. When information is **not available**, use *na* or *n/a*.
6. Do not include the word *Chart* in its title, but do include a numeral. It is best if the author includes references in text to the table or figure [e.g., **Table 2** (or **Figure 2**) *depicts the results of this survey*]. No need to include the full title of the table or figure in the text reference.
7. If space is limited in a figure or table, you may include *w/* and *w/o* abbreviations for *with* and *without*.
8. The term *Source* below the figure or table should always use uppercase followed by a colon with no period at the end unless it is a complete sentence: **Source: Food Action and Resource Center, 2013**
9. If a number is used with a percent in the title of a figure or table, use a numeral.
10. For both tables and figures, footnotes are indicated with superscript lowercase letters in alphabetical order.

FNS United States Department of Agriculture (USDA) **Food and Nutrition Service**.

-fold (suffix) Use as one word (**fivefold**, **twofold**).

following (in social media) (n.) group of supporters, friends, or colleagues.

Food Access Research Atlas presents a spatial overview of food access indicators for low-income and other census tracts using different measures of supermarket accessibility; can be used for community planning or research purposes.

food desert Typically a lower-income community (urban, rural, or tribal) in which residents do not live in close proximity to affordable and healthy food retailers.

Food Environmental Atlas assembles statistics on three broad categories of food environment factors: food choices; health and well-being; and community characteristics.

food insecurity/security

- **Low food security:** reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
- **Marginal food security:** one or two reported indications—typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.
- **Very low food security:** Reports of multiple indications of disrupted eating patterns and reduced food intake.
- **High food security:** no reported indications of food-access problems or limitations.

footnotes See [Citations Guide](#).

foreign words Always use italics for words in a language other than the primary language used in your written piece.

former inmate or individual released from prison or jail

Avoid the terms *offender*, *ex-offender* and *returnee*.

foundation For a philanthropic organization, use lowercase in generic usage that does not refer to a specific foundation: *A foundation is usually tax-exempt*. See [Robert Wood Johnson Foundation](#) for usages specific to RWJF.

Four W's Walking, Water, Watch What You Eat, Watch Your Weight

fractions See also [numbers](#). Hyphenate in running text: *one-quarter*, *two-thirds*, *one-half*.

Gg

gay (adj.) Do not use as a noun. Preferred usage: *70 gay male and 30 lesbian female respondents*. Incorrect: *100 homosexuals*.

gender/gender identity See also [sex](#). One's internal sense of masculinity or femininity, not always in agreement with one's sex and not visible to others.

generational suffixes (Sr., I, II, etc.) See [Sr.](#)

geographic regions See [compass directions and geographic regions](#).

gerund the English verbal noun ending in -ing that has the function of a substantive and at the same time has verbal features. In the sentence "Learning can be fun," "learning" is a gerund.

GIF (n.) A lossless format for images that supports both animated and static images.

google (v.) To search for information on the internet using the popular search engine of the same name.

governor Use lowercase when name is not used: *The measure directs the governor...* but spell out and use uppercase in organization name: *Governor’s Council on Physical Fitness*

grade, grader (school level) See also [numbers](#).

1. With *-grader*, hyphenate as a noun (*9th-grader*; *12th-grader*).
With *grade*, hyphenate only as an adjective (*a 3rd-grade pupil*, *a 10th-grade student*; Sue was in the *8th grade*).
2. Note that superscript is optional for *th* and *rd*.

grades K–8 (note en-dash) or **grades K through 8** (rule applies to any range of school grade levels.)

handle (in social media)

(n.) a social handle is a unique identifier and a term used to refer to someone’s [username](#) on social media platforms.

hashtag word or phrase starting with hash or pound sign (#) that enables users to tag, then aggregate, any public contributions on a social platform about a specific topic or event. Hashtags can be added to Tweets, Facebook® posts and Instagram™ photos (as examples). Hashtags in social media are not case sensitive, cannot start with a number, and never contain spaces or punctuation.

headlines and titles See [figures and tables](#) and [colon](#). See also [Citations Guide](#).

1. In publication titles, subtitles, headlines and subheads,

Use Title Case:

 - a. for all **verbs and pronouns** regardless of its number of letters: *How Healthy Is the County I Live In?* (Note the two-letter article “in” uses title case because it is the last word in this header.)
 - b. for **articles, prepositions and conjunctions** that have four or more letters: *Results From the 2004 Connecting for Health Survey*

continued

- c. for **articles of three letters or less** if they are the **first or last words**: *A Local Family Carries On*
- d. in both elements of a **hyphenated compound**: *Long-Term Care Costs Are on the Rise*

Use lowercase:

- a. for **articles, prepositions and conjunctions** that have three letters or less: *Results Are in for Health Games Surveys*
 - b. usually in a **précis title** unless its title includes proper names and names of other publications, which then use title case.
2. Do not use **acronyms** in headlines and titles. Instead, spell out the complete wording and do not follow with the acronym in parentheses.
 3. For **quotations** in headlines or RWJF publication titles, use single quotation marks: *Program Commended for ‘Innovation and Effectiveness’; Governor Regrets ‘Partisan Squabbling’*
 4. **Spell out numbers** in headlines and titles: *Program Officers Travel to Ten Local Sites*. But use a numeral with percent. See also **numbers**.
 5. Use a **colon** in a headline between its main title and subtitle and when **citing a program** title between its main title and proposals.
 - However, our preference is that the title appearing on the publication itself should omit the colon. Instead, different typefaces and/or colors to differentiate the main title from its subtitle should be employed.
 6. Designators such as *chapter, phase, section*, are capitalized in a headline or title, but not in running text: *Table 3 in section 5 summarizes infant mortality rates in the county health rankings*.

health care (two words, no hyphen as noun and adjective)

Health and Medical Division (of the National Academies of Sciences, Engineering and Medicine), formerly the Institute of Medicine.

health reform (preferred over *health care reform*) Do not use hyphen when used as a compound modifier: *health reform debate*.

Healthy Food Financing Initiative Introduced in 2010 through programs at the U.S. Departments of Agriculture, Treasury, and Health and Human Services, HFFI expands access to nutritious food in underserved urban and rural communities by developing and equipping grocery stores, small retailers, corner stores and farmers’ markets selling healthy food.

heritage See **dual heritage/citizenship**. See individual listings for proper usage (e.g., **African-American; Mexican-American**).

HHS (U.S. Department of Health and Human Services)

high- (adj.) Usually uses hyphen as a modifier: **high-calorie, high-cost, higher-cost, high-income, higher-income, high-quality, higher-quality, high-rise, high-risk**

Hispanic Latino(a) preferred. See also **Latino(a)**.

homophobia (or heterosexism) Stereotyping, prejudice, or discrimination against homosexual people.

homosexual (adj.) Do not use this (or any adjective) as a noun. Preferred usage: *70 gay male and 30 lesbian female respondents*. **Incorrect:** *100 homosexuals*.

hyperlink See **URL**. To distinguish a hyperlink from surrounding text, use blue type, but no underscore.

hyphen See also **ages** and **numbers**. See also individual entries.

1. Use a hyphen (-) to join two or more words forming a single idea or to clarify an otherwise ambiguous usage: *well-presented analysis; re-form*.
2. Do not hyphenate words at end of a line. To avoid **auto hyphenation** in your document, go to Page Layout tab, choose Hyphenation/None in the drop-down menu.
3. A hyphen is NOT interchangeable with a **dash**. A hyphen is essentially a joining symbol, while a dash implies a degree of separation.
4. Hyphenate **compound adjectives** (i.e., modifying phrases) when the modifier comes before its noun. But do not use hyphen when the common base word precedes the modifiers:

short- and long-term effects, but: *The effects were short and long term.*

4-, 5-, and 6-year-old girls but: *The girls were 4, 5, and 6 years old.*

10th- and 11th-grade students but: *Students were in the 10th and 11th grades.*

tobacco-free restaurant, but: *Happy Wok is tobacco free.*

- Some **exceptions** to this rule are *high school, health care*, etc. used as compound adjectives: *high school musical, health care provider; health services program; technical assistance training, public health worker*.

- Other exceptions are when using **comparative or superlative adjectives**, which do not require hyphenation:

much maligned argument; better understood philosophy; less anticipated production; higher scoring participants

- Also **adverbs ending in -ly** are understood to modify the word that follows. Adding a hyphen would be redundant: *widely attended gatherings*

continued

5. For **prefixes**, use a hyphen:
 - If the word could be misread without a hyphen: *re-pair*, meaning to pair again, vs. *repair*, meaning to fix
 - To avoid **double vowels** aa, ii, oo, or uu: *anti-intellectual*, not *antiintellectual*
 - When a **proper noun** follows the hyphen: *un-American*
 - When a **numeral** follows the hyphen: *mid-2016*.
 - If the word is shown as **permanently hyphenated** in Merriam-Webster's dictionary: e.g., *pro-choice*.
 - When **adding a prefix** to a compound word that is already hyphenated (e.g., adding *post-* to *graduate-level students* creates *post-graduate-level students*, but if the phrase is just *graduate students* [no hyphen] then adding *post-* as a prefix gives you the regular hyphenless *postgraduate students*).
6. Title case both words in a **compound, hyphenated term** in headlines and titles: *Long-Term Changes Are Necessary*.
7. Do **NOT** use a hyphen in a compound adjective including **dollar amounts**: *\$15 million award*.
8. But **DO** use a hyphen for modifying phrases indicating **duration**: *three-year grant*, *12-month term*.
9. For **ratios** add hyphens with no spaces: a *3-to-1 ratio*.
10. Use a hyphen for compound proper nouns and adjectives to designate **dual heritage** only if you are certain of the person's American citizenship status: *Mexican-American*. No hyphen for compound proper nouns and adjectives: *Latin American*, *French Canadian*, that do not designate heritage and/or citizenship from two separate countries.

ibid. (uses period) See [Citations Guide](#).

identity differences are the components of the self, including race, ethnicity, gender, sexual orientation, religion, ability, or class that result in people being sorted into culturally or institutionally relevant groups.

identity threat is the fear of loss of power for one's own identity group.

i.e. (uses periods but no italics, and is always followed by a comma)

1. Abbreviation for the Latin *id est*, meaning *that is*, or *in other words*.
2. Avoid overusing this abbreviation and do not confuse it with *e.g.*, which means *for example*.

continued

3. Used to precede an explanation.
4. *i.e.* and the explanation it introduces may be enclosed in parentheses: *The program had outlived its usefulness (i.e., new transitional housing eliminated the need for multiple shelters in the downtown area).*

IM, IM'ing, IM'd (for instant messaging) Use of acronyms are acceptable after spelling out at first mention.

immigrant trauma is severely troubling events that can include some or all of these: pre-migration trauma; events experienced during transit to the new country; continuing traumatic experiences during resettlement; substandard living conditions in the host country.

implicit (or unconscious) bias See [bias](#).

