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DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100

U-17-1066/FAC-2A1 (FOIA)

FEB 02 2017

This responds to your Freedom of Information Act (FOIA) request, dated June 20, 2014, that you submitted to the Defense Intelligence Agency (DIA) for information concerning a copy of the Defense Intelligence Agency Style Manual. I apologize for the delay in responding to your request. DIA continues its efforts to eliminate the large backlog of pending FOIA requests. In order to properly respond, it was necessary to consult with another office within the agency.

A search of DIA's systems of records located one document (234 pages) responsive to your request.

Upon review, I have determined that some portions of the one document (234 pages) must be withheld in part from disclosure pursuant to the FOIA. The withheld portions are exempt from release pursuant to Exemptions 3 of the FOIA, 5 U.S.C. § 552 (b)(3). Exemption 3 applies to information specifically exempted by a statute establishing particular criteria for withholding. The applicable statute is 10 U.S.C. § 424. Statute 10 U.S.C. § 424 protects the identity of DIA employees, the organizational structure of the agency, and any function of DIA

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ATTN: FAC-2A1 (FOIA)
Washington, D.C. 20301-7400

Sincerely,

Alesia Y. Williams
Chief, FOIA and Declassification Services Office

Enclosure

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DEFENSE INTELLIGENCE AGENCY

DIA Style Manual
for Intelligence Production

2016

ICOD: 11 December 2015
DIA-01 1309-510

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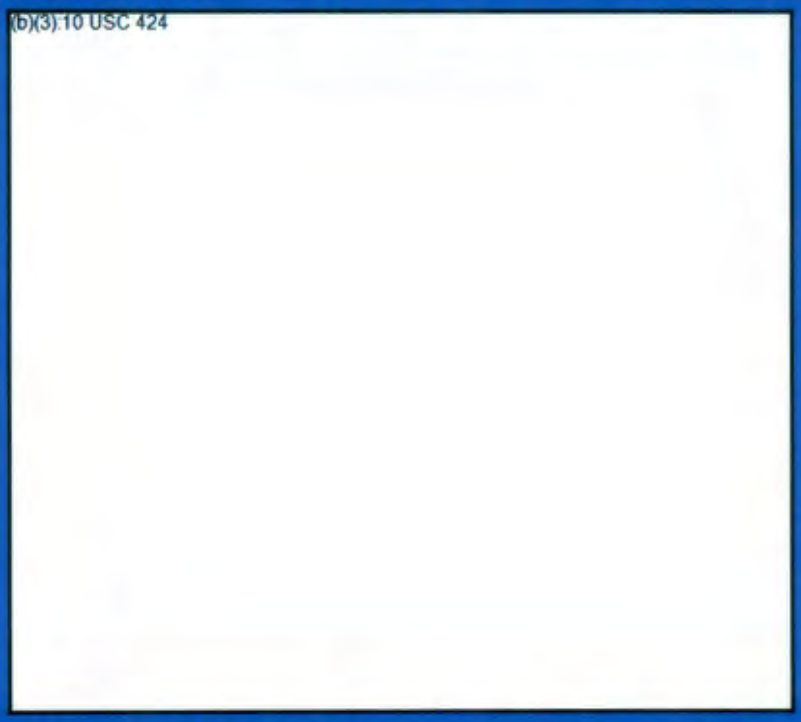


DIA Style Manual
for Intelligence Production

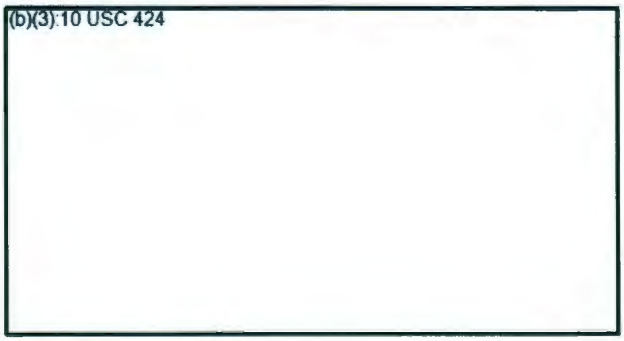
DIA Style Manual for Intelligence Production

Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to have the impact and inspire the confidence they warrant, they need to be delivered in a well-crafted package.

This manual is the authoritative reference to help us create that package. It sets Agency standards for written intelligence production, minimizing the guesswork on capitalization, numbers, abbreviations, and other style points. Consequently, intelligence producers can focus on crafting effective arguments to support analytic judgments.

The *DIA Style Manual for Intelligence Production* has been in use for decades. The manual's executive agent, the Directorate for Analysis, refines the guidance as Intelligence Community standards develop and the language evolves. The U.S. Government Printing Office *Style Manual* served as the basis for most of the guidance in this manual, and other references provided additional direction, notably *The Gregg Reference Manual.*

As professional analysts, we focus every day on maintaining subject matter expertise, but communicating that expertise requires us to maintain excellent writing skills. DIA must convey a Defense Intelligence message that is concise, precise, and compelling. This manual is a key tool in our arsenal as we execute our mission and ensure we meet the highest possible standards.



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CHAPTER 1: Practical Advice for Writers and Editors

In the dark days and darker nights when England stood alone—and most men save Englishmen despaired of England's life—he mobilized the English language and sent it into battle.

—President John F. Kennedy on Winston Churchill

CHAPTER 1: Practical Advice for Writers and Editors

Unlike the rest of this style manual, which focuses on "house style" issues, this chapter presents practical advice for authors and editors to consider in intelligence-related writing.

Be Aware of Grammar Rules Versus Superstitions

Good writers and editors need to be familiar with foundational grammar rules, such as subject-verb agreement, but they also need to recognize what is and is not a hard-and-fast rule. Many people remember learning that they should not split infinitives or end a sentence with a preposition, but both are "rules" modern usage references largely dismiss.

> The organizers decided to immediately address parking for employees and guests.

Moving the adverb "immediately" anywhere else in this sentence would make the meaning less clear. The natural place for an adverb is directly in front of the word it describes. Bottom line: avoid split infinitives if you prefer, but don't make a sentence awkward or confusing by doing so. The same guidance applies to ending a sentence with a preposition.

Consider Style and Context

Similarly, writers and editors need to recognize an error as opposed to a style or context decision.

- Failing to capitalize a word at the beginning of a sentence is an error, but not capitalizing a person's title when it is separated from the name is a style choice (see Chapter 3).
- Spelling out numbers less than 10 in some cases but using numerals for them in others may appear to be a consistency error, but a closer look may show the presentation is in keeping with style guidance to use numerals for all numbers in a sentence when any are equal to or greater than 10 (see Chapter 4).
- Treating words such as *none* and *majority* as plural may appear to be a subject-verb agreement error, but these words can be treated as either singular or plural, depending on the context (see Chapter 5).

This guide offers numerous examples of preferred presentation and answers many questions that come up in intelligence writing, but it does not cover every situation. For additional guidance, use a good all-around reference on the mechanics of writing, such as *The Gregg Reference Manual*. It contains detailed guidance, with numerous examples, on punctuation, grammar, and usage. However, keep in mind that the *DIA Style Manual for Intelligence Production* takes precedence on style issues, such as capitalization and compounding.

Use Short Sentences and Paragraphs

Studies of writing today advise authors to keep both sentences and paragraphs short—not necessarily because readers can't deal with more complex writing, but because shorter sentences and paragraphs are easier to read and can be understood more quickly.

Traditionally, writers have used a paragraph to show the development of a single thought. For a complex thought, though, the paragraph's length could become quite imposing. Moreover, for a publication with type in columns, paragraphs seem even longer because fewer words fit on a line. There's a real risk, then, that several long paragraphs will resemble a solid block of type.

Short Sentences

Short sentences—fewer than 20 words—make your readers' task easier. Use caution, though; too many short sentences can make your writing choppy. Good writers mix long and short sentences for variety. Just wrap it up when those longer sentences reach about 30 words.

The key is to look for minor changes within the thought of the long paragraph and to break the paragraph at those points. The unity and coherence of the thought aren't likely to suffer. Breaking material into shorter paragraphs is simply a better way of packaging ideas—one that uses white space to show readers minor shifts in organization, helping to speed them through their reading.

Get to the Point in Topic Sentences

When organizing material in intelligence products, keep in mind that the topic sentence (first sentence) is the most important part of a paragraph. The topic sentence should be straightforward, encapsulating the message of the paragraph up front. Don't lead a topic sentence with a dependent clause, especially one that begins with a contrary term, such as *although, despite,* or *however.* Such clauses can impede the reader's ability to absorb the main point. Use subsequent sentences in the paragraph to fill out the story.

Focus Headings

A heading can announce the topic of a section, or it can do more—focusing readers' attention on the main point of the section. Avoid labels like "Background" or "Introduction." Look instead for headings that provide the gist of a section, especially headings that express the point in a way that invites readers to continue reading. Don't try too hard to grab attention, though; cute titles or headings can detract from the professionalism of your presentation.

For long studies, there's another consideration: levels of headings. You have to be wary of the organizational complexity you try to portray with the headings. For the most part, writers of books only occasionally go beyond two levels of headings. Readers are likely to become confused if you try to portray three or four levels of headings throughout a long document.

Make your outline as complex as you need to help you organize the points and subpoints in what you write. However, when you actually write, use headings to highlight only the most important points, and focus readers' attention with the wording of those headings.

Limit the Passive Voice

Passive voice is one of the less desirable features of bureaucratic writing. Passive constructions are more wordy than corresponding active constructions and can generate other wordiness—especially sentences beginning with "It is" and "There are." In addition, passive voice is indirect, reversing the natural order of spoken English, and it lacks the vigor inherent in active voice. Finally, passive constructions often mask the actor. Imagine being told, "Your fate will be decided tomorrow." Your reaction is to demand, "By whom?" Passive voice makes it all too easy for writers to omit the "by" part of a thought, and this evasiveness in particular is a mark of bureaucratic writing.

Recognizing Passive Voice

The natural order for an English sentence—actor-action-acted upon—requires active voice:

The sailor	*rowed*	*the boat*
(actor)	(action)	(acted upon)

A sentence in passive voice reverses that order:

The boat	*was rowed*	*by the sailor.*
(acted upon)	(action)	(actor)

Recognizing these constructions in more complicated sentences still is quite simple; that's why grammar-checking software can locate passive verbs quite well. Only a passive sentence will receive "yes" answers to all of the following tests:

- Is the subject of the sentence acted upon?
- Does the sentence combine a form of *to be* with the past participle of a main verb? The simple forms of *to be* are *is, am, are, was,* and *were.* Compound forms are *will be, is being,* and *has been.* Past participles of main verbs usually end in *-ed* or *-en* (except for irregular verbs such as *shot*). Thus, passive verbs look like these: *is divided, was shaken, has been shot.*

Don't Confuse Passive Voice and Past Tense

Both active and passive forms of a verb can appear in present, past, or even future tenses:

Active: takes, took, will take
Passive: is taken, was taken, will be taken

- If the actor appears in the sentence, is it in the prepositional phrase *by someone or something?* Or, if the actor doesn't appear in the sentence, does the sense of the sentence imply *by someone or something?*

Activating the Passive

Far too often, writers accept passive voice because they can't think how to write in the active voice; in such cases, passive is more accidental than intentional. You can prevent this lack of control in your own writing by learning the following three methods to convert passive voice into active:

- Reverse the object and the subject.

Passive: The greatest area coverage is offered by open-wire lines.
But: Open-wire lines offer the greatest area coverage.

- Delete the past participle main verb, leaving the form of *to be* as the only verb.

Passive: The processing plants are located in the north.
But: The processing plants are in the north.

- Change the verb. For example, *received* is an active counterpart of *was given.*

Passive: About 17,000 people are employed in research institutes.
But: About 17,000 people work in research institutes.

Using Passive Voice Effectively

Is passive voice always wrong? No, of course not. Passive constructions have legitimate uses:

- When the object of the action is more important than the actor.
- When the actor is obvious, unimportant, or unknown.

But be careful! You can stretch those justifications to cover most sentences if you try hard enough. Even when the object of an action is more important than the actor, a verb in passive voice may not be necessary. Notice that the second and third methods for activating the passive do not require you to alter the subject of the sentence. Instead, both of these methods change the verb. A good rule of thumb, then, is to use the passive voice only when you have a strong reason.

Rethink Expletive Constructions

Like passive voice, expletive constructions (*it is, it was, it will be, there are, there were, there will be*) lengthen a sentence, delay the point, mask responsibility, and force the subject to follow the verb. The fix is often simple:

Unemphatic: There was a second explosion that killed three soldiers.
Emphatic: A second explosion killed three soldiers.

Unemphatic: It is probable that voter turnout will be heavy.
Emphatic: Voter turnout probably will be heavy.

Avoid Nouns That Stifle Verbs

Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching *-ion, -tion, -ment, -ance,* and *-ence.*

Weak: Chemical attacks are in violation of the treaty.
Strong: Chemical attacks violate the treaty.

Weak: North Korea has made a commitment to resume talks.
Strong: North Korea has committed to resuming talks.

Use Qualifiers Judiciously

Qualifiers are often necessary for accuracy in intelligence writing, but multiple qualifiers impede clarity. Words that already express a degree of judgment—for instance, *imply, indicate,* and *suggest*—should not be combined with qualifiers such as *may, likely,* and *probably.*

Not: The lull in attacks may indicate the rebels are ready to negotiate.
But: The lull in attacks indicates the rebels are ready to negotiate.
Or: The lull in attacks may mean the rebels are ready to negotiate.

Avoid Cliched Concepts and Jargon

When we discuss cliches, we usually think of overused comparisons like "blind as a bat" or "older than dirt"—phrases most of us know to avoid. However, cliches also can be stale words or phrases that indicate concepts in intelligence writing. Watch out for terms such as "paradigm" or "center of gravity"; they can be the words you need at times, but overuse can turn them into unhelpful catchphrases.

Along similar lines, avoid jargon that is familiar to a particular community but not to your entire audience. If an editor needs a term explained, chances are many other readers will as well.

As you choose the terms for your intelligence papers, be sure the concepts are fresh, accurate, and appropriate. Think twice about using a term just because you've seen it in a number of other papers—it may not be the right wording for your product.

Keep Parallel Ideas in Parallel Form

Parallelism is particularly important for headings and bulleted lists. Readers expect headings to be in parallel form. Parallelism is even more important in lists, since their purpose is to emphasize a pattern of organization.

Readers grasp parallel ideas more quickly when they are in parallel form. Nouns should be parallel with nouns, active verbs with active verbs, infinitive phrases with infinitive phrases, subordinate clauses with subordinate clauses, and so on.

Not: The general's success has resulted from the allegiance of his troops and how he has treated the civilians in his region to gain their acceptance. [Noun paralleled with clause.]
But: The general's success has resulted from the allegiance of his troops and the acceptance of the civilians in his region. [Noun paralleled with noun.]
Not: As a soldier he had been in Japan, fighting in Vietnam, and following his general to the Middle East. [Verb paralleled with participles.]
But: As a soldier he had been in Japan, had fought in Vietnam, and had followed his general to the Middle East. [Verb paralleled with verbs.]

When it will help make the parallelism clear, repeat a preposition, an article, a helping verb, the *to* of an infinitive, or the introductory word of a long phrase.

Not: Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, interdict drug shipments, or destroy processing laboratories.

But: Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to interdict drug shipments, or to destroy processing laboratories.

Put Modifiers in Their Place

Restrictive Modifiers

Placement of restrictive modifiers such as *almost, every, just, merely, most, nearly, only, primarily,* and *principally* requires care. Look at the effect of placement for *only* in "This plant produces lug nuts."

Only this plant produces lug nuts. [No other plant produces them.]

This plant only produces lug nuts. [The plant doesn't do anything else with them, such as marketing.]

This plant produces only lug nuts. [The plant produces nothing else.]

This plant produces lug nuts only. [The plant produces nothing else.]

As a general rule, put modifiers close to whatever they modify. "Close to" can be before or after the thing modified, so long as the sentence makes sense.

Not: The agreement provided for military equipment which was signed recently.

But: The agreement, which was signed recently, provided for military equipment.

Or: The recently signed agreement provided for military equipment.

Danglers

Pay particular attention to a modifier that begins a sentence. Dangling modifiers can occur anywhere in a sentence but are most common at the beginning. Readers expect an introductory word or phrase modifier to refer to the subject of the sentence. When the modifier cannot logically modify the subject, the modifier "dangles."

Not: When completely filled out and checked, the taxpayer should sign the form.

But: When the form is completely filled out and checked, the taxpayer should sign it.

Or: After completely filling out and checking the form, the taxpayer should sign it.

Note, however, that some introductory phrases express a general truth rather than modifying the subject of the sentence. These introductory phrases do not dangle.

Given the importance of the operation, the staff studied a number of scenarios.

To sum up, we all agree to support the change.

Avoid Illogical Shifts Within a Sentence

Sudden, illogical shifts within a sentence or passage obscure the meaning and hamper reading:

Tense

Not: The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]

But: The farmer was intimidated by threats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]

Mood

Not: Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]

But: Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]

Subject or Voice

Not: The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from *troops* to *camp*.]

But: The troops hurried up the mountain path and soon saw the camp. [One subject only.]

Not: The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from *soldier* to *confinement* as active voice shifts to passive voice.]

But: The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]

Person

Not: Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]

But: Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]

Number

Not: The United Nations deserves encouragement. Indeed, they deserve more than that. [If *United Nations* takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]

But: The United Nations deserves encouragement. Indeed, it deserves more than that. [*United Nations* and *it* correspond in number.]

Tone or Style

Not: Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]

But: Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]

Work Toward a Common Goal: Readability

Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:

- All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation.
- At the same time, editors need to keep their changes focused on readability. Rather than altering the author's voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.

CHAPTER 2: Abbreviations

Do not use initials for the names of organizations or movements unless you are certain the initials will be readily understood. Write things out. Not everyone knows that MADD means Mothers Against Drunk Driving, and even if everyone did, there are babies being born every minute who will someday encounter the name for the first time. They deserve to see the words, not simply the initials. A good rule is to start your article by writing out names in full, and then, later, when your readers have got their bearings, to shorten them.

—Strunk and White, *The Elements of Style*

CHAPTER 2: Abbreviations

Abbreviations can be acronyms, shortenings, brevity codes, or organizational designators. This chapter treats them all generally as abbreviations.

To Use or Not To Use

Abbreviations can simplify presentation in a document, but too many of them make reading and understanding difficult. Readers are faced with a code known to the writer but unfamiliar or unknown to them—a source of irritation at best, but frequently an obstruction to communication. For this reason you should use abbreviations sparingly and only when you can be sure their meaning is clear for your readers.

Even in tables and graphics, where space is a consideration, avoid abbreviating unless the full terms will not fit. Changes in layout or type point size may preclude using abbreviations.

Common sense dictates these rules:

- Use an abbreviation only if it will simplify a document. Just because an abbreviation exists is not justification for using it. Establishing an abbreviation and then using it only once seldom justifies forcing readers to translate your abbreviations. If you are not going to repeat an abbreviation frequently, do not use it.

  Also, keep in mind that making use of context in a paper may eliminate the need to establish an abbreviation when the abbreviation will not be needed repeatedly. Consider the following example:

  > Infrastructure modifications were evident in the Very Important Military District (VIMD), consistent with the VIMD's high priority in defense planning.

  Establishing "VIMD" appears to be justified: the abbreviation will replace four words (a reasonable saving), and clearly the abbreviation is going to be used again, since it appears again in the same sentence. However, in this case rewording the sentence to make use of the context the sentence already establishes will eliminate the need for establishing the abbreviation:

  > Infrastructure modifications were evident in the Very Important Military District, consistent with that district's high priority in defense planning.

- Limit your use of abbreviations to appropriate places. Avoid using all but the most common abbreviations in key judgments or executive summaries, titles and headings, and tables of contents.
- Avoid using an abbreviation for a person's name. For example, refer to Kim Jong Un on secondary reference as Kim, not KJU.

When To Introduce an Abbreviation

Common wisdom says to introduce an abbreviation with the first occurrence of the corresponding term in a document. Taken literally, this leads to unnecessary abbreviations in key judgments and summaries and frequently results in an abbreviation's being introduced long before its next occurrence.

The best time to introduce an abbreviation is the first time you use the corresponding term in a portion of a document in which the abbreviation will appear frequently.

For example, a product dealing with military capabilities often discusses a force's organization—showing relationships among a number of subordinate entities in the force structure—and then each of the subordinate entities. If the writer introduces abbreviations for the entities in the discussion of the hierarchy, readers may be faced with 10 to 20 abbreviations in a few sentences. Expecting readers to absorb those abbreviations and recognize them later is unreasonable. The writer would do better to introduce each abbreviation in the discussion of the subordinate entity, when the abbreviation will reappear shortly after its introduction.

Occasionally readers are more familiar with an abbreviation than they are with the abbreviated term. For example, in a discussion of special forces, readers are more likely to recognize *SEAL* than the full term *sea/air/land* (which communicates little without further explanation). In such a case, use the abbreviation for clarity.

Establishing Abbreviations

The most common way of introducing an abbreviation is to state the full term and then, immediately after it, to include the abbreviation in parentheses.

A motorized rifle division (MRD) reportedly....
The Federal Aviation Administration (FAA)....

When an abbreviation is better known than the term itself, you may want to reverse their positions, placing the term in parentheses after the abbreviation. This may be the case if the abbreviation is derived from the initial letters of a foreign term rather than the English translation.

The Cuban FAR (Revolutionary Armed Forces)....
During operations in Chechnya, Russia's GRU (General Staff Main Intelligence Directorate) ensured....
Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

Sometimes you may need to establish an abbreviation more than once in a document:

- In a long document, when a large amount of text intervenes between the introduction (and first repeated use) of the abbreviation and later repeated use of the same abbreviation.
- In a collection of articles. Because readers often look at only some of the articles or read them in an order different from that of the publication that collects them, abbreviations do not carry over well from article to article. You will need to establish necessary abbreviations in each article, independent of the use of the same abbreviations in other articles.

Forming and Using Abbreviations

Capitalization

Capitalization in an abbreviation does not indicate that the words of the corresponding term also must be capitalized. Capitalize the initial letters of appropriate words in the related term if they are proper nouns, and use lowercase for the words if they are common nouns.

The aircraft returned to Argut Naval Air Station (NAS).
The aircraft returned to the naval air station (NAS).

Authors frequently become confused about capitalization when they write about operational systems. The test still is whether the term is being used as a proper noun or only as a generic term.

The American Multiple-Launch Rocket System (MLRS) differs from other multiple rocket launchers (MRLs).