Inc. (Incorporated) See [organization names](#).

- Do not use *Inc.* except when referring to an organization's legal name such as in a contract or a list of grants. If you use *Inc.* do not set it off with a comma if the sentence continues: *The Lewin Group Inc. received the contract yesterday.*

include See [compose](#); [comprise](#); [constitute](#). Use *include* to show that the following item forms only part of the total: *The grant includes a mobile health clinic. The treatment includes detoxification, rehabilitation, and aftercare.*

inclusion The degree to which diverse individuals are able to participate fully in the decision-making processes within an organization or group. While a truly inclusive group is necessarily diverse, a diverse group may or may not be inclusive.

independent grant (sometimes called *ad hoc grant*, *unsolicited grant*)

Indian (**American Indian** is preferred.) See [American Indian](#). Where possible, be precise and use the name of the tribe or nation. (Use *Indian* only when referring to a person from India.)

Instagram™ Note trademark and title case.

Institute for Healthcare Improvement (IHI)

Institute of Medicine (IOM) (renamed in 2016, the *Health and Medical Division* of the National Academies of Sciences, Engineering and Medicine).

insure, ensure See [ensure](#), [insure](#).

inter- (prefix meaning *between, among, in the midst, or shared by*) In general, no hyphen: **interdepartmental, interdependent, interdisciplinary, interfaith, international, interrelated, interstate.**

internet (now lowercase per AP 2016)

intimate partner violence (IPV) (interchangeable with **domestic violence**)

intra- (prefix meaning *within or during*) In general, no hyphen: **intramural, intrastate.** But hyphenate when root word starts with an *a*: **intra-agency.**

intranet (now lowercase)

IOM See **Institute of Medicine.**

italics and underscoring See **hyperlink.** See also **Citations Guide.**

1. Use *italics* (preferred over underscoring) for **emphasis** or to denote **foreign words** used in running text.
2. Do not use underscoring in text to indicate **internet links.** Instead, a hyperlink should be set in blue type.
3. Italicize a **person's title** only when the title follows the name in a list of names (such as a staff list, contact information, a call for proposals: Meg Ryan, *vice president*, Research-Evaluation-Learning) **not** in running text.
4. Do not use italics for **Latin abbreviations** such as e.g., et al., i.e., ibid., or op. cit.
5. **Publications:** Use italics in running text, not quotation marks, for journal names and titles of books and reports: *Health Affairs; New England Journal of Medicine; Designing the 21st-Century Hospital; Bursting at the Seams: Improving Patient Flow to Help America's Emergency Departments.*

JAMA (*Journal of the American Medical Association*) (In bibliographic entries, use the full name.) See **Citations Guide** for exceptions using APA style.

The Joint Commission (TJC) (previously Joint Commission on Accreditation of Healthcare Organizations)

journal name See also [Citations Guide](#). Italicize; do not use quotation marks: *Health Affairs*; *New England Journal of Medicine*.

Jr. (generational suffix for Junior). See [Sr.](#)

Latino(a) or Hispanic Defer to individual's or author's preference in using one of these broad terms or a more specific subcategory (below). Use specific citizenship/ethnicity when known. We endorse the following definitions:

Latino: Latin American or Latino immigrant (preceding are used as *definitions* for Latino, **not** as preferred terms):

legal case, title of *Allen v. Brown* (Always use italics.)

legislature

1. Uppercase when preceded by the name of a state: *the Wisconsin Legislature*.
2. Uppercase in subsequent specific references and in such constructions as: *the 100th Legislature*; *the state Legislature*.
3. Lowercase when used generically and in all plural references: *No legislature has approved the amendment. The Arkansas and Colorado legislatures are considering the amendment.*

lesbian (adj.) Do not use this (or any adjective) as a noun. Preferred usage: *70 lesbian female and 30 gay male respondents*. Incorrect: *100 homosexuals*.

LGBTQ lesbian, gay, bisexual, transgender, and queer (or questioning)

-like (suffix) See individual entries ending in *-like*. Most often used as one word: *childlike*.

link bait Attention-getting content on a site to encourage viewers to send hyperlinks of the site to others. The site owner uses link bait to help improve the site's prominence on the list of results returned by a search engine.

lists

1. Italicize a person's title only when it appears after the name in a list:
Erica Powell, *chair*.
2. A combination of well-thought-out lists and headings can be an effective format to **draw attention** to important items.
3. **Parallel structure** is essential, so whether you are planning a fairly short bulleted list or a series of numbered paragraphs, all the elements must be consistent within the same list, such as:

(1) start with a verb, an action *or* a noun; (2) start with a lowercase *or* a capital letter; and (3) end each bulleted item with the same punctuation (comma or semicolon) *or* no punctuation.
4. For lists of **brief actions or phrases** that complete an introductory sentence, use upper *or* lowercase to start each item. *A period after the final item is optional.* (See #8 below for alternative punctuation.)
If you are preparing a report, you will be involved in:
 - *doing research*
 - *setting up files*
 - *checking facts*
 - *writing a draft*
 - *submitting it for review*
5. If each bulleted item is a **complete sentence**, each item should begin with an uppercase letter and end with a period.
Be prepared to do the following:
 - *Do research and accumulate files.*
 - *Check the facts thoroughly.*
 - *Prepare a draft of about five double-spaced pages.*
 - *Submit it to your colleagues for review.*
6. For a series of **complete paragraphs** rather than short items, use bulleted or numbered paragraphs to improve readability.
Some strategies are:
 - Ensure that children enter kindergarten at a healthy weight.
 - Make a healthy school environment the norm.
 - Eliminate sugar-sweetened drinks for children under age 5.
 - Ensure that physical activity is a part of every child's daily experience.
 - Make healthy foods affordable, available, and desirable in all communities.
7. To **signal distinctions** among several items referred to in a specific sequence or importance or to **emphasize steps** in a process, use a numbered list.
Our staff is responsible for a five-stage process:
 1. *application for funding;*
 2. *strategic planning and preparation of how-to guide;*
 3. *implementation of pilot program;*
 4. *implementation of citywide program;*
 5. *evaluation of program in meeting objectives.*

continued

Mm

8. Use a brief numbered or lettered list within a text paragraph **for more effect**, using parentheses around the numbers or letters.

We are investing strategically to raise the quality of the country's health care by (a) inspiring revolutionary and innovative approaches to health care excellence; (b) supporting a matrix of high-impact, systems-changing programs; and (c) turning what works into models for others to follow.

low- (adj.) Usually uses hyphen as a modifier: **low-birthweight, low-calorie, low-cost, lower-cost, low-fat, low-income, lower-income, low-risk, lower-risk, low socioeconomic status, low-wage**

lowercase or uppercase? (when to use each) See [headlines and titles](#) and [titles, courtesy and formal](#).

-ly (suffix) Never use hyphens with compounds formed with words ending in *-ly*: **badly, easily, newly, smoothly, vitally**: *a badly damaged building; a newly organized program; an easily remembered rule; a vitally important component.*

master's degree In running text, preferred over *Master of Public Health* (or other specific master's degree)

MD (doctor of medicine) (no periods for abbreviation) Plural is *MDs* (no apostrophe), but preferred usage is to spell out *doctors*.

medical conditions See [classification schemes](#).

- Use lowercase except for eponyms (Alzheimer disease) or toponyms (Lyme disease). Other examples: **avian flu; Legionnaires' disease; methicillin-resistant *Staphylococcus aureus* (MRSA); Parkinson's; non-Hodgkin's lymphoma.**

medical eponym Indicates the describer or discoverer of the disease or condition (**Alzheimer disease**).

medical toponym Indicates the geographic location in which the disease or condition was found to occur (**Lyme disease**).

meme (in social media) (n.) Activity, concept, [catchphrase](#) or piece of media (e.g., humorous image, video, piece of text) used in social media to increase engagement with others.

metadata is data that describes other data.

Mexican-American (n. and adj.) See also [dual heritage/citizenship](#).

microaggression Subtle insult (verbal, nonverbal, and/or visual) directed toward people often automatically or unconsciously. Though an individual may perceive a microaggression as insulting, they are often not intended as an insult.

mid- (prefix) In general, no hyphen: **midcareer, midlevel, midlife, midsized, midterm**. Hyphenate if used with a proper noun or in awkward combinations: **mid-Atlantic, mid-April, mid-day, mid-1950s, mid-19th century**.

million, billion See [billion, million](#).

mini- (prefix) In general, no hyphen: **minigrant, miniseries, minivan**.

minority (ies), racial See also *APA Manual*—Racial and Ethnic Identity. We prefer to avoid this term in discussions regarding ethnicity.

month or season with year: summer 2009; May 2015 (not *summer of 2009* and no comma.)

most (pronoun) (Uses plural verb: *Most in this field teach in rural areas.*)

Mr., Mrs., Ms. See [titles, courtesy and formal](#).

multi- (prefix) In general, no hyphen: **multibillion, multicomponent, multicultural, multidisciplinary, multifaceted, multilayered, multimedia, multimillion-dollar cost, multisector, multistate, multiyear**

- Exception is when root word starts with a vowel or hard-to-distinguish consonant: **multi-agency, multi-city, multi-ethnic, multi-event, multi-hospital, multi-hour, multi-use, multi-wage, multi-widget**

multiracial (**multicultural, multi-ethnic**) Any of these three terms are preferred over *mixed race*. See [ethnicity/race](#) and [dual heritage/citizenship](#). Use this term only when no percentage of a specific ethnicity/race can be determined.

myself Avoid using this reflexive pronoun incorrectly to mean *me*: *I talked myself out of eating the second candy bar. Please let my assistant or me (not myself) know who will attend.*

n/a or na (no periods) meaning *not available* or *not applicable*; both are acceptable to use primarily in figures and tables or where abbreviations are strictly necessary.

names of organizations See [organization names](#).

National Academies of Sciences, Engineering, and Medicine

Private, nonprofit institutions that provide expert advice on pressing challenges facing the nation and the world.

national advisory committee (NAC) (lowercase when spelled out)

National Association of County & City Health Officials (NACCHO)

National Institute on Drug Abuse (NIDA)

National Institutes of Health (NIH) (note plural *Institutes*)

national program office (NPO) (lowercase when spelled out)

national program, RWJF See [organization names](#); [fellow; fellowship](#); [italics and underscoring](#).

1. Generic references to the Foundation’s national programs appear in lowercase: *Several national programs seek to reduce childhood obesity.*
2. All references to a specific name of either a past or present national program, should be spelled out using title case. **National program names will no longer appear in italics.**
3. At first reference, spell out the expanded name. If a subsequent reference will use an abbreviated name, then in first reference, follow the complete program name with the acronym or abbreviation in parenthesis: New Connections: Increasing Diversity of RWJF Programming (New Connections).
4. RWJF staff can check PIMS for current information about RWJF national programs, including proper case and spelling.
5. For a fellowship/scholarship program, use title case when referring to the scholarship recipient: RWJF Clinical Scholar. Use this expanded term at first mention, but in subsequent references, the shortened “scholar” or “fellow” may be lowercase.

Native American See [American Indian](#) (preferred term).

neither... nor; either... or (verb agreement) See also [noun, collective](#). Single subjects joined by *either, or*; or *neither, nor* take a singular verb: *Either the nurse or the patient **changes** the bandage*. An exception is if the subject closest to the verb is plural: *Neither Paul nor the other caregivers **want** to help*.

newly developed (no hyphen) See [-ly](#).

9/11 or **September 11th** are both acceptable to emphasize this national tragedy.

non- (prefix) In general, no hyphen: **nonexistent, nongroup, nonlegislative, nonmedical, nonpartisan, nonprofit, nonsmoker, nonsmoking**. Hyphenate before proper nouns (**non-English-speaking, non-white**) and in awkward combinations (**non-nuclear, non-urgent**).

nongovernmental organization (NGO) (lowercase when spelled out). Spell out in first reference with acronym in parentheses; use acronym thereafter.

nonmaleficence Actions that do no harm.

North/north See [compass directions and geographic regions](#).

- Uppercase when term designates the *region*.
- Lowercase for compass *direction*. Same rule applies to **northern; Northeast/Northwest**

not-for-profit An alternative to *nonprofit* (no hyphen). Some organizations are legally designated as not-for-profit corporations under state laws; their legal departments may prefer to use this term.

noun, collective uses a singular verb when we think of it as a group and a plural when we think of the individuals acting within the whole. Some examples are: audience, band, class, committee, crowd, dozen, family, tribe, group, kind, public, staff, team.

[regarding votes]: *A dozen is probably not enough*. But [regarding people]: *About a dozen are joining us tonight*. The jury asks for clarification. [But] *The jury came in and took their seats*. *The Princeton String Quartet is...* [But] *The Beatles were some of the most famous singers in history*.

Note that [the number] is a singular collective noun: *The number of applicants is steadily increasing*. [But]: *A number are here for vaccinations*.

numbered units See [classification scheme](#).

numbers See **em dash**; **en dash** and **hyphen**; **percent**, **percentage**.

1. The numerals 1, 2, 10, 101, etc. and the corresponding words—one, two, ten, one hundred one, etc.—that are used in simple counting are called **cardinal numbers**.
2. **Ordinal numbers** range numbers in order of succession—1st, 2nd, 10th, 101st, etc. Superscript is optional for ordinal numbers: 1st, 2nd, 3rd, 10th or: 1st, 2nd, 3rd, 10th
3. For school **grade level**, the numeral may be used, with a hyphen as an adjective: a *2nd-grade student*; *She is a 3rd-grader*.
No hyphen as a noun: *He was in the 2nd grade*.
4. Spell out *first* through *ninth* **when they indicate sequence** in time or location: *first base*, *the First Amendment*, *he was first in line*. Use numerals for 10th and above.
5. In general, **spell out numbers** one through nine.
Exceptions: When two or more numbers are **used consecutively**, spell out the first number: *twelve 10-room houses*. Above nine can be spelled out in universally accepted phrases: *Twelve Apostles*.
6. **Use numerals** in these instances:
 - for 10 and above
 - when referencing **survey results** or where a scale was used, use only numerals: *on a scale of 1 to 10* (NOT *one to 10*).
 - when citing **chapters**: e.g., *chapter 3*
 - with **age or ages**: *ages 5 to 9*
 - with **grade or grader**: *2nd grade*; *4th-grader*
For **job grade**: *grade 2*
 - **Numbers and Weight** When a number refers to weight and precedes the word *pound* for example, it should take numerical form.
 - with **percent** or the symbol (%)
7. When starting a **sentence or list** or in a **headline or title**, always spell it out: *Program Officers Travel to Ten Local Sites* [But] for **percentages** in a headline or title, use numeral and “percent”: *Michigan Reports 22 Percent Adult Smoking Rate*.
8. Use **percentage** rather than **percent** as a noun: *The percentage of overweight teens is alarming*.
9. Hyphenate a spelled-out **compound number** up to ninety-nine to start a sentence: *Seventy-five people attended, 59 of whom were students. One hundred seventeen citizens voted in the morning session; only 75 voted in the afternoon*.
10. Use **commas for figures** greater than 999 (*1,000*; *32,499,003*) except for **street addresses** (*1234 Main St.*), broadcast frequencies (*WNJL 1060*), room numbers, serial numbers, telephone numbers, and years (*1776*).

continued

11. Inclusive **page references in a range** take an en dash between them and no space before or after the en dash: 127–129. In APA style citation of page numbers, use complete numerals, NOT 127–9.
12. Use numerals with **higher sums** in all except casual uses:
 - *I'd like to make a billion dollars. The nation has 1 million citizens. The company set aside \$15 million for strategic planning.*
 - Do not drop the word *million* or *billion* in the first figure of a range: *The projected cost is \$5 million to \$9 million, (NOT \$5 to \$9 million).*
13. Form **plurals** of numbers by adding 's', no apostrophe: *the 1990s; twos and threes*
14. Hyphenate these **compound adjectives**: *a 10-year experience; a three-year grant; a 12-step program.*
Exception: NO hyphen when dollar amount is included:
\$8.5 million grant
15. Also hyphenate **ages** used as adjective: *a 5-year-old girl*
16. When using **fractional characters**, use a forward-slash mark (/): 1/8, 1/4, 5/16, 9/10, etc. For **mixed numbers**, use 1 1/2, 2 5/8, etc. with a full space between the whole number and the fraction.
17. When referencing an item in a **ranking scenario** (*number three in the hospital plan category*), spell out all numbers.
18. Numbers are **alphabetized** as though spelled out: *10 Downing Street (Ten); 125th Street (One hundred twenty-fifth)*
19. **Addresses**: *210 Main St.* Spell out numbered streets nine and under: *5 Sixth Avenue; 3012 50th St.*
20. **Decimals, percentages and fractions** with numbers **larger than 1**: *7.2 magnitude quake, 3 1/2 laps, 3.7 percent interest, 4 percentage points.*
Decimalization should not exceed two places in most text material.
 For amounts **less than 1**, precede the decimal with a zero: *The cost of living rose 0.03 percent.* When the decimal is 1 or less, the type of **measurement should be singular**: *0.35 meter; 0.55 cubic foot, 0.75 kilometer.* Spell out **fractions less than 1**, using hyphens between words: *two-thirds, four-fifths.* In quotations, use figures for fractions: *"He was 2 1/2 laps behind with four to go."*
21. **Grammar in fractions**:
 - A fraction takes a singular verb when standing alone or when a singular word follows in an *of* clause: *The rule is that two-thirds is a majority vote. He said one-quarter of the club was present.*
 - It takes a **plural verb** when a plural word follows of: *Only half of the representatives were present.*
 Same rules apply to percentages used as nouns.
22. **Dimensions**, to indicate depth, height, length and width. Examples: *He is 5 feet 6 inches tall, the 5-foot-6 man ("inch" is understood), the 5-foot woman, the hoagie was a 6-footer.*

continued

23. **Distances:** *He walked 4 miles. She took a 4-mile walk.*

- **Highway designation:** *Interstate 5, U.S. Highway 1, state Route 1A.*
Do not abbreviate Route and do not hyphenate.
- **Mathematical usage:** *Multiply by 4, divide by 6.*

24. **Monetary units:** *5 cents, \$5 bill, 8 euros, 4 pounds.*

25. Use numerals for **time of day** except noon and midnight:

1 p.m., 10:30 a.m., 5 o'clock, 8 hours, 30 minutes, 20 seconds, a winning time of 2:17.3 (two hours, 17 minutes, 3 seconds).