Capitalization also is an issue in establishing abbreviations. For years two different systems for establishing abbreviations have existed side by side—a situation that sometimes causes confusion. One system capitalizes only letters for important words, leaving those for unimportant words like *of* in lowercase form. The other system capitalizes all the letters in the abbreviation, whether they stand for important or unimportant words.

- Today the predominant system is to use capitals for all the letters in an abbreviation. If you establish an abbreviation in an intelligence product, use capital letters throughout the abbreviation.

Nevertheless, well-established legacy abbreviations with some lowercase letters, such as *DoD* for the U.S. Department of Defense, are still in use today while similar abbreviations, such as *DOE* for Department of Energy, have all uppercase letters.

Italics With Abbreviations

An abbreviation formed from a foreign term is not italicized, though the foreign term may be. Normally you will not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like, because our business—assessing intelligence information dealing with foreign governments and their defense and security organizations—uses numerous foreign terms as a part of our writing. However, if you are providing the original language words to explain the formation of an abbreviation, italics are appropriate for the foreign words.

Russia's Spetsnaz (from *voiska spetsialnogo naznacheniya*, or "troops of special designation") had special missions.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

Periods in Abbreviations

Very few abbreviations require periods. The exceptions are the traditional nonmilitary ranks or titles (*Mr., Mrs., Ms., Dr., Prof.*) and *no.* (for "number," to distinguish it from the answer or command *no*). In addition, use periods with *U.S.* The abbreviations *i.e.* ("that is") and *e.g.* ("for example") also require periods; however, many people confuse these abbreviations, so using them is discouraged.

Plural and Singular Abbreviations

Most abbreviations are established in the singular form. Therefore, when you introduce (or use) an abbreviation, pay attention to whether the term is singular or plural. If the term is singular, the abbreviation should be as well; if the term is plural, the abbreviation usually will have to be changed to make it plural.

... earth-penetrator weapons (EPWs).

... within the military regions (MRs).

SA-7 and SA-14 surface-to-air missiles (SAMs) are among the world inventory of shoulder-fired SAMs.

Particularly for military forces, an abbreviation often equates to a plural thing—for example, "ANDSF" for "Afghan national defense and security forces." However, usually the abbreviation itself, after it is established, is singular and requires a singular verb.

Afghan national defense and security forces (ANDSF) continue to improve their ability....

Here the subject *Afghan national defense and security forces* requires a plural verb (*continue*) and a plural pronoun (*their*). Thus, "ANDSF" represents a plural entity. Nevertheless, when *ANDSF* itself is used as a subject, the abbreviation is singular and requires a singular verb and singular pronoun:

However, the ANDSF is not yet prepared to hold its own in....

Forming Plurals of Abbreviations

When an abbreviation ends in an uppercase letter, form the plural by adding a lowercase *s*, without an apostrophe.

ICBMs SAMs MiGs INSs

However, if the abbreviation ends in lowercase letters, form the plural by adding *'s* (apostrophe + lowercase *s*).

cy's

These are rare in general military intelligence writing but sometimes occur in scientific or technical publications. Do not confuse them with plurals of lowercase abbreviations for units of measure, which are not changed to plural form.

not 500 km's *or* 500 kms *but* 500 km

Furthermore, even though an abbreviation may stand for an entity that we know to consist of many people, references to the abbreviation cannot be the pronouns *they* or *their*. This problem occurs frequently in intelligence writing in discussion of a political party or organization (which obviously is a group of people):

Not: The CCP decided to implement their decisions after....
But: The CCP decided to implement its decisions after....

When the abbreviation is used instead as a modifier for a plural noun—for example, in *CCP members*—the abbreviation no longer determines the number, so a plural pronoun reference is appropriate to refer to the plural noun:

The CCP members decided to implement their decisions after....

Because of what they stand for, a few abbreviations are only plural. When it stands for "tactics, techniques, and procedures," *TTP* is one of these. Because *TTP* in this sense is plural, we cannot write "A new TTP proved successful." Instead, we would need to write "A new tactic [or technique, or procedure] proved successful."

Possessives and Abbreviations

As with the terms they represent, most abbreviations can be used in the possessive form.
If the abbreviation is being used as a singular possessive, add an apostrophe and a lowercase s.
If the application requires a plural possessive, add the apostrophe after the lowercase s that forms the plural of the abbreviation.

Singular possessive: The MRD's leaders....
Plural possessive: The MRDs' leaders....

Generally the adjective form of the abbreviation is preferable; it can be substituted for both the singular and plural possessive forms:

Adjective form: The MRD leaders....

When you introduce an abbreviation, avoid establishing it in its possessive form. Usually you can avoid that situation by using the abbreviation as an adjective, or you can put the abbreviation in a prepositional phrase. However, if you do establish an abbreviation when the words for it are in the possessive form, the abbreviation also needs to appear in the possessive form.

Avoid: The Royal Air Force's (RAF's) aircraft....
Use: The Royal Air Force (RAF) aircraft....
Or: The aircraft of the Royal Air Force (RAF)....

Prefixes and Suffixes With Abbreviations

You can join a prefix or suffix to an abbreviation with a hyphen. Do not capitalize the prefix or suffix unless it indicates a proper noun form.

anti-NATO stance
pro-UN position
CFE-mandated reductions
START-related reforms

However, the participial and negative forms of *MIRV* are formed without hyphens:

a MIRVed ICBM
an unMIRVed version of the ICBM
deploying nonMIRVed missiles

Hyphenation When Introducing Abbreviations

When you need to form a multiple-word compound at the same time you are introducing an abbreviation, hyphenate after the parentheses enclosing the abbreviation.

interference with Global Positioning System (GPS)-related technology

If possible, avoid a construction such as this by restructuring the passage: in this case, for example, with "interference with technology related to the Global Positioning System (GPS)."

Articles Accompanying Abbreviations

Depending on how you use an abbreviation in a sentence, a definite article (*the*) or an indefinite one (*a* or *an*) may need to precede the abbreviation. If you would use *the* in front of the term the abbreviation stands for, you usually will need *the* in front of the abbreviation.

The surface-to-air missile was fired....
The SAM was fired....

The ground-controlled intercept operator chooses....
The GCI operator chooses....

Task Force Marte reported....
TFM reported....

Use of *the* with abbreviations is not a hard-and-fast rule, but be aware of common practice. Particularly for organization names, *the* is used with abbreviations pronounced as individual letters (initialisms) more often than with abbreviations pronounced as words (acronyms), especially multisyllable words. For instance, *the* is generally used with *the CMC* and *the FARC* but not with *AMISOM*, *NATO*, and *ISAF*.

For abbreviations representing Intelligence Community and Defense Intelligence Enterprise agencies and organizations (DIA, NSA, CIA, NGIC, etc.) and the combatant commands (USCENTCOM, etc.), delete *the* from in front of the abbreviation for general intelligence writing, including most correspondence.

DIA estimates....
... coordination with CIA, NSA, and USSTRATCOM.

Deleting *the* from in front of an abbreviation also is appropriate for the abbreviation representing the organization of which the writer is a part. For example, an author who is a member of DIA's Directorate for Analysis (DI) could write something like the following:

When dealing with Defense Intelligence Enterprise organizations, DI will....

Using *a* or *an* with abbreviations is trickier. For an abbreviation, including an acronym or letter/number group, pronounced as a word (such as "HOT" and "IMINT"), use *a* if the abbreviation begins with a consonant sound or an aspirated *h* ("a HOT missile") and *an* if the abbreviation begins with a vowel sound ("an IMINT collector"). For abbreviations for which you pronounce the letters and numbers themselves:

- Use *a* when the group begins with *b*, *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *u*, *v*, *w*, *y*, or *z*: "a DIA employee," "a UN worker."
- Use *an* when the group begins with *a*, *e*, *f*, *h*, *i*, *l*, *m*, *n*, *o*, *r*, *s*, or *x*: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

A or An?

When choosing between using *a* or *an* with an abbreviation, consider the abbreviation itself, not an expansion of the abbreviation. For example, for discussion of a frequency-hopping (FH) radar, because we would pronounce the letters of the abbreviation, we would write "an FH radar," as *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FH radar" even though *a* would be appropriate before "frequency."

Avoiding Redundancy

You have to consider the expansion of an abbreviation when deciding what words can follow it. Be careful to avoid redundancy when you use abbreviations.

AC current = alternating current current
START treaty = Strategic Arms Reduction Treaty treaty
LOC lines = lines of communication lines
AWACS system = airborne warning and control system system
CAC card = common access card card

Nix GOx Abbreviations

Avoid using abbreviations like *GOP* for "government of Pakistan [or Panama, Peru, Paraguay, etc.]" in a finished intelligence product. Abbreviations such as this are useful in message traffic and similar reporting, but they are out of place in finished intelligence products, especially those for senior-level customers.

Country Names

Use what *The World Factbook* calls the conventional short form for a country name (rather than the conventional long form): "China" rather than "People's Republic of China," "North Korea" rather than "Democratic People's Republic of Korea," "South Korea" rather than "Republic of Korea," etc. Congo is a bit more complicated because of the need to distinguish between the two countries. For the Democratic Republic of the Congo, establish the abbreviation "DRC," which *The World Factbook* lists as the conventional short form for the country's name; "Congo (Kinshasa)" also is acceptable. For the Republic of the Congo, *The World Factbook* provides "Congo (Brazzaville)" as the conventional short form.

Spell out most country names, whether you use them as nouns or adjectives—except the United States, the United Kingdom, and the United Arab Emirates. Spell out *United States* and *United Kingdom* (and *United Nations*) when you use them as nouns, but use the abbreviations for the adjective forms. If you need multiple references to the United Arab Emirates, establish *UAE* early in a paper.

The United States sold....
U.S. arms sales....
... contracts involving the United Kingdom.
... UK contracts.

Military Rank/Rate

For members of the U.S. military, use rank/rate abbreviations as the individual Military Services use them. For all militaries, use the abbreviation in front of a name, but spell out the rank in lowercase elsewhere: "Maj Gen Gonzales of the Mexican Air Force plans to visit shortly after his promotion to lieutenant general." Also spell out the rank in plural form: "Captains Arroyo and Valdez."

U.S. Army Officers/Warrant Officers

general of the Army (special)	GA
general (O-10)	GEN
lieutenant general (O-9)	LTG
major general (O-8)	MG
brigadier general (O-7)	BG
colonel (O-6)	COL
lieutenant colonel (O-5)	LTC
major (O-4)	MAJ
captain (O-3)	CPT
first lieutenant (O-2)	1LT
second lieutenant (O-1)	2LT

chief warrant officer 5 (W-5)	CW5
chief warrant officer 4 (W-4)	CW4
chief warrant officer 3 (W-3)	CW3
chief warrant officer 2 (W-2)	CW2
warrant officer 1 (W-1)	WO1

U.S. Navy and Coast Guard Officers/Warrant Officers

fleet admiral (special)	FADM
admiral (O-10)	ADM
vice admiral (O-9)	VADM
rear admiral, upper half (O-8)	RADM
rear admiral, lower half (O-7)	RDML
captain (O-6)	CAPT
commander (O-5)	CDR
lieutenant commander (O-4)	LCDR
lieutenant (O-3)	LT
lieutenant, junior grade (O-2)	LTJG
ensign (O-1)	ENS
chief warrant officer (W-5)	CWO5
chief warrant officer (W-4)	CWO4
chief warrant officer (W-3)	CWO3
chief warrant officer (W-2)	CWO2
warrant officer (W-1) [no longer used]	WO1

U.S. Air Force Officers

general of the Air Force (special)	GOAF
general (O-10)	Gen
lieutenant general (O-9)	Lt Gen
major general (O-8)	Maj Gen
brigadier general (O-7)	Brig Gen
colonel (O-6)	Col
lieutenant colonel (O-5)	Lt Col
major (O-4)	Maj
captain (O-3)	Capt
first lieutenant (O-2)	1st Lt
second lieutenant (O-1)	2nd Lt
[U.S. Air Force does not have warrant officers]	

U.S. Marine Corps Officers/Warrant Officers

general (O-10)	Gen
lieutenant general (O-9)	LtGen
major general (O-8)	MajGen
brigadier general (O-7)	BGen
colonel (O-6)	Col
lieutenant colonel (O-5)	LtCol
major (O-4)	Maj
captain (O-3)	Capt
first lieutenant (O-2)	1stLt
second lieutenant (O-1)	2ndLt
chief warrant officer 5 (W-5)	CWO5
chief warrant officer 4 (W-4)	CWO4

chief warrant officer 3 (W-3)	CWO3
chief warrant officer 2 (W-2)	CWO2
warrant officer 1 (W-1)	WO

U.S. Army Enlisted Personnel

sergeant major of the Army (E-9)	SMA
command sergeant major (E-9)	CSM
sergeant major (E-9)	SGM
first sergeant (E-8)	1SG
master sergeant (E-8)	MSG
sergeant first class (E-7)	SFC
staff sergeant (E-6)	SSG
sergeant (E-5)	SGT
corporal (E-4)	CPL
specialist (E-4)	SPC
private first class (E-3)	PFC
private (E-2)	PV2
private (E-1)	PVT

U.S. Navy and Coast Guard Enlisted Personnel

U.S. Navy and Coast Guard enlisted personnel are identified by paygrade (rate) and occupational specialty (rating). These specialties and their combinations with rates are too numerous to list here. For ratings, see NIPRNET <http://www.navy.mil/navydata/nav_legacy.asp?id=259>. Rates are as follows:

master chief petty officer of the Navy (E-9)	MCPON
master chief petty officer of the Coast Guard (E-9)	MCPOCG
fleet/force/command master chief petty officer (E-9)	FLTCM/FORCM/CMDCM
master chief petty officer (E-9)	MCPO
senior chief petty officer (E-8)	SCPO
chief petty officer (E-7)	CPO
petty officer first class (E-6)	PO1
petty officer second class (E-5)	PO2
petty officer third class (E-4)	PO3
seaman (E-3)	SN
seaman apprentice (E-2)	SA
seaman recruit (E-1)	SR

U.S. Air Force Enlisted Personnel

chief master sergeant of the Air Force (E-9)	CMSAF
command chief master sergeant (E-9)	CCM
first sergeant (E-9)	CMSgt
chief master sergeant (E-9)	CMSgt
first sergeant (E-8)	SMSgt
senior master sergeant (E-8)	SMSgt
first sergeant (E-7)	MSgt
master sergeant (E-7)	MSgt
technical sergeant (E-6)	TSgt
staff sergeant (E-5)	SSgt
senior airman (E-4)	SrA
airman first class (E-3)	A1C
airman (E-2)	Amn
basic airman (E-1)	AB

U.S. Marine Corps Enlisted Personnel

sergeant major of the Marine Corps (E-9)	SgtMajMC
sergeant major (E-9)	SgtMaj
master gunnery sergeant (E-9)	MGySgt
first sergeant (E-8)	1stSgt
master sergeant (E-8)	MSgt
gunnery sergeant (E-7)	GySgt
staff sergeant (E-6)	SSgt
sergeant (E-5)	Sgt
corporal (E-4)	Cpl
lance corporal (E-3)	LCpl
private first class (E-2)	PFC
private (E-1)	Pvt

Foreign Military Officers

For foreign military officers, regardless of branch of service, use the following abbreviations for ranks:

admiral	Adm
admiral (first grade)	Adm (1st Grade)
admiral of the fleet	Adm Flt
admiral (second grade)	Adm (2nd Grade)
air chief marshal	Air CMar
air commander	Air Cdr
air commodore	Air Como
air marshal	Air Mar
air vice marshal	Air VMar
army general	Army Gen
brigadier	Brig
brigadier general	Brig Gen
captain	Capt
captain first rank	Capt 1st Rank
captain second rank	Capt 2nd Rank
chief warrant officer	CWO
colonel	Col
colonel general	Col Gen
colonel major	Col Maj
commander	Cdr
commodore	Como
corps general	Corps Gen
director general	Dir Gen
division general	Div Gen
ensign	Ens
field marshal	Fld Mar
first lieutenant	1st Lt
fleet admiral	Flt Adm
flight lieutenant	Ft Lt
flying officer	FO
general	Gen
general-colonel	Gen-Col
general (first grade)	Gen (1st Grade)

general-lieutenant	Gen Lt
general-lieutenant colonel	Gen-Lt Col
general-major	Gen Maj
general of the air force	Gen AF
general of the army	Gen Army
general (second grade)	Gen (2nd Grade)
group captain	Grp Capt
lieutenant	Lt
lieutenant colonel	Lt Col
lieutenant colonel general	Lt Col Gen
lieutenant commander	LCdr
lieutenant general	Lt Gen
lieutenant junior grade	Ltjg
major	Maj
major general	Maj Gen
marshal	Mar
marshal of aviation	Mar Avn
marshal of the Royal Air Force	Mar RAF
marshal of the Soviet Union	MSU
pilot officer	PO
rear admiral	RAdm
second lieutenant	2nd Lt
senior colonel	Sr Col
senior lieutenant colonel	Sr Lt Col
squadron leader	Sq Ldr
squadron vice admiral	Sq VAdm
staff air marshal	Staff Air Mar
staff air vice marshal	Staff Air VMar
staff brigadier general	Staff Brig Gen
staff general	Staff Gen
staff lieutenant general	Staff Lt Gen
staff major general	Staff Maj Gen
staff rear admiral	Staff RAdm
vice admiral	VAdm
vice marshal	VMar
warrant officer	WO
wing commander	Wg Cdr

Units of Measure

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense.

Ranges are in kilometers.
The opening was several meters wide.

As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form. In tables, abbreviations are appropriate for all units of measure because of space limitations. Abbreviations for units of measure do not have periods and are not changed to plural form. Unit modifiers involving units of measure require hyphens. (For a full explanation of unit modifiers, see Chapter 7; for complete coverage of number usage, see Chapter 4.)

a 50-km road segment
a section of road that stretched 50 kilometers
a 500-NM range
a 3-cm-diameter pipe

Because of the risk of ambiguity, avoid single-letter abbreviations (*g, h, m, L, t, V, W*).

Change:	a segment of 300 m on Route A
To:	a 300-meter segment on Route A
Or:	a Route A segment of 300 meters

Some offices have preferred to use *mt* or *MT* for metric ton(s). These abbreviations, however, present problems.

- As a prefix, *m* equates to "milli," and t is the symbol for metric ton(s), making *mt* equate to "milli-metric ton(s)," which is somewhat nonsensical.
- In addition, using *mt* or *MT* invites confusion with *Mt*, which equates to "megaton(s)."

For these reasons, we need to use the international symbol of t for metric ton(s), even though this abbreviation has only a single character. Of course, using the words *metric ton* or *metric tons* avoids the abbreviation issue.

Percent and Other Symbols

Do not abbreviate or use the symbol for *percent* except to save space in tables or graphics, where the symbol % may be used if required. However, even in these cases do not abbreviate unless the term will not fit. Similarly, do not use symbols such as ~ (*about* or *roughly*), < (*less than*), or > (*greater than*) unless the spelled-out term will not fit. In tables where symbols are appropriate, minimize clutter by putting symbols in column headings if possible, rather than in individual cells.

Months and Days

Do not abbreviate the names of months and days except to save space in tables and graphics. However, even in these cases do not abbreviate unless the full terms will not fit.

Use the following abbreviations if they are required:

Days		*Months*	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

Abbreviation List

The list that follows contains abbreviations for use in DIA intelligence products. This list is included for standardization of preferred usage, to show uppercase and lowercase forms, and to permit marking abbreviations that may be used without being introduced in the text of a product. This list does not preclude use of the *Department of Defense Dictionary of Military and Associated Terms* and Intellipedia's "Acronyms" page, which present many abbreviations not covered here.

The following abbreviation list sometimes shows multiple uses for the same abbreviation, and all of them can be considered "preferred" abbreviations. Common sense, however, indicates that you cannot use the same abbreviation for multiple purposes in the same paper. For example, even though *BW* can stand for either "biological warfare" or "biological weapon," it must not stand for both things in the same piece of writing.

The abbreviation list employs two symbols:

- A superscript dagger symbol (†) marks an abbreviation that should be used instead of the words the abbreviation stands for. Very few abbreviations show this marking.
- An asterisk (*) after an abbreviation indicates that you can use the abbreviation without introducing it if you can be certain that intended users of a product will understand the abbreviation. When you have any doubt about whether your consumers will understand an abbreviation, spell out the term on first use in your publication, even if the abbreviation is marked with an asterisk in the following list.

Caution: Because a production element has been reading numerous bits of information that use an abbreviation and analysts from that element are writing a number of papers using an abbreviation, analysts frequently believe that surely everyone else must be familiar with the abbreviations they commonly see and use. However, for perspective, consider the following: The Free Dictionary, on the Internet at <http://www.thefreedictionary.com>, has an "Acronym Finder" that lists expansions for letter sets, and it includes military expansions among the many possible "translations" for an abbreviation. As of 1 December 2015, this website produced 43 expansions for "PTG," one of which equated to the expansion in our listing; 191 expansions for "SSP," none of them matching the one in our listing; and 105 for "ADA," one of which was the one in our listing. For this reason, we need to be careful when deciding whether to establish an abbreviation. Do not consider an asterisk with an abbreviation to be a license to never establish the abbreviation.

- Correspondence going to high-level customers normally will need to have all abbreviations established. For example, the personnel directly supporting the DIA Command Element usually require that all abbreviations be established for papers going to or through members of the Command Element. High-level customers receive large numbers of documents and have little time to review any of them. They are generalists for many subjects, not subject matter experts. Even though they may have been exposed to abbreviations Defense Intelligence analysts commonly see and use, expecting these high-level customers to remember all the abbreviations analysts are capable of using simply is not realistic.
- As an experienced editor in one of the Agency's scientific and technical intelligence production centers has noted, basic documents produced in the centers frequently go to inexperienced customers as well as to those who might be familiar with abbreviations. Establishing most abbreviations in basic intelligence products, therefore, is both a courtesy and a wise course of action.
- You can never go wrong by establishing an abbreviation, whereas not establishing it may cause problems.