- Spell out numbers less than 10 standing alone and in modifiers:
I'll be there in five minutes. He scored with two seconds left. She worked an eight-hour day.
- Spell out in fanciful usage or **proper names:** *Chicago Seven, Fab Four, Big Three automakers, Final Four, the Four Tops.*
- Spell out in **formal language**, rhetorical quotations and figures of speech: *"Fourscore and seven years ago ..."* *Twelve Apostles, Ten Commandments, high-five, Day One.*

See also [percent, percentage](#); [dates](#).

nursing faculty (preferred over *nurse faculty*)

obesity-prevention (compd. adj.): *childhood obesity-prevention policies*, but *childhood obesity prevention*

offender (not preferred) See [former inmate](#).

older adult (preferred over *elder, the elderly* and *senior*)

op. cit. (not preferred) See [Citations Guide](#) for RWJF's preferred style for shortened citations. From the Latin *opere citato*, meaning *in the cited work*. Used primarily in citations following an author's name to mean the same article or book already cited.

open streets are initiatives that temporarily close streets (mainly in bigger cities) to automobile traffic so that people may use them for physical activity (e.g., walking, bicycling, dancing, socializing).

oppression Systemic devaluing, undermining, marginalizing, and disadvantaging of certain social identities in contrast to the privileged norm; when some people are denied something of value, while others have ready access.

organization names See [trademark](#).

1. Do not use *Inc.* except when referring to an organization's legal name such as in a contract or a list of grants. If you use *Inc.* do not follow it with a comma if the sentence continues: *The Lewin Group Inc. received the contract yesterday.*
2. When applicable, use superscript ® and ™ at the first reference of an organization's name. If an acronym is used with the full organization's name, the mark should follow the name, not the acronym: *The Robert Wood Johnson Foundation® (RWJF) was established in 1972.*
3. Do not add a possessive apostrophe after an organization's name followed by its acronym, or to the acronym itself; rewrite as necessary to avoid it:
 - Wrong: *Robert Wood Johnson Foundation's (RWJF) new program was announced.*
 - Correct: *The Robert Wood Johnson Foundation (RWJF) announced a new program.*
4. With acronyms, use *a* or *an* based on how it sounds read aloud in its most common usage, either as a word or as a series of letters: *a NAFTA guideline, an HMO, but an NPO and an LBH brochure.*
5. Use initial caps, but do not italicize or put quotation marks around, the names of programs and initiatives not funded by RWJF.
6. Organization names take a **singular verb** and a **singular possessive**, even if the name ends in s: *The March of Dimes provides many services. Its mission is to reduce birth defects.*

out-of-school time; but **out-of-school-time** projects

over- (prefix) In general, no hyphen: **overabundance, overall, overdue, overrate, oversupply, overuse, overestimate.**

Pp

Pacific Islander See [Asian/Pacific Islander](#).

page numbering

1. Be sure that all pages, including tables, appendixes and references, are serially numbered. You will be grateful for your foresight later in the editing process!
2. In bibliographic citations, page may be abbreviated to either: pg. or pp. for multiple pages.

parentheses See [periods and parenthesis](#).

Patient Protection and Affordable Care Act of 2010, the
See [Affordable Care Act](#).

pedestrian-friendly

people of color Refers to non-white people; preferred over the perjorative term *minority*.

percent, percentage See [numbers](#) and [headlines and titles](#).

1. Spell out in text copy and headlines.
2. Use % sign in tables, figures and parenthetical phrases.
3. Use **percentage** rather than **percent** as a noun: *The **percentage** of overweight teens is alarming.*
4. Use numerals with percentages, even single digits: *8 percent of policyholders*, unless number starts a sentence, then spell out: ***Eight percent** was eligible.* Note: Sentence takes a singular verb when *percent* stands alone.
5. Do not use fractions with percentages: 8.5 percent (Never 8 1/2 percent).
6. For amounts less than 1 percent, precede the decimal with a zero: *The cost of living rose 0.6 percent.*
7. Repeat *percent* with each individual figure: *He said that **10 percent to 30 percent** of the patients respond to treatment.* Note: Sentence takes a plural verb when a plural word follows an *of*.

periods and parenthesis

1. Leave one space after a period between sentences.
2. When the material enclosed in parentheses is not a complete sentence, the period goes outside the final parenthesis: *As part of our mission, the Foundation promotes a Culture of Health (note the initial caps).* (However, when a sentence is complete within the parentheses, the period goes inside, as it does here.)
3. When multiple parenthetical phrases are used in conjunction with each other, use brackets around the outside phrase and standard parentheses around the inside construction: [*now known as Children's Health Insurance Program (CHIP)*].

physician assistant (preferred over physician's assistant)

plurals See **plurals** in *AP Stylebook*. See also [apostrophe](#) and [numbers](#). For single letters, use ': *Mind your p's and q's. He brought home a report card with four A's and two B's. The Oakland A's won the pennant.*

P.O. Box (Use periods for this post office abbreviation.)

possessives See [apostrophe](#). See **possessives** in *AP Stylebook*.

post (v.) To add a (e.g., message, link, image) to an online location (e.g., a [blog](#), social media website, forum).
(n.) an online posting.

post- (prefix) (usually no hyphen) Some words without a hyphen: **postdoctoral**, **postoperative**, **postpartum**. Some words with a hyphen: **post-bellum**, **post-mortem**.

pre- (prefix) (usually no hyphen) Some words without a hyphen: **precognition**, **prenatal**, **prepaid**, **preschool**. Some words with a hyphen: **pre-clinical**, **pre-convention**, **pre-dental**, **pre-empt**, **pre-existing**, **pre-medical** (or **pre-med**).

précis title See [headlines and titles](#).

predominate (v.); **predominant** (adj.); **predominantly** (adv.)
Do not use alternative forms (e.g., *predominate* as an adjective).

prejudice A feeling or emotion felt about people based on their group membership. Prejudices can be positive or negative.

president, U.S.

1. Uppercase at first reference when followed by name of president:
President [or *U.S. President*] *Donald Trump* or *President Trump*.
2. In subsequent references shorten to last name only.
3. Lowercase for all other uses: *The president declared a national emergency*.

preventative (n.); **preventive** (adj.) *The clinic provided **preventive** medicine as a **preventative** to the spread of disease.*

prisoner See [former inmate](#).

privilege Can be unearned social power accorded by the formal and informal institutions of society to all members of a historically dominant group (e.g., white privilege, male privilege).

professional certifications See [academic degrees/professional certifications](#).

program (lowercase unless part of a formal RWJF program name). See also [national program](#).

Qq

prove, proved (v.), **proven** (adj.) In general, use *prove, proved: I will prove my hypothesis. The new drug proved effective.* Use *proven* only as an adjective: *a proven remedy.*

Publication Manual of the American Psychological Association (APA). See **Citations Guide**. Our primary resource for citation style, as well as for terms regarding psychological health.

publication titles See **headlines and titles**.

publicly (preferred over **publically**)

PubMed® (www.ncbi.nlm.nih.gov/pubmed)

quasi Sometimes uses hyphen; refer to *Webster's*.

quotation marks

1. **Composition titles:** Use italics instead of quotation marks for the titles of journals, magazines, newspapers, books and reports, titles of television programs, videotapes, movies, operas, plays and songs.
2. **Quotes:** When possible, use **present tense** when quoting a speaker or book (e.g., *says, describes, concludes*) with double quotation marks.
 - a. If quoted material is **more than one paragraph** long, don't close the quotation marks at the end of the first paragraph, but reopen them at the beginning of the next.
 - b. Use single quotation marks within double quotes for a **quotation within a quotation**: *"I do not know the meaning of 'underrepresented,'" he said. "Please tell me."* When a single and a double quotation mark fall side by side, as shown above, close all three outside the previous punctuation mark, separated by a thin space between the single and double marks. Do NOT use single quotes instead of double quotes to "signal" special meanings for words.
 - c. Use single quotation marks instead of double quotation marks in **headlines, chart headings, or blurbs** floating in an article: *Program Commended for 'Innovation and Effectiveness'; Governor Regrets 'Partisan Squabbling.'*
3. **Punctuation** with quotation marks:
 - The period and the comma are *always* within the quotation marks.
 - The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence: *Who published "Health Matters"?*

race Sociological theory defines race as referring to “a social group that persons inside or outside the group have decided is important to single out as inferior or superior on the basis of physical characteristics.” Popular conception associates race with biological traits, such as skin color or hair texture. See also [ethnicity](#).

racial anxiety Discomfort about the experience and potential consequences of interracial interactions. People of color often experience concern that they will be the subject of discrimination and hostility. White people, meanwhile, often worry that they will be assumed to be racist.

racial minority (ies) See [minority \(ies\)](#), [racial](#).

racism Discrimination against group(s) of individuals outside of one’s own ethnicity, culture, background or heritage.

- **(inter)personal racism** Beliefs, attitudes and actions of one who supports or perpetrates racism in conscious and unconscious ways.
- **institutional racism** Ways in which policies and practices of organizations or parts of systems (e.g., schools, courts) create different outcomes for different racial groups.
- **internalized racism** When a racial group oppressed by racism supports the supremacy of the dominating group by maintaining or participating in the attitudes, behaviors, social structures and ideologies that undergird the dominating group’s power. It involves four essential, interconnected elements: decision-making, resources, standards, and naming the problem.

re- (prefix) In general, no hyphen. Per *AP Stylebook*, see exceptions to *Webster’s* below:

- **re-creation**, to distinguish it from **recreation**; **re-form** (to form again); and **resign** (quit) to distinguish it from **re-sign** (sign again);
- if the root word begins with an *a* or an *e* or an *i*: **re-align**, **re-allocate**, **re-assess**, **re-authorization**; **re-elect**, **re-employ**, **re-engineer**, **re-enroll**, **re-entry**, **re-establish**, **re-evaluate**, **re-examine**, **re-invent**, **re-investigate**.

realized strategy See [emergent strategy](#).

real time (n.); **real-time** (adj.) **real-world** *real-world scenario* but *I live in the real world*.

reference list See [Citations Guide](#).

regions, geographic Use uppercase: *East Coast; Midwest; Eastern Europe; Southeast Asia*. See also [compass directions and geographic regions](#).

registered trademark See [trademark](#).

report titles See also [Citations Guide](#).

1. Use title case for the principal words, including all verbs. Also uppercase prepositions and conjunctions that have four or more letters.
2. Use italics (RWJF style), not quotation marks.
3. Uppercase both elements in a hyphenated compound word:
Employment-Based Benefits for Nurses

representative Use lowercase unless in a title: *RWJF refers to members of Congress as senators and representatives* (lowercase in generic usage) but: *At a town meeting, Representative Jane Jones explained her vote in favor of the amendment*.

request for proposals (lowercase in expanded version), but **(RFP)**; **RFPs** (plural)

returnee (not preferred) See [former inmate](#).

retweet (or RT after first full reference)

Robert Wood Johnson Foundation® See [organization names](#).

1. **Full name:** Use lowercase for *the* in *the Robert Wood Johnson Foundation's*, unless it is the first word of a sentence or it is being used in **legal content**, such as contracts and award letters.
2. **Use of acronym in multiple references:** At the *first reference* in each chapter/section: Spell out the full name followed by the acronym in parentheses (only if you use the acronym later in the text): *the Robert Wood Johnson Foundation (RWJF)*.
 - If using several **subsequent references**, mix it up: use either *the Foundation* or (title case) *RWJF* or *we* depending on tone.
3. In **academic and journal publications** use *the Foundation* or *RWJF* (such as CFPs, *Advances*, *Health Affairs*, *présis*) intended to present content in a rigorous and objective manner.
4. In a **message directly from the Foundation** (such as in speeches and the annual report, and in communications with grantees or other clearly defined audiences), use *we*. Also use *we* when trying to convey passion, partnership, or other working relationships.
5. Use *an RWJF grantee* but *a Robert Wood Johnson Foundation grantee* (based on how it sounds).

continued

6. **Our registered trademark:** Use superscript ® at the first reference. If the acronym is also used, the registered trademark should follow the name, not the acronym: *The Robert Wood Johnson Foundation*® (RWJF) *was established in 1972*. Never add a **possessive apostrophe** to this form; rewrite as necessary to avoid it:
- **Correct:** *The Robert Wood Johnson Foundation*® (RWJF) *announced a new program*.
 - **Wrong:** *The Robert Wood Johnson Foundation*® (RWJF)'s *new program was announced*.

RWJF See [Robert Wood Johnson Foundation](#).

rwjf.org (italic) This or *www.rwjf.org* are acceptable.

RWJF department names

- In a listing, use title case:
Sue Sasha, PhD, senior program officer, Research-Evaluation-Learning
- In running text, also use title case:
On February 24, John Jay was promoted to director, Human Resources.
- For department names in staff lists in calls for proposals, see the *CFP Writing Guide*.

RWJF national program See [national program, RWJF](#).

RWJF publication copyright

- For all RWJF publications (printed and online) include a © symbol. The placement should be either at the bottom of the inside front cover or the first text page (e.g., title page, table of contents). Please use the following format, using the actual year(s) of publication.
 - When published one time: © 2017 *Robert Wood Johnson Foundation*
 - For subsequent editions, include the original year and the year(s) of revision: © 2012, 2017 *Robert Wood Johnson Foundation*

RWJF professional titles See [titles, courtesy and formal](#).

Ss

scholar; scholarship See also [fellow; fellowship](#). Use lowercase in generic usage. At first mention of a specific RWJF program's award recipient, use the expanded version in uppercase but no italic: RWJF Clinical Scholar. In subsequent references, a shortened version may be used in lowercase: scholar.

school level or grade See [numbers](#).

search engine optimization (SEO) is the process of organizing a website for improving its chance of appearing near the top of search engine rankings lists.

seasons Use lowercase except when part of an official title or event: *springtime blossoms*, *summer 1991* (no comma), *autumn foliage*, *Winter Olympics*.

self- (prefix) Always hyphenate: **self-defense**; **self-esteem**; **self-interest**; **self-management**.

semi- (prefix)

- Use hyphen only if the base word begins with an *i*:
semi-independent
- Otherwise, no hyphen: **semiannual** (means twice a year); **semifinal**; **semiretired**, **semisedentary**, **semistructured**, **semiweekly**

semicolon See also **lists**.

When there are three or more elements in a series, use semicolons instead of commas to separate them: *Recommendations included: establishing a national hotline through which smokers could obtain cessation medication and counseling; increasing the federal cigarette tax by \$2 per pack and using at least half the revenue for smoking cessation initiatives; and providing coverage for smoking cessation counseling and FDA-approved medicines under federally funded health care programs including Medicare and Medicaid.*

senior (*older adult* is preferred)

sex See also **gender/gender identity**. Classification of male or female.

sexism Prejudice, stereotyping, or discrimination, typically against women, on the basis of sex.

sex re-assignment surgery Preferred over *sex change operation*.

SNAP (Supplemental Nutrition Assistance Program), formerly the Food Stamp Program

social construction of target populations A political science theory arguing that the policies affecting a target population are influenced by how such groups are viewed socially. “The theory contends that social constructs influence the policy agenda and the selection of policy tools, as well as rationales that legitimize policy choices. This helps explain why some groups are advantaged more than others independently of traditional notions of political power and how policy designs reinforce or alter such advantages.”

social identity A person's sense of who they are based on their group membership.

social justice philanthropy Social justice (or change) philanthropy advocates grantmaking based on the principles of social, economic and political justice.

social media Websites and applications that serve as platforms for users to create and share content and participate in social networking.

social networking The use of social media platforms to interact with others.

social media guidelines See *AP Stylebook*.

South/south See **compass directions and geographic regions**.

1. Uppercase when term designates the *region*.
2. Lowercase for compass *direction*.
3. Same rule applies to **Southern/southern; Southeast/Southwest**.

spaces after periods Use one space, not two, between sentences.

Sr. (generational suffix for **Senior**)

1. Use only with a full name.
2. Use comma after, if needed, but not before: *Frank R. Murray Sr., MD*.
3. The same rules apply to *Jr.* and Roman numeral suffixes (*I, II, etc.*)

staff See also **noun, collective**.

- *Staff* is a collective noun meaning a group of people acting as a single unit with a common purpose; it takes a singular verb: *The hospital staff coordinates with public health officials in an emergency.*
- Use *staff members* to denote individuals with differing roles or purposes. Use a plural verb: *Staff members meet with the executive director regularly to discuss strategic objectives.*

stage I, IA, II, IIB, III or IV breast cancer (lowercase *stage* used with roman numeral) See **classification scheme**.

state (part of the United States) See **state names, U.S.**

1. Use lowercase in all *state of* constructions: *state of New Jersey*.
2. Use lowercase when used as an adjective: *state Department of Transportation*.
3. Use *New York state* to distinguish the state from New York City.
4. Use *state of Washington* or *Washington state* to distinguish the state from the District of Columbia and from *Washington State*, the university.

state abbreviations, AP See **state names, U.S.**

state names, U.S. See also [state](#).

1. For **state name used alone**, spell it out.
2. The correct **AP state abbreviations** in running text (always with periods): Ala., Alaska, Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Hawaii, Idaho, Ill., Ind., Iowa, Kan., Ky., La., Maine, Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Ohio, Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Texas, Utah, Vt., Va., Wash., W.Va., Wis. and Wyo.
3. For a **series of places** that include both city and state named in running text, use semicolons in between: (e.g., Dover, Del.; Helena, Mont.; and Springfield, Ill.).
4. In running text and in bibliographic citations, do **not** add state names following **dateline cities**. See [dateline cities](#).
5. In running text, place one **comma between the city and the state name**, and another comma after the state name, unless ending a sentence: *He drove from Nashville, Tenn., to Austin, Texas, en route to Albuquerque, N.M. She said Portland, Ore., is the location of the clinic.*
6. In lists of *addresses* always include two-letter state postal abbreviation with no periods.

stereotype A belief or attitude about a certain group of people based merely on their group membership. Stereotypes can be positive or negative.

stereotype threat An experience that occurs when a person is concerned that he or she will confirm a negative stereotype about their group.

Students Against Destructive Decisions (SADD)

(founded as Students Against Driving Drunk)

sub- (prefix) In general, no hyphen: **subcontract**; **subdimensions**; **subdivision**; **subgrant**; **subgroup**; **submeasures**; **subpar**, **subpopulations**; **subspecialty**; **substandard**

superscript See [numbers](#) (optional superscript in ordinal numbers: 2nd or 2nd).