A

Å	angstrom(s)
AA*	antiaircraft
AAB	Abdallah Azzam Brigades
AAA*	antiaircraft artillery
AAH	Asaib Ahl al-Haq
AAI	air-to-air intercept
AAIED	antiarmor improvised explosive device
AAM*	air-to-air missile
AAR	air-to-air refueling
AAS	Ansar al-Sharia
AAS-T	Ansar al-Sharia in Tunisia
AAW	antiair warfare
AB*	airbase [in the proper name of a U.S. OCONUS airbase, Air Base—for example, Incirlik Air Base]
ABCCC	airborne battlefield command and control center
ABM*	antiballistic missile
abn	airborne
ABNCP	airborne command post
AC	alternating current
acft	aircraft
ACI	airborne-controlled intercept
ACIC	Army Counterintelligence Center
ACINT	acoustic intelligence
ACP	alternate command post
ACR	armored cavalry regiment
ACRV	armored command and reconnaissance vehicle; artillery command and reconnaissance vehicle
ACV	air-cushion vehicle; armored combat vehicle
ACW	aircraft warning and control; anticarrier warfare
AD	air defense
ADA	air defense artillery
ADATS	air defense antitank system
ADCC	air defense command center
ADD	air defense district
ADF	automatic direction finding
ADG	degaussing/deperming ship
ADIZ	air defense identification zone
ADOC	air defense operations center
adv	advanced
ADX	air defense exercise
ADZ	air defense zone
AE	ammunition ship
AESA	active electronically scanned array
AEV	armored engineer vehicle
AEW	airborne early warning
AEW&C	airborne early warning and control
AF	stores ship
AFB*	air force base
AFC	automatic frequency control
AFDM	medium auxiliary floating drydock (non-self-propelled)
AFIAA	Air Force Intelligence Analysis Agency
AFIOC	Air Force Information Operations Center
AFISRA	Air Force Intelligence, Surveillance and Reconnaissance Agency
afld	airfield
AFMIC	Armed Forces Medical Intelligence Center [now NCMI—National Center for Medical Intelligence]
AFOSI	Air Force Office of Special Investigations
AFOTEC	Air Force Operational Test and Evaluation Center

AFS	combat stores ship
AFSATCOM	Air Force Satellite Communications System
AFTAC	Air Force Technical Applications Center
AFV	armored fighting vehicle
AG	Australia Group; auxiliary general [ship]
AGB	icebreaker
AGE	experimental auxiliary [ship]
AGI	intelligence collection ship
AGOR	oceanographic research ship
AGOS	ocean surveillance ship
AGS	surveying ship
AGZ	actual ground zero
AH	hospital ship
AI	avian influenza; airborne intercept; air interdiction
AIAI	al-Ittihad al-Islamiya
AICV	armored infantry combat vehicle
AIDS*	acquired immunodeficiency syndrome
AIFV	armored infantry fighting vehicle
AIG	addressee indicator group
AIM	air-intercept missile
AIP	air-independent propulsion/ power; air-independent-powered
AIS	automated information system; Automatic Identification System
AIT	American Institute in Taiwan
AK	cargo ship
aka*	also known as
ALCM*	air-launched cruise missile
ALOC	air line of communication
ALRAAM	air-launched long-range air-to-air missile
AM*	ante meridian (before noon); amplitude modulation
AMB	ambassador
AMC	Air Mobility Command [USAF]
AMEMB	American Embassy [U.S. Embassy preferred]
AMISOM	African Union Mission in Somalia
AMR	antimateriel rifle
AMRAAM	advanced medium-range air-to-air missile
ANA	Afghan National Army
ANC	African National Congress; active noise control
ANCOP	Afghan National Civil Order Police
ANDS	Afghanistan national development strategy
ANP	Afghan National Police
ANDSF	Afghan national defense and security forces [formerly ANSF—Afghan national security forces]
ANZUS	Australia-New Zealand-United States [Treaty]
AO	area of operations; oiler
AOB	air order of battle
AOC	air operations center
AOE	fast combat support ship
AOG	gasoline tanker
AOI	area of interest
AOR	area of responsibility; replenishment oiler
AOS	special liquids tanker
AOT	transport oiler
AP	armor-piercing; ammonium perchlorate; access point; transport [ship]
APC*	armored personnel carrier
APEC	Asia-Pacific Economic Cooperation

APOD	aerial point of debarkation; air point of departure
AQ	al-Qaida
AQAP	al-Qaida in the Arabian Peninsula
AQI	al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]
AQIM	al-Qaida in the Lands of the Islamic Maghreb
AQIS	al-Qaida in the Indian Subcontinent
AR	repair ship
ARABSAT	Arab Satellite Communications Organization
ARC	armored reconnaissance carrier; cable repairing ship
ARENA	Nationalist Republican Alliance [El Salvador]
ARM	antiradiation missile
ARPV	advanced remotely piloted vehicle
ARS	salvage ship
arty	artillery
ARV	armored recovery vehicle; armored reconnaissance vehicle
AS	submarine tender
ASAP*	as soon as possible
ASARS	advanced synthetic-aperture radar system
ASAT	antisatellite
ASBM	antiship ballistic missile
ASCM*	antiship cruise missile
ASDS	advanced SEAL/swimmer delivery system
ASDV	auxiliary SEAL/swimmer delivery vehicle
ASEAN	Association of Southeast Asian Nations
ASF	African Standby Force
ASG	Abu Sayyaf Group
ASL	above sea level
ASM	air-to-surface missile
ASR	alternate supply route; submarine rescue ship
ASRAAM	advanced short-range air-to-air missile
ASROC	antisubmarine rocket
ASSW	antisurface ship warfare
ASUW	antisurface warfare
ASV	armored support vehicle
ASW*	antisubmarine warfare
AT	antitank; antiterrorism
ATA	auxiliary ocean tug
ATACMS	Army Tactical Missile System
ATBM	antitactical ballistic missile
ATC	air traffic control; mini-armored troop carrier
ATF	Bureau of Alcohol, Tobacco, Firearms, and Explosives; fleet ocean tug
ATG	antitank gun
ATGM*	antitank guided missile
AT&L	Acquisition, Technology, and Logistics
ATM	asynchronous transfer mode
ATTU	Atlantic-to-the-Urals [region]
ATV	advanced technology vehicle; all-terrain vehicle
AU	African Union
AUV	autonomous underwater vehicle
AV	armored vehicle
AVB	aviation logistic support ship
AVLB	armored-vehicle-launched bridge
AWACS*	airborne warning and control system
AWOL*	absent without leave
AWT	water transport [ship]
AWX	all-weather

AX	miscellaneous auxiliary [ship]
AXT	training ship

B

b	barrel(s)
BACRIM	criminal band [from *banda criminal*]
BAG	battalion artillery group
BAI	battlefield air interdiction
bcm	billion cubic meters
b/d*	barrel(s) per day
BDA	battle damage assessment
bde	brigade
BE*	Basic Encyclopedia
BENELUX	Belgium, Netherlands, Luxembourg
BGN	Board on Geographic Names
b/h	barrel(s) per hour
BICES	Battlefield Information Collection and Exploitation System
BINUB	United Nations Integrated Office in Burundi
BIOS	basic input/output system
bit/s	bit(s) per second
bldg	building
BLOS	beyond line of sight
BLT	battalion landing team
BMD	ballistic missile defense
BMDS	ballistic missile defense system
BMEWS	ballistic missile early warning system
bn	battalion
BOA	broad ocean area
BONUCA	United Nations Peacebuilding Support Office in the Central African Republic
BRAC	Base Realignment and Closure
BRICS	Brazil, Russia, India, China, and South Africa
BTADS	Border Tunneling Activity Detection System
btry	battery
bu	bushel(s)
BVR	beyond visual range
BW	biological warfare; biological weapon
BWC	Biological Weapons Convention

C

C*	Celsius
C2*	command and control
C3*	command, control, and communications
C4*	command, control, communications, and computers
C3CM	command, control, and communication countermeasures
C3I*	command, control, communications, and intelligence
C4I*	command, control, communications, computers, and intelligence
C4ISR*	command, control, communications, computers, intelligence, surveillance, and reconnaissance
CAA	combined-arms army
CAC*	common access card
CACM	Central American Common Market
CAG	carrier air group
cal*	caliber
CANUKUS	Canada-United Kingdom-United States

CANUS	Canada-United States
CAP	combat air patrol
CAPCO	[former] Controlled Access Program Coordination Office [see SMP]
CARICOM	Caribbean Community
CAS	close air support
cav	cavalry
CBD	chemical and biological defense
CBM	confidence-building measure
CBR	chemical, biological, and radiological
CBRN	chemical, biological, radiological, and nuclear
CBRNE	chemical, biological, radiological, nuclear, and explosives
CBU	cluster bomb unit
CBW	chemical and biological warfare; chemical and biological weapon
CC	command center; command ship
CCB	command and control boat
CCD	camouflage, concealment, and deception; charge-coupled device
CCIR	commander's critical information requirement
CCM	counter-countermeasure
CCMD	combatant command [see COCOM]
CCP	Chinese Communist Party
CCTV	closed-circuit television; China Central Television
CD*	compact disc
CDC	Centers for Disease Control and Prevention
CDCM	coastal defense cruise missile
CDI	Chief of Defence Intelligence [Canada]
CD-R	recordable compact disc
CD-ROM*	compact disc–read-only memory
CD-RW	rewriteable compact disc
CECOM	Communications and Electronics Command
CENTAM	Central America
CEP	circular error probable
CERT	computer emergency response team
CFE	Conventional Armed Forces in Europe
CFV	cavalry fighting vehicle
cg*	centigram(s)
CG	guided-missile cruiser; coast guard [or Coast Guard]
CGN	nuclear-powered guided-missile cruiser
CGS	common ground station
CH	aviation cruiser
CHG	guided-missile aviation cruiser
CHOD	chief of defense
CHOP	change of operational control
CI	counterintelligence
CIA*	Central Intelligence Agency
CIA/CNC	Central Intelligence Agency Crime and Narcotics Center
CIC	combat information center; combat intelligence center
CICA	Conference on Interaction and Confidence-Building Measures in Asia
CIG	Consolidated Intelligence Guidance
CINC	commander in chief
CIOC	Combined Intelligence Operations Center

CIS	Commonwealth of Independent States
CISP	Counterintelligence Support Program
CIWS	close-in weapon system
CJCS*	Chairman of the Joint Chiefs of Staff
CKO	core knowledge online
CL	light cruiser
CLOS	command to line-of-sight
cm*	centimeter(s)
cm2*	square centimeter(s)
cm3*	cubic centimeter(s)
CMC	Central Military Commission [China]
CMF	Cyber Mission Force
CN	counternarcotics
CNA	computer network attack
CNCI	Comprehensive National Cybersecurity Initiative
CND	computer network defense
CNE	computer network exploitation
CNO	computer network operations; Chief of Naval Operations
co	company
CO	commanding officer
COA	course of action
COC	combat operations center
COCOM	combatant command (common usage) [*Note*: The *Department of Defense Dictionary of Military and Associated Terms* reserves *COCOM* for the command authority of a combatant command, using *CCMD* as the abbreviation for combatant command.]
CODEL	congressional delegation
COG	combined operations group; center of gravity
COI	community of interest
COIN	counterinsurgency
COLISEUM	Community Online Intelligence System for End Users and Managers
COMEX	communications exercise
COMINT*	communications intelligence
COMPUSEC	computer security
COMSAT	communications satellite
COMSEC*	communications security
CONOPS*	concept of operations
CONPLAN*	contingency plan; concept plan
CONUS*	continental United States
COOP	continuity of operations
COR	Council of Representatives [Iraq]; contracting officer representative
COTS	commercial off-the-shelf
CP	command post
CPA	Comprehensive Peace Agreement [Sudan]
CPU	central processing unit
CPX	command post exercise
CR	collection requirement
CRBM	close-range ballistic missile
CS	combat support
CSAR	combat search and rescue
CSBM	confidence- and security-building measure
CSG	carrier strike group
CSNP	nonpowered causeway section (non-self-propelled)
CSS	combat service support; Central Security Service [NSA—often shown as NSA/CSS]
CSTC-A	Combined Security Transition Command–Afghanistan
CSTO	Collective Security Treaty Organization

CSX	command and staff exercise
CTA	capstone threat assessment
CTBT	Comprehensive Test Ban Treaty
CTFI	counter-threat-finance intelligence
CTOL	conventional takeoff and landing
CV	multipurpose aircraft carrier
CVA	attack aircraft carrier
CVAN	nuclear-powered attack aircraft carrier
CVH	V/STOL aircraft carrier
CVL	light aircraft carrier
CVN	nuclear-powered multipurpose aircraft carrier
CVRT	tracked reconnaissance combat vehicle
CW	chemical warfare; chemical weapon; continuous wave
CWC	Chemical Weapons Convention
CWIED	command-wired improvised explosive device
CY*	calendar year
cy*	copy

D

DAO*	defense attaché office
DARPA	Defense Advanced Research Projects Agency
DATT*	defense attaché
dB*	decibel(s)
dBsm	decibel referenced to 1 square meter
DC	direct current
DCA	Defense Cooperation Agreement
DCHC	Defense Counterintelligence and HUMINT Center [now DIA Directorate for Operations]
DCI	Director of Central Intelligence [position no longer exists]
DCIPS	Defense Civilian Intelligence Personnel System
DCS	Defense Clandestine Service
DD	deputy director; destroyer
D&D	denial and deception
DDG	guided-missile destroyer
DDH	aviation destroyer (ASW)
DDNI/A	Deputy Director of National Intelligence for Analysis
DDNS	dynamic domain name system
DDoS	distributed denial of service
DDR	disarmament, demobilization, and reintegration
DDR&E	Directorate of Defense Research and Engineering; director, Defense Research and Engineering
DE	damage expectancy; directed energy
DEA*	Drug Enforcement Administration
DEFSMAC	Defense Special Missile and Aerospace Center
deg	degree(s)
DepSecDef	U.S. Deputy Secretary of Defense
dept	department
det	detachment
DEW	directed-energy weapon
DEXCOM	Intelligence Community Deputies Executive Committee
DF	direction finding
DGZ	desired ground zero

DHCP	dynamic host configuration protocol
DHKP/C	Revolutionary People's Liberation Party/Front
DHS	Department of Homeland Security
DI	Directorate for Analysis; Director for Analysis
DIA*	Defense Intelligence Agency
DIAC	Defense Intelligence Analysis Center [now DIA Headquarters]
DIAD	Defense Intelligence Agency directive
DIAI	Defense Intelligence Agency instruction
DIAL	Defense Intelligence Agency Liaison Office
diam	diameter
DIAM	Defense Intelligence Agency manual
DIAP	Defense Intelligence Analysis Program
DIAR	Defense Intelligence Agency regulation
DID	*Defense Intelligence Digest*
DIO	defense intelligence officer; Defence Intelligence Organisation [Australia]
DIS	Defence Intelligence Staff [United Kingdom]
DISA	Defense Information Systems Agency
DISES	Defense Intelligence Senior Executive Service
DISL	Defense Intelligence Senior Level
div	division
DLO	Defense Liaison Office
DMPI	desired mean point of impact
DMS	Defense Message System
DMZ	demilitarized zone [use initial capitalization when spelling out a proper name, such as Korean Demilitarized Zone]
DNA*	deoxyribonucleic acid
DNI	Director of National Intelligence
DOB*	date of birth
DOC	Department of Commerce [or Commerce Department]
DOCEX	document exploitation
DoD*	Department of Defense [or Defense Department]
DoDD	Department of Defense directive
DoDIIS	Department of Defense Intelligence Information System
DoDM	Department of Defense manual
DoDR	Department of Defense regulation
DOE	Department of Energy [or Energy Department]
DOI	date of information; Department of Interior [or Interior Department]
DOJ	Department of Justice [or Justice Department]
DOMEX	document and media exploitation
DOS	Department of State [or State Department]
DoS	denial of service
DOT	Department of Transportation [or Transportation Department]
DOT&E	director of Operational Test and Evaluation
DPI	desired point of impact
DPP	diesel powerplant
DR	director

DRC	Democratic Republic of the Congo
DRFM	digital radiofrequency memory
DSCA	Defense Security Cooperation Agency
DSCS	Defense Satellite Communications System
DSN*	Defense Switched Network
DSP	Defense Support Program
DSRV	deep-submergence rescue vehicle (self-propelled)
DSS	Defense Security Service
DSV	deep-submergence vehicle (self-propelled)
DTA	dynamic threat assessment
DTIP	Disruptive Technology Innovations Partnership
DTO	drug trafficking organization
DTRA	Defense Threat Reduction Agency
DTSA	Defense Technology Security Administration
DUG	deep underground [facility]
DVD*	digital video disc
dwt	deadweight ton(s)
DZ/LZ	drop zone/landing zone

E

EA	electronic attack [formerly ECM—electronic countermeasures]
ECCM	electronic counter-countermeasures [now EP—electronic protection]
ECM	electronic countermeasures [now EA—electronic attack]
ECOWAS	Economic Community of West African States
E&E	escape and evasion
EEI	essential element of information
EEZ	exclusive economic zone
EFP	explosively formed penetrator
EHF	extremely high frequency
EIJ	Egyptian Islamic Jihad
EIU	Economist Intelligence Unit
EKIA	enemy killed in action
ELF	extremely low frequency
ELINT*	electronic intelligence
elm	element
ELN	National Liberation Army [Colombia]
email*	electronic mail
EMCON	emission control
EMINT	emissions intelligence
EMP	electromagnetic pulse
ENDP	exception to National Disclosure Policy
EO	electro-optical; executive order
EOB	electronic order of battle
EOD	explosive ordnance disposal
EORSAT	ELINT ocean reconnaissance satellite
EOSAT	Earth observation satellite
EOW	electro-optical warfare
EP	electronic protection [formerly ECCM—electroniccounter-countermeasures]
EPIC	El Paso Intelligence Center
EPIL	explosively pumped iodine laser
EPL	ELINT Parameter Limits
EPW	earth-penetrator weapon
ER	extended-range

ERP	effective radiated power
ERPAC	Popular Antiterrorist Revolutionary Army of Colombia
ERS	early release of submunitions
ERW	enhanced radiation weapon
ES	electronic warfare support [formerly ESM—electronic support measures]
ESA	European Space Agency
ESDP	European security and defense policy
ESM	electronic support measures [now ES—electronic warfare support]
est*	estimate; estimated
ETA	estimated time of arrival; Basque Fatherland and Liberty
ETF	enhanced tactical fighter
ETIM	East Turkestan Islamic Movement [also called ETIP]
ETIP	East Turkestan Islamic Party [also called ETIM]
ETL	elevate to launch
EU*	European Union
EUFOR	European Union Force
EULEX	European Union Rule of Law Mission
EUTELSAT	European Telecommunications Satellite Organization
EUV	extreme ultraviolet
EW	electronic warfare; early warning
EW/GCI	early warning/ground-controlled intercept
EXCOM	executive committee; Intelligence Community Executive Committee

F

F°	Fahrenheit
FA	field artillery
FAC	forward air controller
FAE	fuel-air explosive
FAI	fuel-air incendiary
FAPSI	Federal Agency for Government Communications and Information [Russia]
FARC	Revolutionary Armed Forces of Colombia
FARDC	Armed Forces of the Democratic Republic of the Congo
FATA	Federally Administered Tribal Areas [Pakistan]
FBI*	Federal Bureau of Investigation
FBIS	Foreign Broadcast Information Service [see OSC]
FC	fire control
FCC	functional combatant command
FCIP	Foreign Counterintelligence Program
FDA	Food and Drug Administration
FDO	foreign disclosure officer
FEBA	forward edge of the battle area
FEMA	Federal Emergency Management Agency
FEP	fuel enrichment plant
FF	frigate
FFAR	folding-fin aerial rocket
FFG	guided-missile frigate
FFL	corvette
FFT	frigate (reserve training)

FGI	foreign government information
FH	frequency-hopping
FIE	foreign intelligence entity
FIR	far infrared
FIS	foreign instrumentation signal; foreign intelligence service
FISA	Foreign Intelligence Surveillance Act
FISINT	foreign instrumentation signals intelligence
FISS	foreign intelligence and security service
FLIR	forward-looking infrared
FLO/FLO	float-on/float-off
FLOT	forward line of own troops
flt	fleet; flight
FLTSATCOM	Fleet Satellite Communication System
FM*	frequency modulation
FME	foreign materiel exploitation
FMF	Foreign Military Financing
FMLN	Farabundo Marti National Liberation Front
FMP	fuel manufacturing plant
FMS	Foreign Military Sales
FNU*	first name unknown
FOB	forward operating base
FOBS	fractional orbital bombardment system
FOC	full operational capability
FOD	foreign object damage
FOFA	follow-on forces attack
FOIA	Freedom of Information Act
FOT&E	follow-on test and evaluation
14FYC	14 February Youth Coalition
FOV	field of view
FPDD	focused police district development
freq	frequency
FROG*	free rocket over ground
FSB	Federal Security Service [Russia]
FSLN	Sandinista National Liberation Front
FSS	forward storage site
FSTEK	Federal Service for Technical and Export Control [Russia]
FSU	former Soviet Union
FSV	fire-support vehicle
ft*	foot; feet
ft2*	square foot; square feet
ft3*	cubic foot; cubic feet
FTE	full-time equivalent; full-time employee
FTI	fixed-target indicator
ft/min	foot (feet) per minute
FTO	foreign terrorist organization
FTP	file transfer protocol
ftr	fighter
ft/s	foot (feet) per second
FTX	field training exercise
FVEY	Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom) [tetragraph for portion markings; in text, spell out, as in "Five Eyes community"]
FY*	fiscal year
FYDP	Future Years Defense Program
FYI*	for your information

G

g*	gram(s); acceleration of gravity
G7	Group of Seven (major industrial nations): United States, United Kingdom, Canada, France, Germany, Italy, Japan
G8	Group of Seven plus Russia
G20	Group of 20: 19 of the world's largest economies plus the European Union
GAD	guards artillery division
gal*	gallon(s)
GBU	guided bomb unit
GCA	ground-controlled approach
GCC	Gulf Cooperation Council; geographic combatant command
GCCS	Global Command and Control System
GCHQ	Government Communications Headquarters [United Kingdom]
GCI	ground-controlled intercept
GCSS	Global Combat Support System
GCTF	Global Counterterrorism Force
GDIP	General Defense Intelligence Program
GDP*	gross domestic product
GEO	geosynchronous Earth orbit
GEOINT*	geospatial intelligence
GHQ	general headquarters
GHz*	gigahertz
GID	General Intelligence Directorate
GIG	Global Information Grid
GITS	General Intelligence Training System
GIUK	Greenland-Iceland-United Kingdom
GLCM*	ground-launched cruise missile
GLOC	ground line of communication
GLONASS	Global Navigation Satellite System
GMI	general military intelligence
GMRD	guards motorized rifle division
GMT*	Greenwich Mean Time [see Coordinated Universal Time (UTC), also called Zulu in the U.S. military]
GNP	gross national product
GOB	ground order of battle
GOCO	government-owned, contractor-operated
GOSP	gas-oil separation plant
GOSSIP	Geotagged Open-Source Search Intelligence Program
GOTS	government off-the-shelf
GP	general purpose
GPS*	Global Positioning System
grp	group
grt	gross registered ton(s)
GRU	General Staff Main Intelligence Directorate [Russia]
GS	General Staff
GSE	ground support equipment
GSM	Global System for Mobile Communications
GSOMIA	General Security of Military Information Agreement
GSTAR	Global Strategic and Tactical Relay
GTD	guards tank division
GTMO	Guantanamo Bay
GTO	geostationary transfer orbit
GTPP	gas turbine powerplant