Supplemental Nutrition Assistance Program (SNAP) offers nutrition assistance to eligible, low-income individuals and families and provides economic benefits to communities.

sustainable, responsible and impact investing (SRI) considers environmental, social and corporate governance (ESG) criteria to generate long-term competitive financial returns and positive societal impact.

synergy Online teamwork between companies.

systems change Driving force to make significant changes to systems (e.g., social, political).

tables See [figures and tables](#).

tag (in social media) (n.) A label or keyword attached to a piece of information for the purpose of identification. (v.) To tag a user or keyword on a social networking platform.

telephone numbers Follow *AP* style: (609) 920-1234.
Do not add 1 before area code.

television and radio stations Call letters use all caps: *WGBH*.
Alphabetize by call letters.

the

1. A journal or newspaper's full name in running text uses *the* (lowercase except at beginning of a title or to start a sentence, no italics). Italicize only a journal or newspaper's name, but do not italicize *the*:
The study was published in the *New England Journal of Medicine*.
2. In citations, omit *the* in a journal or newspaper's name: Morrison RS and Meier ED. "Palliative Care." *New England Journal of Medicine*, 350(25): 2582–2590, 2004.
3. Lowercase *the* in the Robert Wood Johnson Foundation's full title, unless it is the first word of a sentence or it is being used in legal content, such as contracts and award letters.
4. If you include *the* in names of other entities or events, use lowercase: the Annie E. Casey Foundation, the Center for Studying Health System Change, the Johns Hopkins University, the Pew Charitable Trusts, Cover the Uninsured Week. Exceptions are: The California Endowment (TCE); The Harris Foundation (THF); The Joint Commission (TJC).

Tier 1 provider See [classification scheme](#).

time of day

1. Use numerals except for noon and midnight where it is optional to use these words or the numerals.
2. Include or exclude minutes with use of hour: 11 a.m., 2 p.m., 3:30 p.m., 2:00–3:30 p.m. (note en dash).
3. Use time zone abbreviations (ET, CT, PT, etc.) only when the information involves a deadline or schedule likely to affect people in more than one time zone: *The application deadline is March 31, 2005 (5 p.m. ET). The committee chair is scheduled to speak in Seattle at 9:30 a.m. PT.*
4. Avoid redundancies:
 - **Correct:** *10 a.m. today, 10 p.m. today, or 10 p.m. Monday.*
 - **Wrong:** *10 a.m. this morning, 7 p.m. tonight, or 9 p.m. Monday night.*

continued

5. The construction *4 o'clock* is acceptable, but time listings using *a.m.* or *p.m.* are preferred.
6. Use *24 hours a day, seven days a week* (not *24/7*).

title case (when to use) See [headlines and titles](#) and [titles, courtesy and formal](#).

titles, courtesy and formal See [Citations Guide](#) for composition titles. See [academic degrees](#). See also [headlines and titles](#). See also *AP Stylebook* [academic titles, composition titles, legislative titles, military titles, religious titles, and titles](#).

1. **Use lowercase** for formal titles in running text:
 - a. when they are not used with an individual's name: *There have been four RWJF presidents.*
 - b. when titles are set off from a name by commas: *Our chair, Susan Grant, is committed to social transformation.*
 - c. When the title appears before, but not in conjunction with the name: *She became president of the Foundation in 2003.*
2. In a listing in which the name and title appear on the same line, use lowercase **and** italics: Joseph Scott, MBA, *president*
3. In occupational titles: *interim principal Landow*
4. **Use title case** for **formal titles** (denoting scope of authority, professional or academic activity):
 - a. when they are used immediately before a name: *Sancor President Adrienne Cole seeks transformative change.*
 - b. that were either held in the past, temporarily or in the near future when used before the person's name. Do not capitalize the qualifying word: *former President George Bush; retired RWJF Board of Trustees Chairman Tom Kean*
 - c. For a listing or signature lines in which the name and title appear on separate lines:
Fred Anton, MD
President and Chief Executive Officer
5. Confine the use of Mr., Mrs., Ms. when addressing envelopes unless the courtesy title is used in a direct quotation. Note: The courtesy title Dr. may be used in running text at author's discretion.
6. Use a person's full name with title or degrees in the first reference; use last name only in all subsequent references.

trademark (™) and **registered trademark (®)** It is important to use a registered trademark symbol properly, including that of RWJF and its registered program names. At first mention, use trademark symbol (® or ™) at the end of the word that is in process of becoming registered or is registered. In subsequent references, continue to use uppercase for trademarked words but do not use a superscript symbol.

traffic Refers to the volume of visits to a website that, in itself, may or may not be meaningful to the site owner.

trans- (prefix)

- In general, no hyphen: *transcontinental*
- Use a hyphen if the prefix precedes a proper noun.
trans-Atlantic.

transgender (use as adj., not n.: a transgender person) When one's sense of gender identity or expression differs from the sex one was assigned at birth.

transparency Social media users' expectation to engage in considerate online conversations with individuals and businesses.

transphobia Prejudice, stereotyping, or discrimination directed toward transsexual or transgender individuals.

transvestite *Cross-dresser* is preferred.

trending When a word, phrase or topic is popular (the subject of many posts) in social media at a given moment.

trustee Lowercase except when making reference or inference to the *Board of Trustees* or the *Trustees of RWJF* (or other specific organization).

Twitter® Note registered trademark and title case.

Twitter® **chat** is a public Twitter conversation around one unique **hashtag**. The use of a common hashtag allows anyone to follow the discussion and participate in it.

type 1, type 2 diabetes (lowercase) See **classification scheme**.

Uu

under- (prefix) In general, no hyphen: *underage; underfunded; underrepresented; underserved; underuse*

underlining/underscoring See **italics and underscoring**.

United States (U.S.)

(n.) Spell out: *Applicants must be citizens of the United States or its territories.*
(adj.) Use abbreviation with periods only as an adjective: *U.S. population;*
U.S. flag.

uppercase (n., adj., v.) See [headlines and titles](#) and [titles, courtesy and formal](#).

URL (Uniform Resource Locator) (an internet address)

1. RWJF prefers to use italics for all URLs: *www.rwjf.org*.
2. For all hyperlinks, whether they are words in running text (e.g., [programs helping homeless children](#)) or an internet address (not preferred): Use blue type and no underscore. Please note that words in text that are hyperlinks should be blue type, but not italic. Only URLs should be in italic. URLs that are also hyperlinks should be italic and blue.
3. Preference is to exclude the words “available at” before the URL is given. Instead use a comma before the URL.
4. Only if *www.* is not used, include *http://* before the first letters of the visible URL. Otherwise, omit *http://* preceding *www*.
5. For URLs that we are promoting in prominent locations in a printed or digital piece (covers, banners, etc.), “www.” can be omitted: *rwjf.org*. However, retain “www.” in running text.
6. If a URL is too lengthy to appear on one line of text, preference is to move entire URL to its own line. If this is not possible, do NOT use a hyphen at the line break. **Instead, break it before any dot:**
 - Correct line break: See the Grant Results Report at *www.rwjf.org/reports/grr/040853.htm*.**or after any slash or underscore:**
 - Correct line break: To learn more see *www.useit.com/papers/webwriting/writing.html*.
 - Correct line break: To view this manual in its entirety, go to *www.capc.org/Documents/Guide_Order_Form/*.

U.S. Department of Health and Human Services (DHHS or HHS)

U.S. Department of Veterans Affairs Officially **United States Department of Veterans Affairs** (previously *Veterans Administration*).

user-generated content (UGC) content published online by an average person (generally, not given much credibility).

username also, **login**, **logon**, **sign-in**, **sign-on name**.



U.S. president See [president, U.S.](#)

U.S. regions See [compass directions and geographic regions.](#)

verb agreement See [neither...nor.](#) See also [noun, collective.](#)

versus Do not abbreviate: vs or vs. But in citing court cases, use *v.* with the legal case name in italics: *Allen v. Brown*

Veterans Administration (former name) See [U.S. Department of Veterans Affairs.](#)

vice president (no hyphen) See also [titles, courtesy and formal.](#)

viral (adj.) Relating to an image, video, or other piece of digital information that circulates rapidly and widely from one internet user to another.



Washington, D.C. In a citation, this follows dateline city rule: use *Washington* (without , D.C.). In running text, to distinguish from the state, use either *Washington, D.C.* or *District of Columbia.*

Web 2.0 Refers to the second generation of the World Wide Web, characterized by the change from static webpages to dynamic, user-generated content and the growth of social media.

web address See [URL.](#)

web-based

web browser

webfeed

webpage (one word) See [AP Stylebook](#) “Internet Guide.”

website (one word)

well- Hyphenate when used as a compound modifier: *well-designed strategy*; *well-intentioned therapies, but therapies were well intentioned*; *well-prepared individuals, but individuals were well prepared*. *Well-known physicians explained protocols that were not well known*.

West/west See also [compass directions and geographic regions](#).

1. Uppercase when term designates the *region*.
2. Lowercase for compass *direction*.
3. Same rule applies to (e.g., **Western/western**; **West North Central**)

West Nile virus (on first reference; thereafter West Nile or the virus, not WNV.)

white Recommended over **Caucasian** but defer to individual's or author's preference. See also *APA Manual*—Racial and Ethnic Identity

who, whom

1. Use *who* and *whom* in referring to a person or an animal with a name.
2. Use *that* and *which* for inanimate objects and animals without a name.
3. Use *who* when a person is the subject of a sentence, clause or phrase and *whom* when someone is the object of a verb or preposition: *The woman who gave the speech was terrific. Who was she? The person to whom we gave the tickets lost them. Whom do you wish to see?* **TIP:** Try using the words *to* and *for* before *who*. If these words don't sound right with *who*, use *whom*.

WIC (Women, Infants and Children) Program administered by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS).

wide- (prefix) Usually hyphenated: **wide-angle**; **wide-open**; but **widespread**

-wide (suffix) Usually no hyphen: **nationwide**; **statewide**; **worldwide** but; **Foundation-wide**; **team-wide**; **community-wide**; **country-wide**; **county-wide**; **department-wide**

wiki are simple web pages that can be edited by other users.

w/ and w/o See [abbreviations](#).