H

h*	hour(s)
ha	hectare(s)
HAB	hardened aircraft bunker
HADR	humanitarian assistance and disaster relief
HALO	high altitude, low opening
HAMAS†	Islamic Resistance Movement [*Note*: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, *HAMAS* generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]
HARM	high-speed antiradiation missile
HAS	hardened aircraft shelter
HAWK†	Homing-All-the-Way Killer
HAZMAT*	hazardous materials
HCS	HUMINT Control System
HDBT	hardened and deeply buried target
HDTV*	high-definition television
HE	high explosive
HEAT	high-explosive antitank
HEI	high-explosive incendiary
HEL	high-energy laser
helo	helicopter
HEMP	high-altitude electromagnetic pulse
HEO	highly elliptical orbit
HET	heavy equipment transporter
HEU	highly enriched uranium
HF*	high frequency
HF/DF	high-frequency direction finding
HGV	hypersonic glide vehicle
HHW	higher high water
HIG	Hezb-e-Islami Gulbuddin
HIMARS	High-Mobility Artillery Rocket System
HIV*	human immunodeficiency virus
HLA	helicopter landing area
HLA/DZ	helicopter landing area/drop zone
HLW	higher low water
HLZ	helicopter landing zone
HME	homemade explosive
HMG	heavy machinegun
HMMWV	high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
HOB	height of burst
how	howitzer
hp*	horsepower
HPM	high-power microwave
HPP	hydroelectric powerplant
HQ*	headquarters
HQN	Haqqani Network
HSC	Homeland Security Council
HSS	high-speed sealift [vessel]
HSV	high-speed vessel
HUD	head-up display
HUJI	Harakat-ul-Jihad-i-Islami
HUJI-B	Harakat ul-Jihad-i-Islami Bangladesh
HUMINT*	human intelligence
HVAC	heating, ventilation, and air conditioning
HVE	homegrown violent extremist
HVI	high-value individual
HVT	high-value target
hwy*	highway
Hz*	hertz

I

IA	information assurance
IADS	integrated air defense system
IAEA	International Atomic Energy Agency
IAW*	in accordance with
IBERLANT	Iberian-Atlantic [region]; Iberian-Atlantic [Command, NATO; now SOUTHLANT]
IBP	Iraqi Baath Party
IC*	Intelligence Community
ICAO	International Civil Aviation Organization
ICBM*	intercontinental ballistic missile
ICC	International Criminal Court
ICD	Intelligence Community directive; imitative communication deception
ICE	Immigration and Customs Enforcement
ICG	International Contact Group
ICJ	International Court of Justice [commonly called World Court]
ICOD	information cutoff date; intelligence cutoff date
ICR	intelligence collection requirement
ICRC	International Committee of the Red Cross
ICTY	International Criminal Tribunal for the former Yugoslavia
ICV	infantry combat vehicle
IDA	International Development Association
IDF	Israel Defense Forces
IDP	internally displaced person
IEA	International Energy Agency
IEC	Independent Election Commission [Afghanistan]
IED*	improvised explosive device
IFCNR	Implementation and Followup Committee for National Reconciliation [Iraq]
IFF*	identification, friend or foe
IFR	instrument flight rules
IFV	infantry fighting vehicle
IG	inspector general; Islamic Group
I-HAWK†	Improved Homing-All-the-Way Killer
IHEC	Independent High Electoral Commission [Iraq]
IICT	Interagency Intelligence Committee on Terrorism
IIR	intelligence information report; imaging infrared
IJU	Islamic Jihad Union
ILS	instrument landing system
IM	info memo
IMET	International Military Education and Training
IMF	International Monetary Fund
IMINT*	imagery intelligence
IMO	International Maritime Organization
IMSAT	imagery satellite
IMU	Islamic Movement of Uzbekistan; inertial measurement unit
in*	inch(es)
in2*	square inch(es)
in3*	cubic inch(es)
IN	information need
INA	Iraqi National Alliance
IND	improvised nuclear device
indef	indefinite

inf	infantry
INF	intermediate-range nuclear force; Intermediate-Range Nuclear Forces [Treaty]
INFOSEC	information security
INMARSAT	International Mobile Satellite Organization [originally International Maritime Satellite Organization]
INR	[State Department] Bureau of Intelligence and Research
INS	inertial navigation system
INSCOM	Intelligence and Security Command [U.S. Army]
Intel*	intelligence
INTELSAT	International Telecommunications Satellite Organization
Interpol*	International Criminal Police Organization
INTREP	intelligence report
INTSUM	intelligence summary
IO	information operations
IOC*	initial operational capability
IOC	International Olympic Committee
IP*	Internet protocol
IPB	intelligence preparation of the battlespace
IPR	intelligence production requirement
IR	infrared
IRA	Irish Republican Army
IRAM	improvised rocket-assisted munition
IRBM*	intermediate-range ballistic missile
IRCM	infrared countermeasures
IRFNA	inhibited red-fuming nitric acid
IRGC	Islamic Revolutionary Guard Corps [Iran]
IRGC-QF	Islamic Revolutionary Guard Corps–Qods Force [Iran]
IRINT	infrared intelligence
IRKS	INHERENT RESOLVE Kinetic Support
IRST	infrared search and track
IRTPA	Intelligence Reform and Terrorism Prevention Act
ISAF	International Security Assistance Force
ISCI	Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]
ISF	Iraqi security forces
ISI	Directorate General for Inter-Services Intelligence [Pakistan]
ISIL*	Islamic State of Iraq and the Levant [widely known in the news media as ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]
I-SLIC	improved semisubmersible infiltration landing craft [improved infiltration boat]
ISO	International Organization for Standardization
ISOO	Information Security Oversight Office
ISP	Internet service provider
ISR*	intelligence, surveillance, and reconnaissance
ISTAR	intelligence, surveillance, target acquisition, and reconnaissance
IT*	information technology
ITAR	International Traffic in Arms Regulations
ITAR-TASS	Information Telegraph Agency of Russia

ITSO	International Telecommunications Satellite Organization
ITWA	initial threat warning assessment
IVO	in the vicinity of; in view of
IW	information warfare
I&W	indications and warning
IWG	interagency working group; intelligence working group
IX	unclassified miscellaneous unit [naval]

J

JAC	joint analysis center
JAEIC	Joint Atomic Energy Intelligence Committee
JAG	judge advocate general
JAK	Jund al-Khilafah
JASSM	joint air-to-surface standoff missile
JAT	Jemaah Anshorut Tauhid
JCOFA	joint country force assessment
JCS*	Joint Chiefs of Staff
jct	junction
JCTD	joint capabilities technology demonstration
JDA	joint duty assignment
JDAM	Joint Direct-Attack Munition
JDEC A	Joint Document Exploitation Center–Afghanistan
JEM	Justice and Equality Movement; Jaish-e-Mohammad
JEWC	Joint Electronic Warfare Center
JFCC-ISR	Joint Functional Component Command for Intelligence, Surveillance, and Reconnaissance
JFCC-NW	Joint Functional Component Command for Network Warfare
JI	Jemaah Islamiyah
JIACTF	Joint Interagency Cyber Task Force
JIATF South	Joint Interagency Task Force South
JIC	joint intelligence center
JIDA	Joint Improvised-Threat Defeat Agency [formerly JIEDDO]
JIEDDO	[former] Joint Improvised Explosive Device Defeat Organization [now JIDA]
JIOC	joint intelligence operations center
JIOC-A	Joint Intelligence Operations Center–Afghanistan
JIOWC	Joint Information Operations Warfare Command
JIPOE	Joint Intelligence Preparation of the Operational Environment
JMITC	Joint Military Intelligence Training Center
JOC	joint operations center
JOIIS	Joint Operational Intelligence Information System
JP	jet petroleum
JRTN	Jaysh Rijal al-Tariq al-Naqshabandiyah (Army of the Naqshabandiyah Order)
JS	Joint Staff
JSDF	Japan Self-Defense Force
JSF	Joint Strike Fighter
JSOW	Joint Standoff Weapon

JSTARS	Joint Surveillance Target-Attack Radar System
JTF	joint task force
JTF-GNO	Joint Task Force–Global Network Operations
JTIDS	Joint Tactical Information Distribution System
JUD	Jamaat-ud-Dawa
JUIAF	Joint-Use Intelligence Analysis Facility
JUSMAG	Joint U.S. Military Advisory Group
JWAC	Joint Warfare Analysis Center
JWICS*	Joint Worldwide Intelligence Communications System

K

K*	degrees Kelvin [*Note:* used without degree symbol (°) or word degree]
KDP	Kurdistan Democratic Party [Iraq]
KFOR	Kosovo Force
kg*	kilogram(s)
KGK	Kongra-Gel [also called Kurdistan People's Congress; formerly Kurdistan Workers' Party (PKK)]
KH	Kataib Hizballah
kHz*	kilohertz
KIA*	killed in action
KKV	kinetic-kill vehicle
km*	kilometer(s)
km2*	square kilometer(s)
km3*	cubic kilometer(s)
km/h*	kilometer(s) per hour [see also kph]
kn*	knot(s)
kN	kilonewton(s)
KPA	[North] Korean People's Army
kph	kilometer(s) per hour [see also km/h]
KRG	Kurdistan Regional Government [Iraq]
ksi	kips per square inch
kt	kiloton(s)
kV*	kilovolt(s)
kW*	kilowatt(s)
kWh*	kilowatt-hour(s)

L

L*	liter(s)
lab*	laboratory
LAC	Line of Actual Control [de facto boundary between India and China]
LACM*	land-attack cruise missile
LAF	Lebanese Armed Forces
LAN	local area network
LANDSAT*	Land Satellite (commercial multispectral)
LANTIRN	Low-Altitude Navigation and Targeting Infrared for Night
LAR	light artillery rocket
laser†	light amplification by simulated emission of radiation
LASINT	laser intelligence
LAW	light antitank weapon
lb*	pound(s)
LCA	assault landing craft
LCAC	air-cushion landing craft
LCC	amphibious command ship
LCF	launch control facility

LCM	mechanized landing craft [U.S. Navy definition]; medium landing craft [definition commonly used with navies of other countries]
LCMA	air-cushion medium landing craft
LCP	personnel landing craft
LCPA	air-cushion personnel landing craft
LCS	littoral combat ship
LCU	utility landing craft
LCUA	air-cushion utility landing craft
LCVP	landing craft, vehicle, personnel
LDS	launch-detection satellite
LEA	law enforcement agency
LEF	law enforcement force; Law Enforcement Forces [Iran]
LEO	low Earth orbit
LEU	low-enriched uranium
LF*	low frequency
lg	large
LGB	laser-guided bomb
LGM	laser-guided munition
LGW	laser-guided weapon
LHA	amphibious assault ship
LHD	amphibious assault dock
LHW	lower high water
LIC	low-intensity conflict
LIDAR	light detection and ranging
LIFG	Libyan Islamic Fighting Group
LKA	amphibious cargo ship
LLW	lower low water
LNG	liquefied natural gas
LNI	Library of National Intelligence
LNO	liaison officer
LNU*	last name unknown
LO	low-observable
LOC	line of communication; Line of Control
LOCE	Linked Operations Intelligence Centers Europe
LORAN	long-range aid to navigation
LOS	line of sight
LOTS	logistics over the shore
LOX	liquid oxygen
LPA	amphibious transport
LPAR	large phased-array radar
LPD	amphibious transport dock
LPG	liquefied petroleum gas
LPH	amphibious assault ship (helicopter)
LPV	low-profile vehicle
LRA	Long-Range Aviation [Russia]; Lord's Resistance Army
LRAAM	long-range air-to-air missile
LRCM	long-range cruise missile
LSD	dock landing ship
LSDV	swimmer delivery vehicle
LSM	medium landing ship
LSSC	light SEAL/swimmer support craft
LST	tank landing ship
LT	Lashkar-e-Tayyiba
LTBT	Limited Test Ban Treaty
Ltd*	Limited [as part of a firm's proper name]
LTD	laser target designator
LTTE	Liberation Tigers of Tamil Eelam
LWIR	long-wavelength infrared
LZ	landing zone

M

μ	micro [one-millionth]
μm	micrometer(s)
μs	microsecond(s)
m*	meter(s)
m2*	square meter(s)
m3*	cubic meter(s)
MAAG	Military Assistance Advisory Group
MAD	magnetic anomaly detector
MAGTF	Marine Air-Ground Task Force
MANPADS*	man-portable air defense system(s)
MAP	membership action plan [NATO]
MARV	maneuverable reentry vehicle
MASINT	measurement and signature intelligence
MAT	medium assault transport
max	maximum
MB	megabyte(s)
MBT	main battle tank
MCFI	Multinational Coalition Forces–Iraq
MC&G	mapping, charting, and geodesy
MCIA	Marine Corps Intelligence Activity
MCM	mine countermeasures; mine countermeasures ship
MCP	mobile command post
MCS	mine countermeasures support ship
MD	military district
MDA	Missile Defense Agency
MDCI	multidisciplinary counterintelligence
mdm	medium
MEADS	medium extended air defense system
medevac†	medical evacuation [abbreviation accepted as a standard English word]
MEDINT	medical intelligence
MEF	Marine expeditionary force
MEK	Mujahedin-e Khalq
MEL	mobile erector-launcher
MEO	medium Earth orbit
MEPED	Military Equipment Parametrics and Engineering Database
MERCOSUR	Southern Cone Common Market
MERSHIP	merchant ship
MESF	Middle East Stability Force
METSAT	meteorological satellite
MEU	Marine expeditionary unit
MF	medium frequency
MFO	Multinational Force and Observers
mg*	milligram(s)
MGRS	Military Grid Reference System
MHC	coastal minehunter
MHCA	air-cushion coastal minehunter
MHS	minehunting ship
MHWN	mean high water neaps
MHWS	mean high water springs
MHz*	megahertz
mi*	(statute) mile(s)
mi2*	square mile(s)
MIA*	missing in action
MIB	Military Intelligence Board
MIBN	military intelligence battalion
MICV	mechanized infantry combat vehicle
MIDB	Modernized Integrated Database

MiG*	Mikoyan aircraft [formerly Mikoyan-I-Gurevich Design Bureau]
mi/h*	mile(s) per hour [see also mph]
MIJI	meaconing, intrusion, jamming, or interference
MILF	Moro Islamic Liberation Front
MILSATCOM	military satellite communications
MILSTAR	Military Strategic and Tactical Relay [System]
min*	minute(s); minimum
MINURCAT	United Nations Mission in the Central African Republic and Chad
MINURSO	United Nations Mission for the Referendum in Western Sahara
MINUSTAH	United Nations Stabilization Mission in Haiti
MIP	Military Intelligence Program
MIRV*	multiple independently targetable reentry vehicle
MK V SOC	Mk V special operations craft
mL	milliliter(s)
MLLW	mean lower low water
MLRS	Multiple Launch Rocket System
MLWN	mean low water neaps
MLWS	mean low water springs
mm*	millimeter(s)
MM	minelayer
mm2*	square millimeter(s)
mm3*	cubic millimeter(s)
M-MRCA	medium-range multirole combat aircraft
MMW	millimeter wave
MNF	multinational force
MNF-I	Multinational Force–Iraq [became USF-I on 1 January 2010]
MNLF	Moro National Liberation Front
MNU*	middle name unknown
MOA	memorandum of agreement
MOB	main operating base; missile order of battle; mobilization
MOD	Ministry of Defense [preferred: Defense Ministry]
Mod	modification [used in missile designators, such as "CSS-5 Mod 4"]
MODAFL	Ministry of Defense and Armed Forces Logistics [Iran]
MOGAS	motor gasoline
MOIS	Ministry of Intelligence and Security [Iran]
MON	monitor [riverine warfare craft]
MONUC	United Nations Organization Mission in the Democratic Republic of the Congo
mort	mortar
MOU	memorandum of understanding
MOUT	military operations in urban terrain
MOX	mixed oxide
MP	military police; maritime patrol
MPa	megaPascal(s)
MPA	maritime patrol aircraft
MPFA	maritime pre-positioning ship, aviation
MPFC	maritime pre-positioning ship, cargo
MPFD	maritime pre-positioning ship, dock
mph	miles per hour [see also mi/h]
MPLA	Popular Movement for the Liberation of Angola

MR	military region
MRAP	mine-resistant, ambush-protected [vehicle]
MRBM*	medium-range ballistic missile
MRC	motorized rifle company
MRD	motorized rifle division
MRL	multiple rocket launcher
MRR	motorized rifle regiment
MRTT	multirole tanker transport
ms	millisecond(s)
m/s	meter(s) per second
MSB	minesweeping boat
MSC	coastal minesweeper
MSCO	coastal minesweeper (old)
MSD	minesweeper, drone
MSF	fleet minesweeper (steel hull)
MSH	minehunter
MSI	inshore minesweeper
MSIC	Missile and Space Intelligence Center
MSL	mean sea level; minesweeping launch
MSM	river minesweeper
MSP	money service provider
MSR	main supply route
MSS	specialized minesweeper
MSSC	medium SEAL/swimmer support craft
Mt	megaton(s)
MTCR	Missile Technology Control Regime
MTI	moving target indicator
MTU	master terminal unit
MTZ	motorized infantry
MUSIS	Multinational Space-Based Imaging System
M/V	merchant vessel
MW*	megawatt(s)
MW	mine warfare
MWe	megawatt(s) electrical
MWIR	mid-wavelength infrared
MWL	mean water level
MWR	missile warning receiver
MWt	megawatt(s) thermal

N

NA*	not applicable; not available
NAC	North Atlantic Council
NAFTA	North American Free Trade Agreement
NAI	named area of interest
NAM	Nonaligned Movement
NAMRU	Naval Medical Research Unit [U.S.]
NAS*	naval air station
NASA*	National Aeronautics and Space Administration
NASIC	National Air and Space Intelligence Center
NATO*	North Atlantic Treaty Organization
NAVAID	navigation aid
NAVSAT	navigation satellite
NBC	nuclear, biological, and chemical
NCA	national command authority; nuclear command authority
NCIC	National Counterintelligence Center
NCIS	Naval Criminal Investigative Service
NCMI	National Center for Medical Intelligence [formerly AFMIC—Armed Forces Medical Intelligence Center]
NCO*	noncommissioned officer
NCOIC	noncommissioned officer in charge

NCPC	National Counterproliferation Center
NCR	National Capital Region
NCS	National Clandestine Service
NCTC	National Counterterrorism Center
NCW	network-centric warfare
NDP	national disclosure policy
NEO	noncombatant evacuation operation
NFI*	no further information
NFIB	National Foreign Intelligence Board
NFZ	nuclear-free zone
NGA	National Geospatial-Intelligence Agency [formerly DMA (Defense Mapping Agency) and later NIMA (National Imagery and Mapping Agency)]
NGIC	National Ground Intelligence Center
NGL	natural gas liquids
NGO*	nongovernmental organization
NIC	National Intelligence Council
NICB	National Intelligence Collection Board
NIC C	National Intelligence Coordination Center
NIE	national intelligence estimate
NIO	national intelligence officer
NIP	National Intelligence Program
NIPF	National Intelligence Priorities Framework
NIPRNET*	Nonsecure Internet Protocol Router Network
NIR	near-infrared
NIST	National Intelligence Support Team; National Institute of Standards and Technology
NIT	national intelligence topic
NIU	National Intelligence University
NJOIC	National Joint Operations Intelligence Center
NLL	Northern Limit Line [Koreas]
nm	nanometer(s)
NM*	nautical mile(s)
NMD	national missile defense
NMEC	National Media Exploitation Center
NMI*	no middle initial
NMIC	National Maritime Intelligence Center
NMN*	no middle name
no.*	number
NOB	naval order of battle
NORAD	North American Aerospace Defense Command
NPA	New People's Army
NPT	Nonproliferation Treaty
NR	submersible research vehicle (self-propelled)
NRO	National Reconnaissance Office
NRT	near-real-time
ns	nanosecond(s)
NSA*	National Security Agency
NSA/CSS	National Security Agency/ Central Security Service
NSC	National Security Council
NSG	Nuclear Suppliers Group
N-SILC	nonsubmersible infiltration landing craft [small speedboat]
NSIP	NATO Security Investment Program
NSW RHIB	naval special warfare rigid-hull inflatable boat
NTM	national technical means
NTM-A	NATO Training Mission–Afghanistan

NTO	nitrogen tetroxide [N2O4; also shown as dinitrogen tetroxide]
NUCINT	nuclear intelligence
NVD	night-vision device
NVG	night-vision goggles
NWFP	North-West Frontier Province [Pakistan] [now Khyber Pakhtunkhwa]
NWFZ	nuclear-weapons-free zone
NWSS	nuclear weapon storage site

O

OAS	Organization of American States
OB	order of battle
OBE*	overtaken by events
OCA	offensive counterair
OCONUS*	outside the continental United States
OCU	operational conversion unit
ODNI*	Office of the Director of National Intelligence
OECD	Organization for Economic Cooperation and Development
OEF	Operation ENDURING FREEDOM
OHCHR	Office of the High Commissioner for Human Rights
OHR	Office of the High Representative
OIC	officer in charge; Organization of the Islamic Conference
OIF	Operation IRAQI FREEDOM
OJT	on-the-job training
O&M	operations and maintenance
OMG	operational maneuver group
OMLT	operational mentoring and liaison team
OMS	Office of the Martyr Sadr
ONI	Office of Naval Intelligence
ONIR	overhead nonimaging infrared
OOA	out of area
OPCW	Organization for the Prohibition of Chemical Weapons
OPEC*	Organization of Petroleum-Exporting Countries
OPFOR	opposing force(s)
OPI	office of primary interest
OPIR	overhead persistent infrared
OPLAN	operation plan
OPR	office of primary responsibility
OPSEC*	operations security
OPTEMPO*	operational tempo
OPTINT	optical intelligence
OSC	Open Source Center [formerly FBIS—Foreign Broadcast Information Service]
OSCE	Organization for Security and Cooperation in Europe
OSD	Office of the Secretary of Defense
OSINT*	open-source intelligence
OT&E	operational test and evaluation
OTH	over-the-horizon
OTH-B	over-the-horizon backscatter [radar]
OTHR	over-the-horizon radar
OTHT	over-the-horizon targeting
OTU	operational training unit
OUSD(I)	Office of the Under Secretary of Defense for Intelligence
oz*	ounce(s)

P

P5	permanent five members of the UN Security Council (United States, United Kingdom, France, China, Russia)
P5+1	permanent five members of the UN Security Council plus Germany
PA	Palestinian Authority; probability of arrival
PAL	permissive action link
PAP	People's Armed Police [China]
PAR	precision-approach radar; phased-array radar
Patriot†	phased-array tracking radar intercept on target
PAWS	Phased-Array Warning System
PB	patrol boat
PBA	air-cushion patrol boat
PBD	drone patrol boat
PBG	guided-missile patrol boat
PBH	hydrofoil patrol boat
PBR	river patrol craft
PBT	training patrol boat
PBV	postboost vehicle
PC	personal computer; coastal patrol craft
PCF	fast patrol craft
PCFA	fast air-cushion patrol craft
PCFG	fast guided-missile patrol craft
PCFH	fast hydrofoil patrol craft
PCFS	fire-support patrol craft
PCH	hydrofoil patrol craft
PCS	permanent change of station
PD	probability of damage; pulse duration
PDA	personal digital assistant
PDB	President's Daily Brief
PDF	portable document format
PED	personal electronic device
penaid	penetration aid
PFLP	Popular Front for the Liberation of Palestine
PFLP-GC	Popular Front for the Liberation of Palestine–General Command
PFP	Partnership for Peace
PG	patrol combatant
PGG	guided-missile patrol combatant
PGGA	air-cushion guided-missile patrol combatant
PGH	hydrofoil patrol combatant
PGM	precision-guided munition
Ph.D.	doctor of philosophy
PHM	patrol combatant missile (hydrofoil) [hydrofoil guided-missile patrol combatant]
PHOTINT*	photographic intelligence
PIJ	Palestine Islamic Jihad
PIR	passive infrared; priority intelligence requirement
PII	personally identifiable information
PKI	public key infrastructure
PKK	[former] Kurdistan Workers' Party [see KGK]
PKO	peacekeeping operation
PLA	People's Liberation Army [China]
PLF	Palestine Liberation Front
PLO	Palestine Liberation Organization
plt	platoon
p/m	part(s) per million
PM*	post meridian (after noon)

PM	river monitor [naval craft]; perception management
PMO	project management office; program management office
POC*	point of contact
POE	port of entry
POL*	petroleum, oils, and lubricants
Polisario†	Popular Front for the Liberation of Saguia el-Hamra and Rio de Oro
POMCUS	pre-positioning of materiel configured to unit sets
POTUS*	President of the United States
POW*	prisoner of war
PPRC	Palestinian Popular Resistance Committees
PR	production requirement
PRA	Performance Review Authority [DCIPS]
PRF	pulse repetition frequency
PRI	pulse repetition interval
PRT	provincial reconstruction team
PS	large patrol ship
PSG	guided-missile patrol ship
psi*	pound(s) per square inch
PSI	Proliferation Security Initiative
PSP	pierced-steel planking
PST	training patrol ship
PSTN	public switched telephone network
PSYOP	psychological operations
pt*	pint(s)
PT	torpedo boat
PTD	drone torpedo boat
PTF	fast patrol craft
PTG	missile attack boat
PTGA	air-cushion missile attack boat
PTGH	hydrofoil missile attack boat
PTH	hydrofoil torpedo boat
PTT	push to talk
PUG	partially underground
PUK	Patriotic Union of Kurdistan [Iraq]
PV	physical vulnerability
PWHQ	primary war headquarters

Q

Q&A*	question(s) and answer(s)
QC	quality control
QDR	Quadrennial Defense Review
qt*	quart(s)

R

RAD	radiation absorbed dose
radar†	radio detection and ranging
RADCOM	radio communications
RADINT	radar intelligence
RADREL	radio-relay
RAM	radar-absorbing material; random access memory
RC	regional command
RCA	riot-control agent
RC Capital	Regional Command Capital [Afghanistan]
RC East	Regional Command East [Afghanistan]
RCIED	radio-controlled improvised explosive device
RCLR	recoilless rifle
RC North	Regional Command North [Afghanistan]
RCS	radar cross section

RC South	Regional Command South [Afghanistan]
RC West	Regional Command West [Afghanistan]
rd	round(s)
R&D*	research and development
RDA	research, development, and acquisition
RDD	radiological dispersal device
RDF	radio direction finding
rd/min	round(s) per minute
RDT&E	research, development, testing, and evaluation
REC	radioelectronic combat
recon	reconnaissance
ref*	reference
regt	regiment
Ret*	retired [used with rank]
RF	radiofrequency
RFI	request for information
RFID	radiofrequency identification
RFP	request for proposal
RFW	radiofrequency weapon
RGF	remote ground facility
RHAW	radar homing and warning
RHIB	rigid-hulled inflatable boat
RIF	reduction in force
RL	rocket launcher
RM	response memo; risk management
RMR	rock-mass rating
ROE	rules of engagement
RO/RO	roll-on/roll-off
RPG*	rocket-propelled grenade
rpm*	revolution(s) per minute
RPV	remotely piloted vehicle
RRF	rapid-reaction force
RSMA	RESOLUTE SUPPORT Mission Afghanistan
RSP	render-safe procedure
RSS*	Really Simple Syndication
RSTA	reconnaissance, surveillance, and target acquisition
rte	route
RTP	rail transfer point; rail transshipment point
RTU	remote terminal unit; remote telemetry unit
RV	reentry vehicle
RWR	radar warning receiver
rwy	runway

S

s*	second(s)
SACEUR	Supreme Allied Commander, Europe [NATO]
SACLANT	Supreme Allied Command(er), Atlantic [NATO]
SACLOS	semiautomatic command to line-of-sight
SADC	Southern African Development Community
SAFF	safing, arming, fuzing, and firing
SAM*	surface-to-air missile
SAMOB	surface-to-air missile order of battle
SAP	special access program
SAR	search and rescue; synthetic aperture radar
SARS	severe acute respiratory syndrome
SASM	strategic air-to-surface missile
SATCOM	satellite communications
SATNAV	satellite navigation

SATRAN	satellite reconnaissance advance notice
SBIRS	Space-Based Infrared System
SBL	space-based laser
SBR	space-based radar
SCADA	supervisory control and data acquisition
SCI*	sensitive compartmented information
SCIF	sensitive compartmented information facility
SCIRI	Supreme Council for the Islamic Revolution in Iraq [now ISCI—Islamic Supreme Council of Iraq]
SCO	Shanghai Cooperation Organization
SCRM	supply chain risk management
scuba†	self-contained underwater breathing apparatus
SDIA	senior defense intelligence analyst
SDR	source-directed requirement
SDV	SEAL/swimmer delivery vehicle; strategic delivery vehicle
SEAD	suppression of enemy air defenses
SEAL†	sea/air/land
SecDef	[U.S.] Secretary of Defense
SEDENA	Secretariat of National Defense [Mexico—includes Mexico's Army and Air Force]
SEMAR	Secretariat of the Navy [Mexico]
SERE	survival, evasion, resistance, and escape
SERER	survival, evasion, resistance, escape, and recovery
SES	Senior Executive Service
SF	special forces
SFOR	Stabilization Force
SHAPE	Supreme Headquarters Allied Powers, Europe [NATO]
SHF	superhigh frequency
ShLBM	ship-launched ballistic missile
SHORAD	short-range air defense
SI	special intelligence; International System of Units [commonly called the metric system]
SIA	senior intelligence analyst
SIGINT*	signals intelligence
SILC	semisubmersible infiltration landing craft [infiltration boat]
SIM*	subscriber identity module
SINCGARS	single-channel ground and airborne radio system
SIO	senior intelligence officer
SIOP	Single Integrated Operational Plan
SIPRNET*	Secret Internet Protocol Router Network
SITREP	situation report
SL	Sendero Luminoso [or Shining Path]
SLAM	standoff land-attack missile
SLAR	side-looking airborne radar
SLBM*	submarine-launched ballistic missile
SLCM*	sea-launched cruise missile
SLEP	service life extension program
SLF	superlow frequency
SLM/A	Sudanese Liberation Movement/Army
SLOC	sea line of communication
SLV	space launch vehicle
SLWT	side-loadable warping tug
sm	small

SME	subject matter expert
SMEB	significant military exercise brief
SMP	Security Markings Program [formerly CAPCO]
SMS	short message service
SNF	short-range nuclear force; spent nuclear fuel
SNS	social networking site
SOB	space order of battle
SOC	sector operations center
SOC-R	special operations craft, riverine [riverine special operations craft]
SOF	special operations forces
SOFA	status of forces agreement
SOG	special operations group
SOI	Sons of Iraq
SO/LIC	special operations/ low-intensity conflict
sonar†	sound navigation and ranging
SOP	standard operating procedure
SORT	Strategic Offensive Reduction Treaty
SOSI	space object surveillance and identification
SOUTHLANT	Regional Command Southeast Atlantic [NATO; formerly IBERLANT]
SP	self-propelled
SPAAG	self-propelled antiaircraft gun
SPADOC	space defense operations center
SPG	self-propelled gun
SPOD	seaport of debarkation; sea point of departure
SPOT*	Satellite pour l'Observation de la Terre
SPSS	self-propelled semisubmersible [vessel]
sq*	square
sqdn	squadron
SRAM	short-range attack missile
SRBM*	short-range ballistic missile
SRF	Strategic Rocket Forces [Russia]
SRO	sensitive reconnaissance operation
SS	diesel-powered attack submarine
SSA	auxiliary submarine
SSB	ballistic missile submarine; single sideband
SSBN	nuclear-powered ballistic missile submarine
SSC	coastal submarine
SSG	cruise missile attack submarine
SSGN	nuclear-powered cruise missile attack submarine
SSLP	transport submarine
SSM	surface-to-surface missile; midget submarine
SSMOB	surface-to-surface missile order of battle
SSN	nuclear-powered attack submarine
SSP	air-independent-powered attack submarine
SSR	surface-to-surface rocket
SSRP	Sensitive Source Reporting Program
SSS	staff summary sheet; source summary statement
SST	training submarine
SSTR	stability, support, transition, and reconstruction
St*	street; saint

S&T	scientific and technical; science and technology
STANAG	standardization agreement [NATO]
STAR	system threat assessment report
START*	Strategic Arms Reduction Treaty
S&TI	scientific and technical intelligence
STO	special technical operation
STOL	short takeoff and landing
STOVL	short takeoff and vertical landing
STP	Strategic Transition Plan [South Korea]
STSS	space tracking and surveillance system
STU	secure telephone unit
SUBROC	submarine rocket
SUW	surface warfare
SVBIED	suicide vehicle-borne improvised explosive device
SVIED	suicide vest improvised explosive device
SVR	Foreign Intelligence Service [Russia]
SWAPO	Southwest Africa People's Organization
SWC	special warfare craft
SWCL	special warfare craft, light
SWCM	special warfare craft, medium
SWHQ	static war headquarters
SWIR	short-wavelength infrared

T

t*	metric ton(s) (tonne[s])
T2	technology transfer [see also TT]
TA	tank army
TAA	tactical air army
TACAN*	tactical air navigation
TARE	telegraph automation relay equipment
TARM	tactical antiradiation missile
TASM	tactical air-to-surface missile
TASMO	tactical air support for maritime operations
TBA*	to be announced
TBD*	to be determined
TBM	theater ballistic missile; tactical ballistic missile; tunnel-boring machine
TBMD	theater ballistic missile defense
TCM	tactical cruise missile
TCP/IP	transmission control protocol/Internet protocol
TD-2	Taepo Dong 2
TDM	time-division multiplexed
TDMA	time-division multiple access
TDY*	temporary duty
T&E	test and evaluation
TECHINT	technical intelligence
TEL	transporter-erector-launcher
TELAR	transporter-erector-launcher and radar
TELINT	telemetry intelligence
TFG	Transitional Federal Government [Somalia]
TFLIR	targeting forward-looking infrared
TFR	terrain-following radar
tgt	target

THAAD	terminal high-altitude air defense
TIC	toxic industrial chemical
TIDE	Terrorist Identities Datamart Environment
tk	tank
TLAM	Tomahawk land-attack missile
TLAM/C	Tomahawk land-attack missile/conventional
TLAM/N	Tomahawk land-attack missile/nuclear
TLAR	transporter-launcher and radar
TLE	treaty-limited equipment
TMD	theater missile defense
TNF	theater nuclear force
TOA	time of arrival
TO&E	table of organization and equipment
TOR	term of reference
TOT	time on target
TOW†	tube-launched, optically tracked, wire-guided [antitank missile]
tpd	metric ton(s) per day
TPP	thermal powerplant
TR	tank regiment
TRA	temporary restricted area
TRADOC	Training and Doctrine Command [U.S. Army]
TRB	technical reconnaissance bureau
TSA	Transportion Security Administration
TSMO	Threat System Management Office
TT	technology transfer [see also T2]
TTBT	Threshold Test Ban Treaty
TTP	tactics, techniques, and procedures; Tehrik-e Taliban Pakistan
TV*	television
TVD	theater of military operations
TWJWA	al-Tawhid wal-Jihad in West Africa [also known as Movement for Unity and Jihad in West Africa (MUJWA)]

U

UAE	United Arab Emirates
UAV*	unmanned aerial vehicle
UC	under construction
UCAV	unmanned combat aerial vehicle
UCF	uranium conversion facility
UCP	Unified Command Plan
UDMH	unsymmetrical dimethyl hydrazine
UDT	underwater demolition team
UEF	uranium enrichment facility
UF_4	uranium tetrafluoride
UF_6	uranium hexafluoride
UFAC	Underground Facility Analysis Center
UG	underground
UGF	underground facility
UGV	unmanned ground vehicle
UHF*	ultrahigh frequency
UI*	unidentified
UK*	United Kingdom
ULCC	ultralarge crude carrier
ULF*	ultralow frequency
ULV	unmanned launch vehicle
UMOPAR	Rural Mobile Patrol Unit [Bolivia]
UN*	United Nations
UNAMA	United Nations Assistance Mission in Afghanistan
UNAMI	United Nations Assistance Mission for Iraq

UNAMID	African Union–United Nations Hybrid Operation in Darfur
UNASUR	Union of South American Nations
UNC	United Nations Command
UNDOF	United Nations Disengagement Observer Force
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFIL	United Nations Interim Force in Lebanon
UNIOSIL	United Nations Integrated Office in Sierra Leone
UNIPSIL	United Nations Integrated Peacebuilding Office in Sierra Leone
unk*	unknown
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMIL	United Nations Mission in Liberia
UNMIN	United Nations Mission in Nepal
UNMISS	United Nations Mission in South Sudan
UNMIT	United Nations Integrated Mission in Timor-Leste
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNOCI	United Nations Operation in Cote d'Ivoire
UNODC	United Nations Office on Drugs and Crime
UNOGBIS	United Nations Peacebuilding Support Office in Guinea-Bissau
UNOMIG	United Nations Observer Mission in Georgia
UNOPS	United Nations Office for Project Services
UNOWA	United Nations Office for West Africa
UNPOS	United Nations Political Office for Somalia
UNRCCA	United Nations Regional Centre for Preventive Diplomacy in Central Africa
UNRWA	United Nations Relief and Works Agency for Palestinian Refugees in the Near East
UNSC	United Nations Security Council
UNSCO	Office of the United Nations Special Coordinator for the Middle East Peace Process
UNSCOL	Office of the United Nations Special Coordinator for Lebanon
UNSCR	United Nations Security Council resolution
UNTSO	United Nations Truce Supervision Organization
URL†	uniform resource locator
U.S.*	United States

USA*	United States of America [United States or U.S. preferred]; United States Army
USAF*	United States Air Force
USAFRICOM*	United States Africa Command
USAID	United States Agency for International Development
USCENTCOM*	United States Central Command
USCG*	United States Coast Guard
USDA	United States Department of Agriculture [or Agriculture Department]
USDAO*	United States Defense Attaché Office
USD(I)	Under Secretary of Defense for Intelligence
USEUCOM*	United States European Command
USF-I	United States Forces–Iraq [formerly MNF-I]
USFK	United States Forces, Korea
USGS	United States Geological Survey
USJFCOM	United States Joint Forces Command
USMC*	United States Marine Corps
USN*	United States Navy
USNORTHCOM*	United States Northern Command
USPACOM*	United States Pacific Command
USPER*	U.S. person
USSOCOM	United States Special Operations Command
USSOUTHCOM*	United States Southern Command
USSTRATCOM	United States Strategic Command
USTRANSCOM	United States Transportation Command
USV	unmanned surface vehicle
USW	undersea warfare
UTC	Coordinated Universal Time [also known as Greenwich Mean Time and as Zulu]
UUV	unmanned underwater vehicle
UW	unconventional warfare
UWB	ultrawideband

V

V*	volt(s)
VBIED	vehicle-borne improvised explosive device
VDS	variable-depth sonar
VDT	video display terminal
VDV	Russian Airborne Troops
VFR	visual flight rules
VGW	variable-geometry wing
VHF*	very-high frequency
VIP*	very important person
VISINT	visual intelligence
VISOB	visual observer
VLCC	very large crude carrier
VLF*	very-low frequency
VN	vulnerability number
VOIED	victim-operated improvised explosive device
VOIP	Voice Over Internet Protocol
VOR*	very-high-frequency omnidirectional range
VORTAC*	colocated VOR and TACAN
VSAT	very-small-aperture terminal
V/STOL	vertical/short takeoff and landing
VTOL	vertical takeoff and landing
VTR	tracked recovery vehicle

W

W prefix for ship designators	[Adding an initial W to an abbreviation for a naval ship or craft indicates a coast guard ship or craft; thus, a WLCU is an LCU (utility landing craft) assigned to a coast guard or coast-guard-like force.]
W*	watt(s)
WAN	wide-area network
WARM	wartime reserve mode
WB	wideband
WFP	World Food Program
Wh	watt-hour(s)
WHO	World Health Organization
WHQ	war headquarters
WIA*	wounded in action
WIG	wing-in-ground effect
WLL	wireless local loop
WMD*	weapons of mass destruction
WRM	war reserve materiel
WRMS	war reserve materiel stock
WSSIC	Weapon and Space Systems Intelligence Committee
WTO	World Trade Organization
WUNM	weapons-usable nuclear material
WWW	World Wide Web

X

XA	executive assistant
xmtr	transmitter
XO	executive officer

Y

yd*	yard(s)
yd2*	square yard(s)
yd3*	cubic yard(s)
yr*	year(s)

Z

Z*	Zulu [see Coordinated Universal Time (UTC); also known as Greenwich Mean Time]
ZIB	Ziyad al-Jarrah Battalions

CHAPTER 3: Capitalization

Social Security is a government program; *social security* might refer to whether you have a date Friday night.

—Bill Walsh, *Yes, I Could Care Less: How to Be a Language Snob Without Being a Jerk*

CHAPTER 3: Capitalization

The trend in American publishing has been to reduce the amount of capitalization in text. Proper nouns still are capitalized, of course, but often words derived from them are printed with lowercase without damage to clarity or significance.

Beginnings

Begin each sentence with a capital letter.

Begin each item in an indented listing with a capital letter. This applies to bulleted lists, lists marked with em- or en-dashes or other symbols in place of bullets, numbered lists, and nonbulleted lists—and it applies whether the items are full sentences, clauses, phrases, or single words.

The rule applies to the following types of indented lists:

- Lists marked with bullets (•), numbers, or other symbols (such as >) that are equivalents of bullets.
- Lists marked with em (—) or en (–) dashes.
- Lists that are indented but that lack initial markings.

Note: This rule generally has not been applied in this style manual so that fragmentary samples can illustrate desired combinations of uppercase and lowercase letters.

Proper Names

Capitalize proper names, also known as proper nouns.

Many authors feel a need to treat a common noun (the type of noun that identifies one or all of the members of a class of persons, places, things, qualities, or actions) as a proper noun (the type of noun that identifies a unique person, place, thing, quality, or action) because the author is writing about the thing or things a common noun represents. For example, an author discussing activities at a forward operating base in Afghanistan may feel a need to capitalize *forward operating base* because that type of thing is the focus of the author's attention. Nevertheless, the noun (or noun phrase) remains a common noun—and should not be capitalized—unless the author uses the name of a specific item from the class (a proper noun), such as *Forward Operating Base Kala Gush*.

Capitalizing Plurals

Capitalize the plural form of a common noun when it follows the proper adjective portion of two or more proper names.

Baltic and Black Seas
Tigris and Euphrates Rivers
Helsinki and Turku Naval Bases
Helmand and Kandahar Provinces

Forward Operating Base Kala Gush
but a forward operating base; three forward operating bases

Ninawa Reconstruction Team
but a provincial reconstruction team; two provincial reconstruction teams

Karbala Provincial Council
but a provincial council; affecting all provincial councils

UN Security Council Resolution 1600
but a UN Security Council resolution; UN Security Council resolutions

Most decisions on capitalizing names are concerned with common nouns that occur as parts of proper names, derivatives of proper names, and particles with names.

Common Nouns in Proper Names

Capitalize common nouns as parts of proper names but *not* when the common noun is separated from the rest of the name by a word or phrase or when the common noun stands for the name of the place or thing.

- The Persian Gulf is an exception because of its prominence in military writing. Thus, we write "the Gulf War," "Gulf states," etc. Use lowercase for *gulf* as a common noun referring to any other gulf—for example, "Operations in the Gulf of Aden have increased because of pirates' activities in the gulf."

Quebec Province; Province of Quebec; Quebec, Canada's separatist province; the province
the Panama Canal; the canal
the Volga River; the river
Volgograd Command Post and Barracks; the command post; the barracks in Volgograd
Gwadar Port; the port
Puerto Quetzal; the port
Target Intelligence Conference; the conference
the Gulf of Aden; the gulf
the English Channel; the channel
Korean Peninsula; the peninsula

Capitalize *treaty* when it is part of the proper noun title or shortened title of a signed treaty; however, use lowercase for the word *treaty* when it is part of the name of an agreement that is not yet signed. Use lowercase for *treaty* when it stands alone for an agreement.

the Conventional Armed Forces in Europe Treaty; the CFE Treaty; the treaty
A conventional forces in Latin America treaty has never been developed.
The treaty was signed in 1973 but was not approved by the legislatures of all participating nations until 1984.
treaty-limited equipment

Use lowercase for *constitution* in most cases; use initial capitalization only when referring to the U.S. Constitution.

Derivatives of Proper Names

Capitalize the proper name portion of names that retain an association with their origin.