World Wide Web

www.rwjf.org or **rwjf.org** are acceptable.

Yy

youth (sing. n.); **youths** is preferred for plural use: *Youths must be careful as new drivers.*

Zz

ZIP code See [state names, U.S.](#) ZIP is the United States Postal Service acronym for **Zoning Improvement Plan**. For mail addresses, use the two letter state postal abbreviation, followed by its five or nine digit numerical code.



Citations Guide

The road to consistency through the seemingly endless possibilities of citation style can be challenging. The following guide is meant to help smooth the way.

Citations

Bibliography, Composition Title, Endnote, Footnote, Reference List

Refer to the following examples to create a consistent style that applies across all RWJF publications for citations in bibliographies, endnotes, footnotes and reference lists. This style applies to internal publications. Please also refer to *Grantee Reporting Instructions* for our style preference in grantee reports. It is essential that you apply one style consistently throughout a specific reference section.

RWJF publications may use either the *Chicago Manual of Style* Humanities bibliographic formats or American Psychological Association (APA)¹ sciences formats in a reference list.² **Choose only one of these styles and use it consistently within the same publication.**

For help with formatting of citations not addressed in this guide, refer to *The Chicago Manual of Style Online*, 16th ed. www.chicagomanualofstyle.org/home.html.

¹ *Publication Manual of the American Psychological Association—6th ed.* Washington: American Psychological Association, 2010, www.apastyle.org/manual.

² To simplify, we use the term *reference list*, which can also be a Resources list or bibliography.

Chicago Style Citations: General Guidelines (standard for the arts and humanities publications)

The guidelines are based on *The Chicago Manual of Style, 16th ed.*, but with some slightly modified per RWJF-specific preference.

1. Always use title case (initial caps) for titles of all types of publications. Do not use all lowercase.
2. Authors' initials do not use periods. This is RWJF preference and not *Chicago Manual* style.
3. List up to three authors by name per citation; When more than three authors are given, use *et al.* after the third author except in the following cases: (1) For clarity, list all authors in a first reference when multiple citations have the same first author but different co-authors; (2) List all authors in a first reference if RWJF funded an author who is not one of the first three named authors. If this is the case, include a comment in the file to the editor to prevent the editor from paring the citation down to only three authors.
4. Use *and* when two authors are cited: *Jones, Henry and Shetzley BC.*
5. When using *et al.* after three named authors, use only commas between names (do not use *and*): *Jones, Henry, Shetzley Brian C., Haverly Robert J., et al.*
6. When using *et al.* after listing only one author, do not use a comma before it: *Connor et al.*
7. For place of publication, the city where the publisher's main editorial offices are located is usually sufficient: *New York: Macmillan, 1980.*
 - If the city of publication is not widely known (contrary to a dateline city), the two-letter postal abbreviation of the state name should follow it: *Englewood Cliffs, NJ: Prentice-Hall, 1975.*
 - Use the two-letter state postal abbreviation to distinguish Cambridge, Massachusetts, from Cambridge, England: *Cambridge, MA: Harvard University Press, 2004; Cambridge: Cambridge University Press, 2004.*
 - For foreign cities, use the English name: Vienna (instead of Wien), Rome (Roma), Prague (Praha).
8. Always reproduce the exact spelling of the original title and publication name so that it can be tracked correctly in a database: the British *organisation* and *centre* rather than the U.S. *organization* and *center*.

continued

9. After the first full citation has been given, subsequent references to the same source can be shortened in the reference list. RWJF prefers the following style for a shortened citation: Use the last name(s) of the author(s) or editor(s), followed by a comma, the year if available, and the page number of the reference. If a citation has more than three authors, at first reference, include all authors. In subsequent references in the reference list, use the last name of the first author followed by *et al.* If more than one work by the same author(s) or editor(s) has been cited, add a short title after the last name: For *Health Progress in the United States, 1900–1960*, use *Health Progress*.
10. When creating a hyperlink to a cited work, link to the PDF of the document or the page from which the cited document can be downloaded.
11. Eliminate uppercase “The” in titles of newspapers and journals, as in the *New York Times*, *Journal of the American Medical Association*.
12. If lengthy (more than one page), avoid unnumbered source lists that list publications alphabetically by author. Instead, use a numbered reference list that corresponds to numbered citations in text.
13. If a reference list is one page or less and text citations are not preferred, list publications alphabetically by author. When there are multiple listings for one author, put in publication date order, starting with the most recent and ending with the oldest.
14. List published articles first. Then list those that have been accepted but not published (use the words *In press*, and the date, after the name of the journal or the publisher).
15. Finally, list those that are being submitted for publication or are listed as unpublished (use the word *Unpublished*, and the date, after the name of the book, etc.).

Example Citation Formats Following Chicago Style

Author–Date System

Use the following formats for the particular type of source you are citing. Include italics and quotation marks as shown. The following examples illustrate citations using the author–date system. Two variations of each reference list example is accompanied by a corresponding parenthetical citation in the text. For other specific examples of common materials, see *The Chicago Manual of Style, 16th ed.*

Note: If you wish to use APA style instead of Chicago style, please follow the example formats starting on page 61.

Audio/Videotape, DVD

Itzak Perlman: In My Case Music, prod. and dir. Tony DeNonno, 10 min., DeNonno Pix, 1985, DVD.

Book

One author

Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin.

Exceptable variation:

Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Shortened citation in text can be either:

(Pollan, *Omnivore’s Dilemma*, 99) or (Pollan 2006, 99–100)

Two or more authors

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.*:
(Barnes et al. 2010)

Book Chapter

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

(Kelly 2010, 77)

Journal Article (also for Newsletter and Issue Briefs)

Printed

The titles of journal article, newsletter article or issue brief are shown within quotation marks; the journal or newsletter names in italics. In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philosophy* 104:439–58.

(Weinstein 2009, 440)

Online

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar or a browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–450. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

Newspaper or Popular Magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, ...") and they are commonly omitted from a reference list. The following examples show more formal versions of the citations. If you consulted the article online, include a URL; include any access date only if the publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. "But Enough About Me." *New Yorker*, January 25. Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrist Posing Challenge in Health Care Vote." *New York Times*, February 27. www.nytimes.com/2010/02/28/us/politics/28health.html Accessed February 28, 2010.

(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

Paper Presented at a Meeting or Conference

Adelman, Rachel. 2009. "Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, La., November 21–24.

(Adelman 2009)

Personal Communications

Email and text messaging may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed...”), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

(John Doe, email message to author, February 28, 2010)

or

(John Doe, pers. comm.)

Report or Government Agency Bulletin

U.S. Securities and Exchange Commission. 1983. *Annual report of the Securities and Exchange Commission for the fiscal year*. Washington: GPO.

Websites

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website...”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis for the citation.

Google. 2014. “Google Privacy Policy.” Last modified June 24.
www.google.com/intl/en/policies/privacy/

McDonald’s Corporation 2013. “McDonald’s Happy Meal Toy Safety Facts.” Accessed October 2.
www.mcdonalds.com/us/en/food/food_quality/nutrition_choices.html
(Google 2014)
(McDonald’s 2013)

An Alternate Choice: APA Bibliographic Style and Numbering of Text Citations (standard for publications in the sciences)

To align ourselves more closely with the bibliographic style commonly used in health and health care and by peer-reviewed journals, RWJF offers the American Psychological Association (APA)¹ format as an alternate choice to the *Chicago Manual of Style* bibliographic format. Chicago and APA styles are both acceptable—any of these styles may be used for your reference list² according to your preference. **However, please do not mix Chicago style with APA style within the same publication.** These guidelines apply to any type of RWJF-written or RWJF-sponsored or co-branded publication.

¹ *Publication Manual of the American Psychological Association—6th ed.* Washington: American Psychological Association, 2009. www.apastyle.org/manual.

² To simplify, we use the term *reference list*, which can also be a Resources list or bibliography.

General Guidelines

Please use the following guidelines if you choose to use APA bibliographic styles:

1. The purpose of a reference list is to provide readers with retrievable, usable reference and source data. References cited in text shouldn't be exhaustive, just sufficient to support the need for your research and to make previous related research and theorizing evident to the reader.
2. A reference list of complete bibliographic citations should be placed either at the end of each chapter or (more commonly) at the very end of a publication. If appearing at the end of a chapter, each reference list should begin its first full citation with #1. For example, if the reference list for chapter 1 ends with citation #12, the reference list for chapter 2 should start again at #1, NOT at #13.
3. Within the reference list itself, citations should be numbered consecutively with regular (not superscript) Arabic numerals in the same order in which they are cited in text. Unnumbered references in the form of a resource or reading list, are rarely used.
4. The brief references in the body text of a publication indicated by superscript numerals should correspond to the numbered listing in the expanded bibliographic reference list which appears at the end of chapters or at the end of the complete publication. Each reference should be cited in the body text or tables or figures within the publication starting in consecutive numerical order by superscript Arabic numerals. (See #5 for an exception.)

continued

5. If the body text refers to the same citation more than once, then the superscript numeral may be repeated in the body text. Hence, in the reference list of bibliographic citations there is no need to repeat citation listings or to use *ibid.* or *op cit.* This differs from Chicago style.
6. When multiple references are cited at a given place in the body text of a publication, use hyphens to join numerals in a series (^{4,6, 9-13}). Use commas without spaces to separate multiple citations (^{2,4,8}).
7. Use arabic superscript numeral references *outside* periods and commas, but *inside* colons and semicolons:
 - *As reported previously*,¹⁻³
 - *The data were* ²⁻⁵:
8. When multiple superscript citations include a lengthy string (about 20–25 characters, spaces and punctuation ^{16, 17, 40, 43-46, 51, 66, 77, 82, 93}), it may cause the appearance of a “hole” in the body text of a publication. To avoid this, use an asterisk in place of the superscript numerals, and place the citation numerals in a footnote at the bottom of the same page of text (*References 16, 17, 40, 43-46, 51, 66, 77, 82, 93). In the footnote, the citation numerals should be set as full size (not superscript) and set apart by commas with single spaces. If a single page has more than one of these types of footnotes, use: an asterisk, a dagger, a double dagger and so on.
9. Use the author’s surname followed by initials without periods. The names of all authors should be given unless there are more than six, in which case the names of the first three authors are used, followed by “et al.”