Bailey bridge [a bridge type]	Internet websites	neo-Stalinism
Castroite sympathies	Islamization	Patton tank
degrees Celsius	Leninist doctrine	Ponzi scheme
degrees Fahrenheit	Marxism	Trojan horse
Doppler effect	Morse code	World Wide Web

Use lowercase for derivatives of proper names when they have acquired independent meanings. (The U.S. Government Printing Office *Style Manual*, available on NIPRNET, contains a more extensive list.)

anglicize	india ink	pitot tube
angstrom unit	italicize	plaster of paris
arabic numerals	italic type	quisling
arctic clothing	jeep [as vehicle type, not trade name]	quixotic
artesian well	joule	quonset hut
bohemian	macadamized road	roentgen

bowie knife	mach	roman candle
braille	madras cloth	roman numerals
degaussing	manila envelope	roman type
diesel engine	mason jar	sanforize
fuller's earth	mecca [as place of interest, not city]	utopia
gargantuan	molotov cocktail	vaseline
gauss	neon light	venturi tube
german silver	newton	vulcanize
gothic type	pasteurize	watt
herculean task	philistine	website
holland cloth	pitman arm	zeppelin

Capitalize trade names that have not been forced into the generic language. However, unless you know a particular item is the genuine trade article, you'll do better to substitute the generic term.

air-cushion vehicle or hover craft [unless it is a real Hovercraft]
fiberglass [unless it is Owens-Corning Fiberglas]
a copy or photocopy [unless it is a Xerox copy]
a vacuum container [unless it is a real Thermos]
clear thermoplastic sheet [unless it really is Plexiglas]

Use lowercase for international and national currencies, even though a number of them may appear to be based on proper names, such as the euro, the bolivar, and the balboa.

afghani	dollar	peso
balboa	euro	pound
bolivar	franc	ruble
deutsche mark	lira	rupee

Particles With Proper Names

Capitalize *the* or its equivalent in a foreign language when it is part of an official name. When the name is used as an adjective, an uncapitalized *the* may precede it—despite the redundancy for a non-English name.

The Hague; the Second Hague Conference
El Salvador; the El Salvador situation
The Bahamas; the Bahamas Tourist Office
The Gambia; the Gambia mapping project

For many place names, convention calls for a lowercase *the*, especially with names of regions, island groups, rivers, and mountain ranges; place names that are in plural form; and place names that are adjective-noun compounds.

the North Caucasus	the Ural Mountains
the Midwest	the Netherlands
the Spratly Islands	the United States
the Tigris River	the United Kingdom

Do not capitalize *the* when it begins the name of a newspaper or other periodical; the name of a vessel, aircraft, or train; or the name of a firm. This rule applies even though *The* may appear as part of a newspaper's name on its masthead, as part of a vessel's name, or as part of a business's name.

the *Washington Post*
the *Times*
the *Los Angeles* [proper name of a ship]
the Hershey Company

In many European names, *d', de, della, den, du, la, l', van, vander, von,* and so forth normally are not capitalized except at the beginning of a sentence. The convention for the same particles for individuals born in English-speaking countries varies widely; try to find out how the individual capitalizes his or her name, but use the lowercase form if that information is not available.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases." Also, note the hyphen with the *al* in "Haydar al-Abadi":

> Intelligence Community (IC) guidance requires first that IC agencies follow spellings of individuals' names as they appear in *The World Factbook* no matter what transliteration practices might indicate. For the many Arabic names that do not appear in *The World Factbook*, IC guidance directs that agencies follow an IC standard for transliteration of Arabic. This standard calls for hyphens to "connect name elements within a name," as in "Abd-al-Rahman" and "Abu-al-Bashar." However, hyphens are not used in names that include *Allah* as part of the name (as in "Abdallah" or "Nasrallah") or names marked by the lineage/family marker *Al* (as in "Al Saud"), though this latter situation is rare and occurs mostly with names of individuals in Gulf Arab royal houses.
>
> *The World Factbook* is available on JWICS at <https://www.cia.us.qlat/DI/Factbook/index.html>.

Arabic Place Names. Presentation of *al* and similar elements associated with place names in Arabic follows different rules—those of the Board on Geographic Names (BGN), which the National Geospatial-Intelligence Agency (NGA) uses for most of the Middle East. For Arabic place names, *al* appears with an uppercase A, and no hyphen joins *Al* to the rest of the name, as in "Al Basrah" and "Al Qanbariyah" in Iraq.

> A further difference exists between the IC standard for presenting Arabic personal names and the BGN's standard for spelling Arabic place names that include *al*. The IC standard for personal names transliterates the definite article *al* as it is *written* in Modern Standard Arabic (MSA)—*alif lam*. The BGN transliterates the definite article *al* in place names as it is *pronounced* in MSA. In MSA pronunciation, *al* is "assimilated" when followed by one of the 14 "sun letters." When preceding the letter *nun*, for example, *al* is pronounced "an"—*alif nun*. Therefore, the BGN renders an Iraqi city as "An Najaf" rather than "Al Najaf." Similar examples are "As Sulaymaniyah," "Ar Ramadi," "Ash Shamiyah," "Ad Diwaniyah," and so forth.
>
> NGA maintains a searchable database of place names using BGN standards on NIPRNET: <http://www.geonames.nga.mil/namesgaz/>. Search this database with "Options" set for "No Diacritics" and "BGN Standard" when you are seeking only BGN-approved spellings of place names.

Arabic Business/Organization Names. For names of businesses or business-related organizations with Arabic portions in their names, follow the presentation style for *al-, al, Al,* or *Al-* as that element appears in the source of the information. Businesses and business-related organizations use a variety of styles for presenting such an element, as company literature, business websites, and business directories demonstrate. If multiple sources show conflicting styles for the same business or organization and you have no way of finding out what the company or organization itself prefers, use *Al-* as the default.

Dresser Al-Rushaid Valve & Instrument Ltd
Ras Al Khaimeh Gas Commission
Dallah al Baraka Group
Dr. Al-Oufi Law Firm

A'amal Al Nashi Transportation Est.
Al-Arabiyah [television network]
Al-Furat [television network]

A M Al Khorafi Est.
Al Jazeera [television network]
Al-Furat [newspaper]

Arabic Names Occurring Within Sentences. When an Arabic name with *al-* as part of the name begins a sentence, the first letter of *al-* must be capitalized. However, when a name with *al-* as part of the name occurs within a sentence, keep the *al-* in its lowercase form. Of course, if *Al* has initial capitalization, as in a place name, the *Al* will have initial capitalization whether it begins a sentence or occurs within the sentence.

Al-Qaida in Iraq had maintained a presence since....
When al-Qaida in Iraq sent fighters into....
Operations in Al Basrah began during....

Arabic Names in Titles or Headings. When an Arabic name with *al-* as part of the name appears in a title or heading, keep the *al-* in lowercase form unless the name begins the title/heading or appears immediately after a colon that connects a subtitle/subheading to a main title/heading:

Al-Qaida in the Arabian Peninsula Resizing Its Forces in the South
A Volatile South: Al-Qaida in the Arabian Peninsula Resizing Its Forces
Iraqi Government Operations Against al-Qaida Fighters

Organized Bodies

Governmental Bodies

Capitalize the proper name of a *national* governmental body as well as the shortened form of the proper name. Use lowercase for generic equivalents of the proper names and for shortened forms of the names of administrative bodies.

the U.S. Congress; the Congress; a congressional delegation
the British Parliament; the Parliament; the British legislature
the Colombian Congress; the Congress; the Colombian legislature; the Colombian parliament
the Icelandic Althing; the Icelandic parliament; the Icelandic legislature
the Ecuadorian National Congress; the Congress; the legislature
the Austrian Federal Assembly; the congress; the parliament
but the Pakistani Ministry of Law and Justice; the ministry
the Mexican National Public Safety Council; the council

Use lowercase for *government* (except *U.S. Government*) or its equivalent and for *administration*.

the U.S. Government; the British government; the government of Italy; the national government; the Brown government; the government; the Obama administration; the administration

For the United States only, use initial capitalization for *Cabinet*.

the U.S. Cabinet; President Obama's Cabinet; the Cabinet

Parliament
Capitalize *Parliament* if it is the actual name of a country's legislature, but use lowercase *parliament* if the legislature actually has a different name. Check *The World Factbook* if you are uncertain about a legislature's proper name.

For the United Kingdom and the Commonwealth of Independent States, capitalize *Commonwealth* as part of the proper name and standing alone as a substitute for the full name.

the British Commonwealth; the Commonwealth; Commonwealth negotiations
the Commonwealth of Independent States; the Commonwealth; Commonwealth military issues

For *subnational* governmental bodies, capitalize only the full proper name; avoid shortened forms that might be confused with shortened forms of national equivalents.

the Commonwealth of Virginia; the commonwealth
the Maryland House of Delegates; the state legislature
the Quebec Parliament; the provincial parliament
the Jerusalem Municipal Council; the municipal council
the Karbala Provincial Council; the council

Military Forces

The names of a nation's military and police forces or services depend on how the nation's forces are structured. Do not assume that a nation's force names mirror those of the United States.

For the United States, capitalize *Armed Forces* when the term appears with the nation's name, but use lowercase if the name is separated from it.

the U.S. Armed Forces; the Armed Forces of the United States; the capabilities of the U.S. Armed Forces
but The capabilities of the armed forces have improved.

For the rest of the world, use lowercase for *armed forces*, unless *armed forces* is part of the proper name.

the Argentine armed forces; the armed forces of Argentina; the armed forces
the Lebanese Armed Forces; the armed forces

Note: This guidance also applies when an acronym is being established for use in subsequent references to the military:

The structure of the Argentine armed forces (AAF)....

Capitalize the full proper name of a military force, military service, or national police force as well as a shortened form of the proper name. Use lowercase for generic terms related to force names and for names of forces that are being considered but that have not yet been developed. Terms such as *army, navy, air force,* and *marines* will be generic labels if a nation's proper names for its forces use other terms or if a nation's military structure is too small to include a developed army, navy, and so on.

the U.S. Army; the Army; Army fighting vehicles [controlled by the U.S. Army]
the U.S. Navy; the Navy; Navy surface ships [controlled by the U.S. Navy]
but naval; naval weapons [generic reference]; naval vessels [generic reference]
the U.S. Marine Corps; the U.S. Marines; the Marines; a Marine; a Marine landing craft [controlled by the U.S. Marines]; a marine amphibious craft [generic reference to a vessel type]; development of marine tactics [generic reference]
the U.S. Air Force; the Air Force; Air Force fixed-wing aircraft and helicopters [controlled by the U.S. Air Force]
the U.S. Coast Guard; the Coast Guard; a Coast Guard rescue vessel [controlled by the U.S. Coast Guard]
the Egyptian Army; the Army; the Egyptian ground forces; army equipment [generic reference to an equipment type]; army, division, or regiment level
the People's Liberation Army; the PLA; the Chinese Army; the Army; Chinese ground forces; the People's Liberation Army Air Force; the Air Force
the French Navy; the Navy; naval units [generic reference]; naval combatants [generic reference]

the Royal Air Force; the Air Force; an Air Force pilot [controlled by the Royal Air Force]
the Syrian Arab Air and Air Defense Forces; the Air and Air Defense Forces; Air Defense units [controlled by the Syrian Air and Air Defense Forces]; air defense guns and missiles [generic reference to weapon types]
the Spanish Guardia Civil [the Spanish form of the proper name]; the Spanish Civil Guard [the English equivalent for the proper name]; Spain's national police; the national police
the Barbados Coast Guard; the Coast Guard; the navy of Barbados
the Jamaica Air Wing; the Air Wing; Jamaica's air force; the air force

The Russian military has six combat arms: the Ground Forces, the Navy, the Air Forces, the Airborne Troops, the Strategic Rocket Forces, and the Space Troops. In this structure, *army* is a generic reference:

the Russian Ground Forces; a Ground Forces unit; the Russian army; an army unit

Use lowercase for shortened forms of individual unit names.

the 1st Army; the army
the 6th Fleet; the fleet
the 1028th Brigade; the brigade
I Corps; the corps

Use lowercase—other than for proper names—for military services as a group, for general references to one kind of service in the plural form, or for the plural form of a military service type for more than one country.

the British military establishment
NATO naval forces; NATO navies
Central European air forces
British-supplied air force, naval, and ground equipment
but Greek and Turkish Navies; British, Indian, and French Air Forces [the plural form of the common noun following the proper adjective portion of two or more proper names]
the armies of the United States and the United Kingdom

U.S. Military Services and Combatant Commands

For the U.S. military, use initial uppercase for *Military Service(s)* but lowercase for *service(s)*, *unified command(s)*, *specified command(s)*, and *combatant command(s)*.

Do not capitalize these terms in connection with the militaries of other countries or for U.S. commands below the combatant command level (except as part of the full name of a command).

International Organizations

Capitalize the full proper name of an international organization and its subelements; use lowercase for shortened forms of the names and for use of the terms in general senses.

the UN General Assembly; the assembly
the International Bank for Reconstruction and Development; the bank
representatives from a number of international banks

Diplomatic and Consular Units

Capitalize the name of a specific embassy, mission, or consulate. Use lowercase for shortened forms of those words and for their use in general senses—except for U.S. diplomatic entities, which should appear with initial capitalization.

the British Embassy in Washington; the embassy
the French Consulate in New York; the consulate

reports from African embassies
members of diplomatic missions
the U.S. Embassy Rome; the Embassy; the U.S. Consulate General Naples; the U.S. Consulate in Naples; the Consulate; the U.S. Mission; a spokesman for the Mission

DIA-Specific Capitalization

This manual is consistent with the DIA *Correspondence Guide* on initial capitalization for several terms used frequently in correspondence and in papers dealing with DIA structural issues related to analysis.

The Agency

Use initial capitalization for *Agency* when it is a substitute for the "Defense Intelligence Agency."

- Use initial capitalization for *Federal* (as in "Federal agencies"), *Government*, and *Nation* for passages dealing with the United States only.
- Capitalize *Directorate*, *Office*, and *Center* when discussing those specific DIA structural elements, but use lowercase for generic senses. Do not capitalize *division*, *branch*, *section*, or *team* unless they are part of the full name of an Agency element.
- Use initial capitalization for *Defense* when referring to the U.S. Defense Intelligence Community: "developments in Defense Intelligence"; "Defense initiatives"; "the Defense Intelligence Enterprise"; "the Defense Intelligence Community."

Political Parties and Philosophies

Party Names

Capitalize the full or shortened name of a political party, but not the word *party* standing alone.

the Chinese Communist Party; the CCP; the Communist Party; the party
the Italian Socialist Party; the Socialist Party; the party

Philosophies

Capitalize words referring to members of organized parties, but use lowercase for words referring to political philosophies and their adherents.

a Socialist; a Communist; a Liberal; a Labourite; a Conservative; a Tory; a Christian Socialist [party members]
a British socialist belonging to the Labour Party
Eurocommunism; noncommunist countries; communist countries; anticommunist movement; a procommunist organization; a communist party called the Socialist Unity Party
liberal parties of Western Europe
but Christian Democrat, Christian Democracy, and Christian Democratic
[The *D* is capitalized as well as the *C* to prevent confusing adherents of Christian Democracy with Christians who adhere to democracy.]

Religious Terms

Capitalize names of religions, specific religious bodies, and terms for religious adherents and their writings.

Christianity
Catholicism
Catholic Church; the Church
the Bible; Biblical text
a Protestant
Judaism
Talmudic scholar
Quranic law
a Muslim
an Islamist
the Musa Qala Shura
but shura members
Ansar al-Sunnah Sharia Council
but sharia law; sharia court; a sharia council

Use lowercase for religious terms used in nonreligious senses.

a bible for intelligence writing
her catholic approaches to English usage

Geographic Terms

Use lowercase for terms denoting direction or position on the Earth.

north	northerly	northern Norway
west	north-northwest	the polar region
southwest	east coast	polar icecap
eastward	southern France	

Capitalize geographic terms for definite regions and geographic features. For political or administrative groupings, capitalize the term for the political/administrative grouping when it is used with a geographic term to form a proper name—for example, *province* in Kandahar Province or *governorate* in Diyala Governorate—but use lowercase for the political or administrative term when it is used generically—for example, in "European countries," "the Maghreb states," "Afghan provinces," and "Iraqi governorates."

the North Atlantic	Korean Peninsula
the West	Gaza Strip
the East	East-West dialogue
the Western Hemisphere	Mediterranean coast
the Middle East	Midwestern states
the Continent [continental Europe]	Western countries
Caribbean Basin	Persian Gulf states; Gulf states
North Pole	Baltic states
Holy Land	former Soviet republics
Equator	Helmand Province
San Andreas Fault	An Najaf Governorate
North and South Poles	South Sudan
	but northern Sudan

For individual studies, particular attention may be focused on a locality, and a name may be coined to distinguish that locality; in such a case, capitalize the coined name. This capitalization does not apply to general references to localities.

the cocaine industry in Peru's Upper Huallaga Valley [designating a particular locality for focused attention]
but farming along the lower Orinoco [a general reference to a locality]

Capitalize geographic terms used to divide the world into groups of countries for intelligence writing.

Middle East; Middle Eastern	Western Europe; West European
North Africa	Eastern Europe; East European
Sub-Saharan Africa	Central Europe; Central European
West Africa	Latin America
East Africa	Middle America
South Asia	Central America
East Asia	*but* southern Afghanistan
Central Asia	central Russia
	northern France

Capitalize the names of the celestial bodies the Sun, the Moon, and the planets (including, of course, the Earth). When the name of one of these bodies is used in a sense not associated with its being a celestial body, use lowercase.

Earth orbit; near-Earth orbit; orbit the Earth; position on the Earth; the Earth's crust;
but digging in the earth [here *earth* is equivalent to *dirt*, not the name of the planet]
Moon landing, moonlight
orbit the Sun, the Sun's rays; sunshine

Use lowercase for descriptive geographic terms.

tropical temperature
arctic conditions; arctic nights
polar exploration

Nationalities, Tribes, and Other Groups of People

Capitalize the names of racial, linguistic, and religious groupings, but use lowercase for terms based on racial origin, color, or local usage. In most cases, lowercase the word *clan*; capitalize it only in the Scottish context when preceding the clan name.

African-American
Indo-European
Jewish
Maori
Native American
Darod clan

Shia; Shiite
Sunni
aborigine
black
white
but Clan MacArthur

Coined Names

Capitalize full proper forms of coined names for military, economic, political, or other groupings. Use lowercase for the shortened forms of the names and for generic references.

the former Warsaw Pact; the pact; pact countries
the North Atlantic Treaty Organization; NATO; the alliance; allies; allied
the European Community; the community
the European Union
the Big Four
the Muslim World; Muslim countries
the Arab World
the former Soviet Bloc; the bloc
Six-Party Talks
the Developing World
the Greens
the Intelligence Community [U.S.]; the community
the Defense Intelligence Community [U.S.]; the community

Capitalize holidays, religious feasts, and names coined to designate historic or political events.

New Year's Day
the New Year
the Feast of the Passover
the Great Leap Forward
the Holocaust
the Battle of the Bulge
the Islamic Revolution
the Great Depression
the Rose Revolution
the New Deal

Capitalize the names of wars, including coined names designating wars, but use lowercase for the word *war* when it stands alone or is used in a generic sense.

World War II
post-World War II
World War I
the Civil War
the Six-Day War; 1967 Arab-Israeli War
the Yom Kippur War; the October War
the Korean War
the Vietnam War
the Iran-Iraq War
the Cold War
the Global War on Terrorism
the first Persian Gulf War; the first Gulf War; the first Iraq War
but the war; in the second world war; during two world wars; a civil war

Titles of Persons

When an individual's title *immediately precedes* the person's name, capitalize the title. However, when the title follows the name, including being in apposition to it, or replaces the name, use lowercase for the title. Do not confuse a description with a title. Similarly, capitalize only valid titles; use lowercase for terms identifying illegitimate actors.

Prime Minister David Cameron; Prime Minister Cameron; the prime minister
Defense Minister Juan Carlos Pinzon; Defense Minister Pinzon; the defense minister; Juan Carlos Pinzon, Colombia's defense minister
a meeting of the defense ministers of all the region's nations
special emissary Habib
al-Qaida emir Zawahiri
Taliban shadow governor Salam

The U.S. President

For U.S. presidents only, capitalize *President* except when using the term in a general sense or in a general reference to a group of U.S. presidents.

President Barack Obama; President Obama; Barack Obama, the U.S. President; the President
but a meeting of all living U.S. presidents; the presidential election

Chief of the Defence Staff Lt Gen Thomas Lawson; the chief of the Defence Staff; Thomas Lawson, the chief of the Defence Staff; the Defence Staff chief; the chief
Chilean Army Commander in Chief Gen Juan Miguel Fuente Alba; Commander in Chief Gen Fuente Alba; the commander in chief; Gen Fuente Alba, the commander in chief of Chile's Army
101st Airborne Division Commander Maj Gen James McConville; Maj Gen James McConville, commander of the 101st Airborne Division; the division commander; the commander
but the Supreme Allied Commander, Europe; the commander
the Chairman, Joint Chiefs of Staff [U.S.]; the chairman; the general

In official correspondence, use initial capitalization for titles of high-level officials, with or without a name.

the Deputy Under Secretary of Defense for Policy
but the workforce development program manager

Capitalize *Acting* if it is part of an official title. Use lowercase for *former*, the prefixes *ex-* and *then-*, and the suffixes *-designate* and *-elect*.

Acting Party Chairman Spelling; the acting party chairman; the acting chairman
former Communist Party General Secretary Gorbachev; former party chief Gorbachev
Prime Minister-elect Fields; the prime minister-elect
then-President Shorter; the then-president

Titles and Headings

For titles of publications (books, journals, magazines, newspapers, newsletters, reports, etc.), articles in publications, television and radio programs, sections, chapters, headings, figures, tables, and headings and subheadings within tables, follow these guidelines:

- Capitalize the first and last word and the first word following an em-dash or colon; nouns, pronouns, verbs (including the *to* of an infinitive), adjectives, adverbs; prepositions and conjunctions longer than three letters; and parts of compounds that would be capitalized standing alone.
- Use lowercase—except for the first or last word or the first after a colon or em-dash—for the articles *a, an,* and *the;* prepositions shorter than four letters (*at, by, for, in, of, on, to,* and so on); conjunctions shorter than four letters (*and, as, but, if, or, nor*); and the second element of a compound numeral.

Spotting Terrorists: What To Look for and Where To Look
Warlords and Other Militant Leaders
Pacific Alliance—The United States and Japan
"Nothing but Trouble: Divisions Within the Party"

Cross-References

In cross-references, use initial capitalization for the common noun portion of numerical or letter designations of chapters, parts, sections, phases, stages, graphics, tables, appendixes, and so on.

covered in Chapter 3
included in Appendix B
expected in Phase 3
(see Figure 13)
detailed in Table 5

Word Equivalents of Abbreviations/Acronyms

The capitals used for an abbreviation—including an acronym—do not necessitate capitals for their word equivalents. If the abbreviation/acronym is for a proper name, use capitals for the words; otherwise, use lowercase.

the Strategic Arms Reduction Treaty (START)
the Intermediate-Range Nuclear Forces (INF) Treaty
a treaty applying to all intermediate-range nuclear force (INF) operations within ground-controlled intercept (GCI) coverage

Emphasis

Avoid using capitals for emphasis. Boldfaced type, italics, and placement (centering or indenting) are more effective, less distracting means to provide emphasis.