Example Bibliographic Citations in a Reference List Using APA Alternative Style

For proper formats of other types of publications, refer to *Publication Manual of the American Psychological Association—6th ed.*

Audio/Videotape, DVD

Author(s). *Title* [medium]. City of publication (add two-letter State postal abbreviation if not dateline city): Publisher; year of publication.

Moyers B. *On Our Own Terms: Moyers on Dying* [videotape]. New York: Thirteen/WNET; 2000.

Blog Post or YouTube comment

OmarGoshTV. (2015). *Not Having Enough Money Experiment: Faith in Humanity Restored*. www.youtube.com/watch?v=cJYhci0Okn4

Book

Printed

Author(s). *Book Title*. Edition number (if it is the second edition or above). City, <State or Country if not a dateline city> of publisher: Publisher; copyright year.

World Health Organization. *Injury: A Leading Cause of the Global Burden of Disease, 2012*. Geneva: World Health Organization; 2002.

Adkinson N, Yunginger J, Busse W, Boehner B, Holgate S, Middleton E, eds. *Middleton's Allergy: Principles and Practice*. 6th ed. St. Louis, MO: Mosby; 2013.

Book in a Series with Editors

Isaacs SL, Knickman JR, eds. *To Improve Health and Health Care*. Princeton, NJ: Robert Wood Johnson Foundation; 2011.
The Robert Wood Johnson Foundation Anthology; vol X.

Note: The example above is a book with editors and is part of a series. If applicable, the series number appears in the final field, preceded by the title of the series.

Book Chapter

Printed

Author(s). Chapter title. In: Editor(s). *Book Title*. Edition number (if it is the second edition or above). City, <State or Country if not a dateline city> of publisher: Publisher; copyright year: inclusive pgs.

Tangarorang G, Kerins G, Besdine R. Clinical approach to the older patient: an overview. In: Cassel C, Leipzig R, Cohen H, Larson E, Meer D, eds. *Geriatric Medicine*. New York: Springer-Verlag; 2013:149–162.

Online

Same as print format, but add: *URL* <in blue if a hyperlink> Accessed [date].

Issue Brief See **Journal Article**.

Journal Article (also for Newsletter and Issue Brief)

Printed

Author(s). Article title. *Journal Name*. Year;vol(issue No.): inclusive pgs.

Krebs SM, Cook A, et al. Fruit and vegetable intakes of children and adolescents in the United States. *Arch Pediatr Adolesc Med*. 2012;150(1):81–86.

Online

Same as print format, but add: *URL* <in blue if a hyperlink>
Published [date]. Updated [date]. Accessed [date].

Duchin JS. Can preparedness for biological terrorism save us from pertussis? *Arch Pediatr Adolesc Med.* 2004;158(2):106–107. <http://archpedi.ama-assn.org/cgi/content/full/158/2/106> Accessed June 1, 2010.

Note: Italicize journal names and abbreviate according to the *PubMed* Journals database.

Newsletter See **Journal Article**.

Newspaper or Popular Magazine

References to newspapers should include the following, in the order indicated: (1) Name of author (if given), (2) Title of article, (3) *Name of Newspaper*, (4) date of newspaper, (5) section (if applicable), and (6) page numbers. *Note:* Newspaper names are not abbreviated. If a city name is not part of the newspaper name, it may be added to the official name, for clarity.

Printed

Goode E. Study finds jump in children taking psychiatric drugs. *New York Times.* January 14, 2013:A21.

Online

Perez-Pena R. Children in shelters hit hard by asthma. *New York Times.* March 2, 2004. www.nytimes.com/2004/03/02/nyregion/02asthma.html Accessed March 2, 2010.

Paper Presented at a Meeting or Conference

Chu H, Rosenthal M. Search engines for the World Wide Web: A comparative study and evaluation methodology. Paper presented at: American Society for Information Science 1996 Annual Conference; October 19–24, 1996; Baltimore, MD. www.asis.org/annual-96/electronicproceedings/chu.html Accessed February 26, 2010.

Personal Communications

Do not include personal communications in the reference list. The following forms may be used in text:

In a conversation with H.E. Marman, MD (August 2011)....

According to a letter from H.E. Marman, MD, in August 2011....

Similar findings have been noted by Roberts and by H.E. Marman, MD (written communication, August 2011).

continued

According to the manufacturer (H.R. Smith, oral communication, May 2013), the drug became available in Japan in January 2013.

Note: It's a good idea to require the author to provide written permission from the person whose unpublished data or personal communication is thus cited.

Report or Government/Agency Bulletin

Printed

Author(s). *Report Title*. (if applicable): Volume number, edition. City of publication, <State abbreviation if not a dateline city>: Publisher; year published.

U.S. Department of Health and Human Services. *Understanding and Improving Health and Objectives for Improving Health*. Vol 1, 2nd ed. Washington: U.S. Dept of Health and Human Services; 2010.

Online

Same as print format, but add: *URL* (in blue if a hyperlink) Accessed [date].

Websites

Author(s), if given (often, no authors are given). Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the website. URL [provide URL and verify that the link still works as close as possible to publication]. Published [date]. Updated [date]. Accessed [date].

International Society for Infectious Diseases. ProMED-mail website. www.promedmail.org Accessed April 29, 2012.

Interim guidance about avian influenza A (H5N1) for U.S. citizens living abroad. Centers for Disease Control and Prevention website. www.cdc.gov/travel/other/avian_flu_ig_americans_abroad_032405.html Updated November 18, 2013. Accessed December 6, 2013.

Resources

Adverse Childhood Experiences

Centers for Disease Control and Prevention. *About the CDC-Kaiser ACE Study.*

www.cdc.gov/violenceprevention/acestudy/about.html

The Associated Press Stylebook, 2016

www.apstylebook.com

Built Environment

Centers for Disease Control and Prevention. *CDC's Built Environment and Health Initiative.* December 2015.

www.cdc.gov/nceb/information/built_environment.htm

Childhood Obesity

Alliance for a Healthier Generation. *About Childhood Obesity.*

www.healthiergeneration.org/about_childhood_obesity/get_informed/?gclid=CjwKEAjwz4u9BRCbioK3stnBznESJADA75xbXukG3mrejITXaNTRINZdYv0s-7Bm_D_hJUYceXOLgfh0CgN_w_wcB

Centers for Disease Control and Prevention. June 2015. *Defining Childhood Obesity.*

www.cdc.gov/obesity/childhood/defining.html

Community Development Corporation

Community-Wealth.org. *Overview: Community Development Corporations (CDCs).* A project of Democracy Collaborative.

<http://community-wealth.org/strategies/panel/cdcs/index.html>

Community Development Financial Institutions

Community Development Financial Institutions Fund. *Fact Sheet: Community Development Financial Institutions Program.*

www.cdfifund.gov/programs-training/Programs/cdfi-program/Pages/default.aspx

Environmental, Social and Governance (ESG) Criteria

Investopedia

www.investopedia.com/terms/e/environmental-social-and-governance-esg-criteria.asp#ixzz40xqtZ8s1

Food Access Research Atlas

U.S. Department of Agriculture Economic Research Service. 2017.

www.ers.usda.gov/data-products/food-access-research-atlas.aspx

Food Environment Atlas

U.S. Department of Agriculture Economic Research Service. 2017.

www.ers.usda.gov/FoodAtlas

continued

Food Insecurity/Security

U.S. Department of Agriculture Economic Research Service. *Definitions of Food Security*. 2017.

www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/definitions-of-food-security.aspx

Grammar, Collective Nouns, Verb Agreement

Capital Community College Foundation. *Guide to Grammar and Writing*. Hartford, CT.

<http://grammar.ccc.commnet.edu/grammar/plurals.htm>

Healthy Food Financing Initiative

Administration for Children & Families Office of Community Services. 2017.

www.acf.hhs.gov/ocs/programs/community-economic-development/healthy-food-financing

The Food Trust. *Healthy Food Access Portal*.

www.healthyfoodaccess.org/funding/healthy-food-financing-funds

Interaction Institute for Social Change

<http://interactioninstitute.org>

Managing Public Spaces/Urban Politics

McCann EJ. The cultural politics of local economic development: Meaning-making, place-making, and the urban policy process.

Geoforum, 2002;33(3):385–398.

Merriam-Webster's Collegiate® Dictionary, 11th ed., 2003

www.merriam-webster.com

Perceptual Language

Perception Institute

www.perception.org/about-us/key-definitions

Philanthropy Terms

Peer Learning Exchange. *Cultural Responsiveness in Philanthropy: Glossary of Terms*.

<https://drive.google.com/file/d/0B1wBDTdLZYA2b1BScnB0VVVBUS1E/view>

Publication Manual of the American Psychological Association, 6th edition, 2010

www.apastyle.org/manual

Supplemental Nutrition Assistance Program

U.S. Department of Agriculture. Food and Nutrition Service. 2017.

www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap

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Robert Wood Johnson
Foundation

50 College Road East
Princeton, NJ 08540-6614
www.rwjf.org

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