Seasons

Use lowercase for the seasons of the year. [*Note: the … of* is not necessary in passages dealing with a season of a specific year: *not* "a conference in the spring of 2007," *but* "a conference in spring 2007."]

a meeting in summer 1999
no later than fall 2008

Military Equipment Designators

Use initial capitalization for the nicknames for aircraft, ships, and other weapon systems, including NATO-designated nicknames for military equipment. Use *class* with the name of a class of ships to indicate that the name is for the entire class, not just the first ship from the class; however, *class* is

optional when context makes clear that a name is for the ship class. Use italics for the proper name (but not the type or class) of an individual ship, aircraft, or spacecraft; do not use italic type for the nation indicator when you include it with the proper name.

Yankee class submarine; two Yankees; Polaris class submarine; Polaris submarine
Sovremennyy class guided-missile destroyer; Sovremennyy destroyer
MiG-29 Fulcrum fighter; L-39 Albatros
AA-10 Alamo air-to-air missiles
Tu-22M Backfire bomber
Ka-25 Hormone helicopter
SA-4 Ganef surface-to-air missile
Scud surface-to-surface missile
Knife Rest radar
Alouette III helicopter
HMS *Ark Royal*; USS *Enterprise*; the *Spirit of St Louis*
the Kiev class aircraft carrier *Admiral Gorshkov*; the *Admiral Gorshkov*; the *Gorshkov* task group
the *Soyuz-3*; the latest Soyuz TMA spacecraft
the Concorde; a Leopard tank

Military Exercises, Operations, and Special Projects

Use all uppercase for codenames or covernames assigned to military exercises, operations, and special projects or programs.

during Exercise SOYUZ-85; the SOYUZ-85 exercise
Exercise ULCHI FOCUS LENS
Operation ENDURING FREEDOM
the STONE'S THROW test project
BYZANTINE HADES information

Academic Degrees

Use initial capitalization for the names of academic degrees, but use lowercase for references to degrees in a general sense.

Doctor of Law; Doctor of Veterinary Medicine; doctor's degree in law; doctorate
Master of Arts in English; Master of Arts in the humanities; master's degree in education
Bachelor of Science in computer science; bachelor's degree
associate's degree in communication applications

Chemical Elements and Isotopes

Show the names of chemical elements and compounds in lowercase as words but with initial uppercase for chemical symbols. (By international agreement, in technical symbology the mass number of an isotope appears in superscript form to the left of the symbol for the element; that is, technically the symbol for uranium-235 is ^{235}U. However, for less technical writing, such as intelligence papers, the more common rendering of the symbol is U-235.)

sodium chloride; NaCl
sodium citrate; $Na_3C_6H_5O_7.2H_2O$
uranium; U; uranium tetrafluoride; UF_4; uranium hexafluoride; UF_6
uranium-235; U-235; uranium-238; U-238

Plant and Animal Genus and Species

Use uppercase for a plant or animal genus and lowercase for the species (even in titles and headings). (Both genus and species also appear in italics.) After the first use of a genus, it can be abbreviated (but it remains uppercase and italic). Higher divisions of plants and animals—phylum, class, order, and family—are capitalized but shown in roman type.

Clostridium botulinum; C. botulinum [on subsequent use]

Giardia lamblia; G. lamblia [on subsequent use]

Escherichia coli; E. coli [on subsequent use]

Anthropoda [phylum]

Mammals; Mammalia [class]; destruction by some sort of mammal [generic reference, not a reference to the class]

Rodentia [order]

Hominidae [family]

CHAPTER 4: Numbers

It is stylistically poor to begin a sentence—or a paragraph—with a numeral *<1997 saw the publication of no fewer than 3,700 mystery novels>*. Some journals, such as *The New Yorker*, would make that sentence begin, *Nineteen ninety-seven saw. . . .* But most writers and editors would probably simply begin the sentence some other way, as by writing, *In 1997, no fewer than 3,700 mystery novels were published.*

—Bryan A. Garner, *A Dictionary of Modern American Usage*

CHAPTER 4: Numbers

Numbers can appear in writing as numerals (numeric symbols, like 1, 2, 3 or I, II, III) or as words or groups of words. Most rules for presenting numbers have to do with determining which form—numerals or words—is more appropriate for a particular situation. This chapter provides a set of basic rules that cover most circumstances and other rules for special situations or factors related to using and presenting numbers.

Writers sometimes try to reduce guidance for using numbers to only two rules: spell out numbers below *x*, but use numerals for numbers *x* and above. As appealing as that logic is in its simplicity, it just does not account for the variety of situations in which writers use numbers in their text and tables. As cumbersome as the rules in this chapter may appear at first, they provide a logical and consistent appearance for numbers in publications.

As *The Chicago Manual of Style* points out, several factors affect whether numbers should appear as numerals or words:

- The size of a number (our most basic rule has to do with whether a number is less than 10 or equal to or greater than 10).
- The kind of entity a number represents (another basic rule deals with units of measure, time, or money).
- Whether a number is exact or indefinite (we treat numbers differently if they are nonliteral or indefinite).
- The context in which a number appears (for example, a number that starts a sentence receives special treatment, and we vary treatment of numbers somewhat when they appear in tables rather than text).

The basic rules and all of the variations of the basic rules are related to these factors.

Basic Rules

1. **Except at the beginning of a sentence, show numbers 10 or greater as numerals.** If a number is the first word of a sentence, however, spell it out.

   The job took 12 workers 30 days.
   Forty-three workers built the bridge.

- We make an exception for a number that is the first "word" of a sentence or sentence fragment in a comments or remarks field in a table. Such a number can appear as a numeral rather than a word. See "Numbers in Tables" below for an illustration of this exception.

2. **Except for units of measurement, time, and money, spell out numbers less than 10.**

   The shipment consisted of three tanks and two armored personnel carriers.

3. **For specific units of measurement, time, and money, use numerals, regardless of whether a number is less than, equal to, or greater than 10.** (Rules related to those types of numbers will be treated in greater detail following these basic rules.)

   In the past 11 years, no new incidents have occurred.
   In the past 3 years, no new incidents have occurred.

4. **When numbers 10 or greater are mixed with numbers less than 10, follow either rule 4a or 4b below for numbers within a sentence.** The rule that applies depends on whether any of the numbers are for measurements, time, or money.

   a. When a sentence contains both numbers less than 10 and numbers equal to or greater than 10, use numerals for all the numbers. The following examples have both numbers less than 10 and numbers equal to or greater than 10, but none of the numbers are for measurements, time, or money.

      The attack involved 60 soldiers, 5 tanks, and 2 helicopters.
      The attack involved five tanks and two helicopters.

In the first example, *5* and *2* are numerals because of the *60* in the same sentence. In the second example, *five* and *two* are words because the sentence does not contain a number 10 or greater.

b. Units of measurement, time, and money—which should appear as numerals—do not affect the other numbers in a sentence and are not affected by them. Those other numbers continue to follow rule 4a above.

> In the past 11 years, only two attacks and seven casualties have occurred.
>
> In the past 11 years, 2 attacks and more than 120 casualties have occurred.
>
> In the past 3 years, 2 attacks and more than 120 casualties have occurred.
>
> In the past 3 years, only two attacks and seven casualties have occurred.

The *11 years* (a measure of time), though greater than 10, does not affect the form of the other numbers in either of the first two sample sentences. In the third sample, the *120* does not affect the *3 years*; the numeral *3* is appropriate simply because it is for a measure of time. In the first sample, *two* and *seven* are words because each of them is less than 10 (and *11 years* has no bearing on the form in which those numbers appear). In the fourth sample, *3 years* has no bearing on the form for the other numbers in the sentence, which are words because both of them are less than 10. In the second and third samples, both *2* and *120* are numerals because of the *120* in each sentence.

Turning Off Superscripting for Ordinal Numbers

Word 2007's default autocorrection settings automatically superscript the endings of ordinal numbers as you type unless you turn this feature off. To turn it off, follow these steps:

1. Click on the "Word Options" selection at the bottom of the drop-down box that appears when you select the round Microsoft Office logo, which is in the upper-left corner of all Word ribbons.
2. Select "Proofing" in the list at the left side of the "Word Options" drop-down box.
3. Select "AutoCorrect Options," near the top of the available selections.
4. Select the "AutoFormat" tab in the drop-down box.
5. Deselect "Ordinals (1st) with superscript" and click on "OK."
6. Select the "AutoFormat As You Type" tab in the drop-down box.
7. Deselect "Ordinals (1st) with superscript" and click on "OK."
8. Click on "OK" in the "Word Options" box to clear it from your screen.

This will prevent Word from putting the endings of ordinal numbers in superscript form as you type. It will not automatically change superscripted ordinals that have been saved in a document, but it will make correcting text easier.

However, spell out a number less than 10 if it is clearly unrelated to the other numbers in a sentence.

> At one hearing, all 15 local members of the group pressed for a 1-week delay to allow members from outside the country to arrive.

Other Number Rules

Ordinal Numbers

Ordinals indicate order in a series: 1st, 2nd, 3rd, 4th, etc. The basic rules generally apply to ordinal as well as cardinal numbers (1, 2, 3, etc.)—except for designators for military units. However, when ordinal and cardinal numbers appear in the same sentence, the basic rules apply to each type of numeral independently: ordinals do not affect cardinals, and cardinals do not affect ordinals.

> The third group contained two items.
>
> The third group contained 12 items.
>
> The 3rd and 10th groups contained three items each.
>
> The 3rd and 10th groups contained 3 and 11 items, respectively.

- Ordinal numbers should appear with the *nd, rd, st,* or *th* portion on the line, rather than in superscript form ("22nd" rather than "22nd").

Military Unit Designators. Except for the exceptions below, present the designators for foreign military units using arabic numerals (rather than roman numerals or words) and in ordinal form (for example, "the 115th Infantry Division" rather than "the 115 Infantry Division"). Use these presentation forms no matter how the foreign military itself presents the designators. Abbreviating the word portion of unit designators is acceptable in tables and graphics when space is a limitation, but write out the words in text.

323rd Fighter Wing
451st Motorized Rifle Division

- Exception 1: Use roman numerals for U.S. Army corps (but not for foreign corps).

XII Corps
XVIII Airborne Corps

- Exception 2: In text, use words for China's Second Artillery Corps.

Numbers in Tables

Except within footnotes to a table, all numbers within a table will be numerals, even if the table contains textual remarks. If a remarks or comments column contains sentences or sentence fragments, those can begin with numerals (see the final portion of the second remarks entry in the following sample). Within footnotes to a table, however, follow the basic rules for numerals in text, and do not begin sentences with numerals.

Wharf Reference	*Months*	*Cargo-Handling Equipment*	*Remarks*
South Pier	Breakbulk 2G	2 mobile jib cranes; [1] portal jib crane	Discharge 680 t/d breakbulk.
North Pier	Container 36-C	2 straddle cranes	Discharge 10,000 t/d container. 30-meter RO/RO ramp planned.[1]

[1] Currently the port has no RO/RO capability. Construction of one ramp here and two at nearby Port Manatil will open the country's Pacific coast to RO/RO shipping.

Numbers at Beginnings of Sentences

If you cannot avoid beginning a sentence with a number, spell it out. That spelled-out number, however, will have no effect on the form (numeral or word) of other numbers in the same sentence; they will continue to follow the basic rules as if the opening number did not exist.

Fifty kilometers away, rising to 3,500 meters, is Mount Finch.
Fifty kilometers away, along a 7-km ridge line, were three guerrilla bases.

Metric Units

In response to U.S. public law, DIA has used metric units for most measurements since 1976. The International System of Units (SI), which we commonly call the metric system, is the standard for scientific disciplines, is used commonly among the Military Services, and is the standard of allies with whom we collaboratively produce products and to whom we release intelligence.

Preferences exist for which units are to be used with which quantities. In addition, some nonmetric units still are appropriate.

- Cubic meters and kilograms are preferred for volume and mass, but liters and metric tons are preferred for fuel capacity and bulk mass (wheat, coal, and others). Bushels, barrels, and barrels per day may be used.
- Use square meters for floor areas within buildings and for other covered structures, including caves, and small open-air storage areas less than 10,000 square meters. Use hectares for large open storage areas (equal to or greater than 10,000 square meters, since 1 hectare equals 10,000 square meters) and cropland (except for small gardens), forests, etc. Use square kilometers for land areas of large political units (urban areas, districts, provinces, states, countries, etc.), for areas of military operations, and for enclosed bodies of water (unless the body of water is so small, as with a pond, that showing square meters is more appropriate).
- Use kilotons and megatons for nuclear weapon yields.
- Weights for standard U.S. bombs usually are given in pounds rather than kilograms—for example, "a 5,000-lb penetrating warhead."
- Use degrees (rather than radians) for azimuth, beamwidth, inclination, reentry angle, and other angles for which degrees customarily have been used.
- For very short distances and very small pressures, use micrometers, not microns.
- Preferred units for radius, range, speed, and altitude vary depending on the applications:
  - Nautical miles and knots or mach continue to be used for naval and aircraft-related parameters and for radius, range, or distance associated with aircraft and ship operations. Showing metric units in addition is not required but sometimes may be appropriate. If altitudes are associated with distances in nautical miles, those altitudes should be in feet.
  - Use nautical miles for ranges of territorial waters and economic zones at sea.
  - Use meters for wave heights (showing feet in parentheses also may be appropriate).
  - Metric units (kilometers and kilometers per hour) should be used where more appropriate, such as when discussing flight activity originally reported in kilometers, when describing radar scopes and other items calibrated in kilometers, when citing data from foreign documents with distances in kilometers, and when reporting estimates originally calculated in metric units. Showing values in nautical miles in addition to values in kilometers is not required; however, key characteristics—maximum range, maximum speed, and others—should be stated in nautical miles and knots as well as in metric units. Altitude capability should be expressed in meters (rather than kilometers).
  - Use kilometers for ballistic missiles and space-related parameters such as range, apogee, and perigee.
  - Use meters for circular error probable (CEP). CEP is a measure of locational accuracy; it represents the radius of a circle into which half of the projectiles—bombs, missile warheads, bullets, etc.—are expected to impact.
  - Use meters per second for velocity and g for acceleration.
  - Use kilometers and kilometers per hour where statute miles and miles per hour customarily would have been used, such as for highway and rail travel, landline distances, and "roadmap" distances between sites. Use meters for altitude for land-related locations.

Metric and Nonmetric

Take particular care within a document not to mix metric and nonmetric units unnecessarily so that readers are left with confusing data. For example, in discussions of air-land operations, do not mix nautical mile data for aircraft and kilometers for units and objects on the ground. If you indicate that a target is 500 kilometers from Airbase X and that the combat radius of the fighter-bombers at that base is 300 nautical miles, can the aircraft reach the target without refueling? Because the units of measure are mixed, the answer is not obvious. In such cases, convert all measurements to metric data or provide both metric and nonmetric measurements for the data customarily expressed in nonmetric units.

- Other nonmetric units still in wide use—such as standard atmosphere, millibar, and roentgen—should be used in contexts for which departure from traditional units would impair communication.

Online Conversion Tools. Such tools are available for many measurement conversions. On the DIA homepage on JWICS, select "Resources," and from there select "Tools" and then "Misc Calculators" and "Metric Converter."

In addition, the appendix provides conversion factors for units of measure commonly used in intelligence products.

Measurements

Use numerals for any number expressing a measurement unless you are stating an indefinite quantity. As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form: for example, "a section of road that stretched 5 kilometers," but "a 5-km section of road." In tables, abbreviations are appropriate for all units of measure because of space limitations. Never abbreviate the units with an indefinite quantity. Avoid abbreviating units when the result is a single-letter abbreviation ("a 3-meter stream" rather than "a 3-m stream").

The missile exploded 500 kilometers downrange.
The vehicle has an estimated 500-km range without refueling.
Each aperture is protected by a 2-meter shield.
The platoon advanced several hundred kilometers. [*not* "several 100 kilometers," and *not* "several hundred km"]

Age

Use numerals for ages. In many instances, using the terms *age* or *aged* is unnecessary (as in the first three samples below) because context usually will make clear that the numeral is for an individual's age.

The general is 60. [or "60 years old," *not* "60 years of age"]
The general is in his 60s.
The general, 60, is retiring soon. [*not* "aged 60"]
The draft now applies to 17-year-olds.

Dates

Use numerals for days and years. In intelligence products, give dates in military format (day-month-year order); in official correspondence, use traditional format (month-day-year order). Only the day and month are necessary if the year is obvious from context. Ordinal numbers may be used after the month is clearly established. Do not abbreviate the month or year in text, though abbreviating for tables may be appropriate because of space limitations.

India's independence was declared on 15 August 1947. [*not* "15 Aug 47"]
All signers had left by the 22nd.
A class of pilots graduated in June 1989. [*not* "June, 1989"]

For a date in a classified product's classification authority/declassification block, Information Security Oversight Office and Department of Defense guidance requires the date to be all in numerals and in YYYYMMDD form.

Declassify on: 20351117

Time

Use numerals for units of time: seconds, minutes, hours, days, weeks, months, and years. However, if the expression of time is nonliteral or indefinite, use words instead.

The work usually requires 2 hours of labor.
She worked for the company for 7 months and 2 days.
but lasted more than four decades
in a day or two
finish by the eleventh hour

From, Between, and Dashes

Do not combine *from* or *between* with years joined by an en-dash (use *to*, *through*, or *and* instead of the en-dash).

He visited the embassy twice between 2008 and 2009. [*not* "between 2008–09"]
He visited the embassy twice from 2008 to 2009. [*not* "from 2008–09"]

Years

Except in indefinite or nonliteral expressions, use numerals for years.

Pilot candidates study general sciences for 1 year, followed by 2 years of flight training.
but Data for any one year will show that the plan was ineffective.

Also use numerals for fiscal years.

fiscal year 2010	FY 2010–12
FY 2010	from FY 2010 to 2011

For numerals designating a *continuous* period of 2 or more years, use an en-dash to mean "to and including" or "through." Never use an en-dash to join separate years not representing a continuous period; to indicate 2 years without indicating a continuous period, use *and* instead.

He worked at the embassy during 2004–06.
He worked at the embassy during 2006 and 2007.
The first two submarines were launched in 1990 and 1991. [*not* "1990–91"]

Use a slash (or virgule) to show a period occurring partially in one year and partially in another.

production in FY 2010/11
He flew three illegal flights in 2008/09.

Notice that the numerals and slash are run together without spaces around the slash.

Decades/Centuries

For decades, use the numerals of the initial year followed by an s (1980s). You can show centuries the same way (1800s), but ordinal numbers are more common (19th century).

This estimate covers the mid-to-late 1980s.

However, if you are discussing decades or centuries in a general or nonliteral sense, use words instead of numerals.

during three decades	from one century to the next

Clock Time

Use numerals and the 24-hour system.

The managers met at 0745.
The meeting has been postponed to 1725.

Money

Express values in U.S. money with numerals preceded by a dollar sign. Indicating *U.S.$* (or *USD*) is not necessary unless foreign dollars could be understood. If you need to show foreign currency, follow it with the dollar amount in parentheses. Use words, not symbols, when indicating foreign currencies. Hyphenate unit modifiers involving money just as you would other unit modifiers involving numerals. Use the word *dollars* (or *cents* for amounts less than a dollar) when you are giving generalized or indefinite amounts.

The missile system cost the Iranians nearly $500 million.
The military purchased $5 million worth of radio-relay equipment.
The group paid 5 million South Korean won ($4,325) for safe return of the hostage.
The equipment cost the government nearly 100 million pounds (about $156 million). [*not* £100 million]
The company offered its workers a $1.53-per-hour increase in wages.
He called the conference a $50-million boondoggle.
He paid about 40 cents tax on every dollar he earned.
The work cost the firm thousands of dollars.

Percentages

Use numerals with percentages. Write out the word *percent* in text. The percent sign (%) is acceptable in tables and graphics if space is tight, but normally write out *percent* in the text portions of tables and graphics, and especially in footnotes to them.

The plan projects a 5-percent increase by 1990.
He formed a joint venture that was 59 percent Chinese and 41 British.
Agricultural products make up 20 to 25 percent of the country's imports.

Times Phrases

For expressions showing the relationship of a larger quantity to a smaller one (often accompanied by the word *times* or its equivalent), follow the basic rules for numbers less than or equal to or greater than 10 unless a decimal is involved; for such expressions with decimals, use numerals.

five times as large
2.5 times faster
10 times greater

The number of tanks is five times greater than before the war.
Missiles increased to 100 in 1991, 5 times the previous total.

Ratios, Odds, Returns

Use numerals.

The pilot-to-aircraft ratio is 1.2:1.
He had a 50–50 chance of winning.
The measure passed with a 50–to–1 vote.

BE Numbers

For Basic Encyclopedia (BE) numbers, use *BE*, a space, and the number. In a table with "BE Number" as a column heading, show only the number in the column (omitting *BE*).

BE 0254-08342 BE 0254CA8342

Separate a BE number from any associated O-suffix with a slash.

BE 0613DJ0002/DJ003

If such data will appear in a table, use a column heading of "BE Number/O-Suffix."

Geographic Coordinates

Use hyphens between degrees, minutes, and seconds, and leave a space between latitude and longitude. Show all three places for degrees for longitude.

The village was at 60-17-44N 135-20-16E.
The border crossing was at 22-12-17N 015-34-10W. [*not* "15-34-10W"]

Portraying decimal coordinates may imply an accuracy that is not correct and is unnecessary for most intelligence products. Decimal-second accuracy is important for targeting lists and databases of ground features when a high degree of accuracy is necessary for precise locations. For these reasons, decimal coordinates should be reserved for those limited cases for which such accuracy is critical and should not be used with general intelligence publications.

Mathematical Expressions

Use numerals when referring to numbers in mathematical expressions, no matter the size of the number.

multiplied by 3
divided by 4
Data points are rounded to the nearest 10th.
The estimate could be off by a factor of 2 or 3.

Numerical Designators

Use arabic numerals for designators for tables, graphics, footnotes, endnotes, parts of publications, and so forth. (However, appendixes to publications have letter designators: "Appendix A," "Appendix B," etc.)

Table 1 Figure 3
Part 4 Section 5

Numbers in Proper Names

Treat numbers appearing as parts of proper names as they commonly appear for those names; do not apply basic numbers rules to such names.

Three Rivers, Pennsylvania Air Force One
1st Army

Indefinite and Nonliteral Numbers

Do not apply the basic rules to indefinite or nonliteral numbers; instead, spell them out.

a tenfold increase
The project will cost tens of millions.
She addressed several thousand people.
She is famous for eleventh-hour decisions.
He is the number-two man in the regime.

Approximation

Do not use *about, around, approximately,* or any other word of approximation with exact numbers—"approximately 5,600" but not "approximately 5,613."

Terms such as *nearly, about, around,* and *approximately* do not by themselves reflect indefinite expressions. Normally such terms indicate rounding, but a rounded number remains more definite than an indefinite or nonliteral number.

Millions, Billions, and So Forth

Round numbers greater than 999,999 unless an exact number is necessary. Spell out *million, billion,* and so forth and precede the word with a numeral rounded usually to no more than two decimal places.

The population is about 240 million.
More than 12.35 million Americans served in World War II.
The program calls for funding of $5.2 billion.

Ranges

See page 80 under "Years" for en-dashes with ranges of years. Take particular care in joining range numerals (other than years and page references) so readers cannot be confused by the figures shown. En-dashes may be used (though not required) in ranges in the millions and multimillions—but note particularly the placement within money figures in the second sample below.

The march covered 10–15 kilometers. [*or* "10 to 15 kilometers"]
The program will cost $12 million to $14 million. [*or* "$12–14 million," but *not* "$12 to $14 million," which implies "12 dollars to 14 million dollars"]
Gas reserves are estimated at 10–15 billion cubic meters. [*or* "10 to 15 billion cubic meters"]

Do not combine *from* and *between* with numbers joined by an en-dash (use *to, through,* or *and* instead of the en-dash).

Estimates range from 10 to 30. [*not* "from 10–30"]
Bids fell between $10 million and $14 million. [*not* "between $10–14 million"]

For ranges in temperature, show the degree sign and the type of temperature scale only once if the parts of the range appear together, but repeat the sign and scale if other text separates the parts of the range. Note in the following examples that a space should appear between the number for the temperature and the indication of the temperature scale.

average in the high 20 °Celsius (80 °Fahrenheit)
drop to 8 to 12 °Celsius (upper 40 to lower 50 °Fahrenheit)
around 5 °C (low 40 °F)
exceed 30 °C (upper 80 to 90 °F)
rise to near 10 °C (upper 40 °F) in April and reach a high of 20 °C (80 °F) in June

For ranges of inclusive page numbers, show all numbers up to 100 (3–4; 4–12; 54–55). Thereafter, reduce the second number of a set to two digits (253–54; 601–09, 1901–02, 2614–15) unless the hundred or thousand changes (499–501; 2998–3002).

Commas With Numbers

Use commas to separate numerals in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

There were 1,087,143 casualties.

A force of 20,000 was needed.

but

during 2009

the 1028th Brigade

1400 hours

job number 518225/10

3.1416

3,732.14592

pages 3614 and 3617

1812 kHz [*but* 15,117 kHz and 1,832 MHz]

Numbers With x To Stand for by

When you use *x* to stand for *by* in commonly used numerical expressions, such as equipment designators, run the numerals and the lowercase *x* together without intervening spaces.

4x4

8x8

Possessive Case With Numbers

Numerical expressions including possession require an apostrophe but not an en-dash or hyphen. (Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case, which came to be called the possessive case in the 18th century, and does not involve possession.)

After 5 years' planning, the project was scrapped.

The new regime bought several million dollars' worth of equipment. [*but* "$10 million worth of equipment"]

Decimals

Use numerals for numbers requiring a decimal point. For numbers less than 1.0, precede the decimal point with *0* (except for designations of gun bore or ammunition). Omit zeros from the end of a decimal number unless you are showing an exact measurement.

0.25 centimeter

1.25 centimeters

silver 0.900 fine [exact measurement]

a .22-caliber cartridge

In the samples above, notice that when the numeral for a unit of measure is equal to or less than 1.0, the word for the units—when written out—is singular (0.25 centimeter), but it is plural when the numeral is greater than 1.0 (1.25 centimeters). The same is not true for abbreviated units, however; they appear only in the singular form: 0.25 cm, 1.25 cm, 10.25 cm.

Fractions

Convert fractions to decimals whenever reasonable. Otherwise, write out fractions, with a hyphen in both noun and adjective forms.

0.75 kilometer [preferred over "three-quarters of a kilometer"]

one-half year

a two-thirds majority; a majority of two-thirds

first quarter FY 2009 [note no hyphen in "first quarter"]

Mixed Numbers

Avoid combinations of whole numbers and fractions by converting to decimal quantities whenever reasonable.

5.5 percent [*not* "5 1/2 percent"]

Otherwise, spell out phrases in nonstatistical contexts.

two and a half years ago	a two-and-a-half-year trial period

In statistical contexts, use mixes of whole numbers and fractions (5 1/2, 4 1/4) if converting to decimals is not appropriate.

Numbers in Unit Modifiers

Use hyphens with numerical unit modifiers.

20-km march	23-meter-wide river
105-mm guns	eleventh-hour decision
7-meter limit	two-story building; 10-story building
3-million-member Army	6-percent increase; 6- to 7-percent increase
20-NM range	
one- to two-story structure	

Numbers Side by Side

To avoid confusion, avoid placing cardinal numerals side by side.

Twenty-five divisions were identified by 2006. [*not* "In 2006 25 divisions were identified."]

However, when the second number is part of a unit modifier, the hyphen of the unit modifier prevents misreading, so placement of numbers side by side is acceptable:

14 152-mm guns

Singular and Plural Units With Numbers

When the word for a unit of measure is written out, use the singular form with a number less than or equal to 1.0; use the plural form with numbers, including fractions or decimals, greater than 1.0.

0.75 meter	1 meter
1.25 meters	7 meters

However, when the unit of measure is in its abbreviated form, use only the singular form.

a 0.75-km road segment	a 1-km road segment
a 1.25-km road segment	a 7-km road segment

Quantities and Numbers as Subjects

When a number is the subject of a clause, the number is singular or plural (and takes a corresponding singular or plural verb) depending on whether it designates a quantity (something measured as a unit, as in length, area, volume, mass, temperature, or time) or a number of things (things counted individually).

- Quantities, which are measured, are singular and are the most common numerical subjects.

  Four gallons of milk was all the machine would hold. [*Four gallons* in this passage is a measure of volume and is singular because it represents a single unit.]

- A number of individual things is plural.

  Four gallons of milk were sitting in the dairy case. [The *four gallons* in this passage are being discussed as individual things—four 1-gallon containers of milk—making the subject plural.]

Beware of becoming confused by the seemingly plural nature of the unit of measure (*gallons* in the samples above). Although the measure sounds plural, it designates a unit—a single thing.

Twenty kilometers of track was all the crew could lay in 8 hours.
Nearly 2 million barrels of capacity was destroyed in the first attacks.
Over 2 metric tons of cocaine was seized in the drug raid.

In each of these sentences, the unit of measure sounds plural (*kilometers*, *barrels*, and *metric tons*) but actually indicates the amount of a single thing—length, volume, and mass.

Do not confuse quantities and numbers as subjects with words that express a *portion of a whole*—words such as *percent* or *half* (and other fractions). These words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences):

Thirty percent of the forest was destroyed by yearend. [The *30 percent* is singular in this passage because it is being discussed as a single unit.]
Thirty percent of the trees were loaded onto trucks. [Because the trees would be loaded individually, or perhaps in multiple small groups, this *30 percent of the trees* is plural.]

For further discussion, see *all, any, half (and other fractions), more, most, none, part, percent, percentage, some* in Chapter 5.

CHAPTER 5: Current Usage

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nauseated/nauseous. It's the difference between sick and sickening. You are made sick (nauseated) by something sickening (nauseous). Never say, "I'm nauseous." Even if it is true, it's not something you should admit.

—Patricia T. O'Conner, *Woe is I: The Grammarphobe's Guide to Better English in Plain English*

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CHAPTER 5: Current Usage

This chapter provides guidance on troublesome words and phrases. Some are frequently confused or misused; some are overused and should be replaced with more vigorous expressions; some show preference for usage among related words or phrases. A thesaurus can be a valuable tool when you are stuck on a word or phrase, but pay attention to the differing shades of meaning among the choices, especially to connotations that may present nuances that make some word choices inappropriate for the passage you are considering.

Word Choices

a, an. The choice between *a* and *an* depends on the initial sound of the next word or abbreviation, not on whether its initial letter is a vowel or consonant.

- With words.
  - Use *a* before a word beginning with a consonant sound or an aspirated *h* (such as "hill," "habitual," "historic").
  - Use *an* when the following word begins with a vowel sound or a silent *h* (such as "honest," "hour," "honor").
- With numerical expressions. When the following expression begins with a numeral, choose between *a* and *an* on the basis of the pronunciation of the numerical term, applying the rules for words above: "a 12-year-old ship"; "an 11-year-old airframe."
- With abbreviations, including acronyms and letter/number groups. The initial sound test still applies.
  - For acronyms pronounced as words (such as "BMEWS," "HOT," "IMINT," "OCONUS"), apply the rules for words above: "a BMEWS installation," "a HOT missile," "an IMINT collector," "an OCONUS military base."
  - For acronyms and other letter/number groups (such as "SS-25") for which you pronounce the letters and numbers themselves, apply the following rules:

    Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z*: "a DIA employee," "a UN worker."

    Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x*: "an NSC directive," "an SS-25 missile," "an Su-34 aircraft."
  - When choosing between *a* and *an* with an abbreviation, consider the abbreviation itself, not the expansion of the abbreviation. For example, for discussion of a fuel-air explosive (FAE) device, because we would pronounce the letters of the abbreviation, we would write "an FAE device," since *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FAE device" even though *a* would be appropriate before "fuel."

ability, capability, capacity. Regarding people, *ability* is the power to do something; *capacity,* like aptitude, is the inherent facility to acquire an ability. A person can acquire ability but already must possess capacity. For people, *capability* refers to having the talent or potential for development. For things, *ability, capacity,* and *capability* are synonymous—all referring to having the potential to be used for a particular purpose. Although some people believe only a person (not a thing) can have an ability, dictionaries do not support this distinction.

about, around. In the sense of approximately, use *about* rather than *around.* In a sentence such as "The unit strength is estimated at about 2,500," the writer does not need both *estimated* and *about.* The sentence can be simplified to "The unit strength is about 2,500" or "The unit strength is estimated at 2,500"; the first choice usually is preferable because the second is in passive voice, but

the second choice is preferable if the writer is conveying that the number is an estimate rather than a generally accepted fact. Do not use any word for approximation with an exact number: "about 5,600" but not "about 5,613." For *about*, see also *as to* and *approximately, about, roughly, some*.

above, below. *Above* is accepted as meaning "previously mentioned" and *below* as "mentioned later." Use of either term to refer to text elsewhere in a document should be infrequent (overuse sounds legalistic), and the references should be clear ("the description above of command bunkers" rather than "the description above") so readers cannot be in doubt about what is being addressed. *Above* is preferable to the legalistic *abovementioned* or *aforementioned*.

absolute. Because the term shows a perfect, complete, unrestricted state, most modifiers and comparisons are illogical: "very absolute," "too absolute," "more absolute." However, *nearly* is an acceptable modifier ("nearly absolute acceptance"). Also see *very*.

access, assess. *Access*, as a noun, is a means of approaching, entering or exiting, or communicating; the ability to do one of these; or the act of doing such a thing. As a verb, especially in relation to computers, to *access* is to obtain entry. *Assess* is a verb dealing with determining value (as for taxation), setting the amount for taxation or special payment, or actually charging such a payment. For sports, to *assess* is to charge with a penalty. Finally—and most important for intelligence writing—to *assess* is to determine the value or significance of something: "We assess that changes in the Army's force structure will result in a more mobile force."

accidental, fortuitous, contingent, incidental, opportune. Related adjectives, these have varied shades of meaning: *Accidental* carries the idea of chance. *Fortuitous* strengthens the sense of chance; it can suggest luck or good fortune, but it does not lose the associated sense that the good fortune was unplanned. (Saying "The president's choice of Stein for prime minister was fortuitous," then, implies that the president's choice came from dumb luck, not brilliant insight.) *Contingent*, in its sense of "accidental," suggests something that may happen but that is uncertain because causal factors, including chance, are unknown. *Incidental* suggests an association that may or may not be accidental. *Opportune* suggests an element of chance mixed with timeliness: being in the right place at the right time.

actual, real, virtual. *Actual* emphasizes fact as it is or has become at the moment, whereas *real* emphasizes fact as it always has been or has been for a long time. *Virtual* means "having the effect but not the form" (as with a "virtual leader" when an actual leader exists).

adapt, adopt. *Adapt* is to adjust oneself or something to a new or changed situation. *Adopt* is to accept or choose a new course of action.

adit, entrance, entryway, entranceway, portal. An *entrance* is an opening allowing entry. An *entryway* is a passage serving as an entrance; this term is preferable to *entranceway*. In general English, a *portal* is a two-dimensional entrance or doorway; an *adit* is an entryway, mostly horizontal, leading into a mine or other underground facility. For intelligence writing related to hardened structures and underground facilities, however, both *portal* and *adit* have more precise engineering definitions; see the Defense Resources and Infrastructure Office's *Lexicon of Hardened Structure Definitions and Terms*, <http://www.dia.ic.gov/intel/world_wide/dird/DIA-13-1110-170_REL_TO_FVEY.html>.

adjacent, contiguous, colocated. In a general sense, *adjacent* and *contiguous* are interchangeable. However, *adjacent* means "close to" or "lying near"; *contiguous* means "touching" or "sharing an edge or boundary." *Colocated* means "placed together"; it is appropriate for two organizations that share a building, facility, or complex, as in "the headquarters of the 32nd Battalion and the 48th Battalion are colocated at Steinmark Barracks."

advance, advanced. As an adjective, *advance* emphasizes precedence in position or time ("advance party," "advance payment"); *advanced* implies having a position forward of or superior to a norm ("advanced thinking," "advanced training"). In "advance planning," *advance* is redundant and should be deleted.

adverse, averse. Both adjectives mean "opposed," but their points of view differ: something *adverse* is opposed or hostile to a subject's will or interests ("The prime minister has been subjected to adverse criticism"); *averse* is opposition or reluctance on the subject's part ("The prime minister is averse to believing his critics").

affect, effect. Except in psychology, *affect* is always a verb and usually means "to influence," "to cause a response," or "to cause a change" in a person or thing. As a verb, *effect* means "to bring about or accomplish" or "to cause to occur."

The government's policy change will affect worker productivity. [The change will influence the workers in a way that will change their productivity.]

The government's policy change is a means to effect increased worker productivity. [The change is a means to bring about increased productivity.]

Effect as a noun refers to a result or consequence—"something brought about by a cause or agent": "Increased productivity was one effect of the government's policy change."

afterward, afterwards. *Afterward* is preferred.

all, all of. Except when a personal pronoun follows, *of* usually is unnecessary: "The change affected all the production facilities" rather than "... all of the production facilities." Beware of sentences that say "all of something did not do something," as such sentences are ambiguous. For example, in "All the regiments did not move forward," does the writer mean that none of the regiments moved forward or that only some did?

all, any, half (and other fractions), more, most, none, part, percent, percentage, some. Each of these words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences). Frequently that sense includes either quantity or number. A reference with a quantity of something requires a singular verb: "Some of the water was leaking." A reference with a number of things requires a plural verb: "Some of the plants are poisonous." In other cases (particularly with *any* and *none*) the verb determination depends on whether the writer has in mind one person or thing (requiring a singular verb) or two or more (requiring a plural verb): "None of the protesters was willing to risk arrest" (*not one* was willing). "None of the protesters were willing to risk arrest" (*not any* were willing).

allegedly, reportedly, reputedly. The three mean "supposedly," but they have slightly different shades of meaning: *Allegedly* carries the sense of "claimed or charged but not proved." *Reportedly* implies that the information has been reported formally. *Reputedly* means "generally considered or estimated but not necessarily claimed openly." See also *qualifiers*.

all ready, already. *All ready* means that everyone or everything is ready; *already* means "before" or "previously."

all right, alright. *All right* is the correct term; *alright* is substandard.

all together, altogether. *All together* means "collectively" or "in unison." *Altogether* means "entirely, completely." *Note:* When *all together* is appropriate, the words in the sentence can be rearranged so that *all* and *together* are separated by other words: "The workers arrived all together" can be changed to "All the workers arrived together."

almost. See *most, mostly* and *only*.

alongside, alongside of. *Alongside* is adequate without *of*.

along with. This phrase (and others such as *as well as, in addition to, like,* and *together with*) frequently follows immediately after a subject of a sentence. The prepositional phrase and its object(s) do not affect whether the verb in the sentence is singular or plural. For example, in "The governor, along with members of his staff, is traveling to the coast," the verb is singular *(is)* because the subject

(governor) is singular and the prepositional phrase *along with members of his staff* has no impact on whether the subject and verb are singular or plural. If, however, a writer were to state that same idea like this—"The governor, and members of his staff, are traveling to the coast"—the verb must be plural *(are)* because the subject is plural *(the governor and members of his staff)*; the presence of commas around *and members of his staff* does not keep the subject from being compound and therefore plural. (Moreover, the commas should be removed.)

a lot, alot. Use *a lot*, as *alot* is not a word.

alternate, alternately, alternative, alternatively. *Alternate* and *alternately* usually refer to occurring successively or by turns. *Alternative* and *alternatively* refer to one from a set of possible courses of action or choices. Although traditionalists would limit alternatives to only two possibilities, use in connection with multiple choices is acceptable.

although, though, even though, while. *Although*, *though*, and *even though* are often interchangeable for the sense of "in spite of the fact that." *Although* is more formal than *though* as a conjunction, but *though* can also serve as an adverb, as in "They raised objections, though." *Even though* emphasizes the sense of "in spite of" or "regardless." *While* has become a common substitute for *although* in informal usage; however, in this sense *while* means "at the same time that," and in writing it should be reserved for sentences requiring a sense of time.

altitude, elevation. Use *altitude* in relation to something in the air—for example, "The missile was ineffective at altitudes below 5,000 meters." *Elevation* is in relation to the ground or sea level—for example, "The facility is at an elevation of 75 meters."

amid, amidst, among, amongst. *Amid* and *among* are preferred.

among, between. [See tone box.]

amount, number. Use *amount* with things involving weight, bulk, or sums—things measured with a total; use *number* with things that must be counted individually: "the amount of water in the mixture," "the amount of the gross national product," "the number of gantry cranes in the port."

ample, enough. Although these commonly are interchanged, *ample* carries a second meaning of "abundant, more than enough." Therefore, phrases such as "more than ample," "barely ample," or "scarcely ample" are nonsensical.

an. See *a, an.*

and/or. This combination with the slash refers to one or the other or both. Avoid its use, especially with more than two alternatives.

any. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

Among and Between

Between is appropriate when just two entities are involved—for example, "an agreement between France and the United Kingdom." Numerous writers have insisted that *among* always should be used when more than two entities are involved, but current English usage and modern dictionaries do not support this position. When more than two entities are being considered, choosing between *among* and *between* depends on whether the writer is discussing separate entities acting independently or entities considered collectively.

- In "conflicts between the four nations," each nation is considered to be acting independently of the others, with conflict one on one.
- "Conflicts among the four nations" allows for coalitions, including the possibility of the coalitions changing over time.
- In "rockets struck between the entrance to the compound, portal 1, and portal 3," the rockets are considered to have impacted literally between the named points without hitting any of them.
- In "rockets struck among the entrance to the compound, portal 1, and portal 3," the rockets are considered to have impacted in the general area of the named entities and may or may not have struck them.
- If named points or entities define the extent of an area, use *between*, as in "the rockets impacted in the area between the entrance to the compound and portals 1 and 3."

anyone, anybody. Each of these usually is written as one word (except in the sense of "any one of a group"). They take singular verbs and singular pronoun references. If you have trouble remembering that these words are singular, try thinking of them as "any-single-one" and "any-single-body."

apparent, evident. These words share a sense of "obvious" or "open to view" but differ slightly: *apparent* suggests use of reasoning; *evident* suggests a basis of facts or external signs. *Apparent* also means "seeming but not necessarily true." Before a noun that meaning is clear ("her apparent concern"); however, after a form of *to be*, *apparent* can mean either "obvious" or "seeming," so the context needs to be worded to make the meaning clear.

apparently. See *qualifiers*.

approximately, about, roughly, some. Do not use any word of approximation with an exact number: "approximately 5,600" but not "approximately 5,613." See also *about, around*.

apt, liable. Although these words are interchanged in informal usage, their meanings remain distinct. Reserve *apt* for instances in which the subject has a natural tendency: "He is apt to settle the issue without consultation." In this sense, *liable* means "susceptible" and suggests a probability for something unwanted or burdensome: "Temperatures are liable to drop below freezing in higher elevations."

arch-, arched-. *Arch-* can be used with *shaped* in a unit modifier: "an arch-shaped structure." Modifiers in names of structural components use *arched-* ("arched-roof segments"), whereas the name of the completed structure uses *arch-* ("an arch-roofed bunker").

around. See *about, around*.

as, because, for, since. *Because* is the strongest of these conjunctions expressing cause or reason; *since*, the next most strong; and *as*, the weakest. Use caution with *since*, which may be read as meaning "from a specific time." *As* works best with a dependent clause that ends a sentence; a comma precedes it when *as* appears as a conjunction showing a causal relationship. *For*, a coordinating conjunction, shows a causal relationship between independent clauses.

as if, as though, like. Both *as if* and *as though* are acceptable as conjunctions (for example, "The exterior of the building looked as if it had been raked by gunfire"). Either is preferable to *like* for introducing a clause.

as per, as regards. Replace these with *according to, concerning,* or *about*.

assess. See *access, assess*.

as such. *As such* requires an antecedent, as in "Applicants will not be treated as U.S. persons unless identified as such" [identified as U.S. persons]. Avoid using *as such* to mean "therefore"; don't write "As such, we expect a dropoff in applicants."

assure, ensure, insure. Similar in the sense of making certain, these words require different usages. *Assure* refers to a person—setting that person's mind at ease by making him or her certain of something. Use *ensure* for the sense of making a thing certain. Reserve *insure* for guaranteeing life or property from risk.

as to. This phrase should be replaced or deleted. In a sentence such as "She was uncertain as to the proper answer," replace *as to* with *about*. In expressions such as *as to whether, as to where,* or *as to which*, the *as to* is unnecessary.

as well as. See *along with*.

attributive nouns. See *nouns as adjectives*.

average, median, mean. *Average* is that which is midway between two extremes. Common usage has made it synonymous with an arithmetic mean (the result of dividing the sum of a series of figures by the number of figures). *Mean* is a more precise term when you actually want to refer to a mathematical result,

but *average* is acceptable for general usage. A *median* is the middle figure in an arithmetically arranged list of figures; half the numbers are less than the median, and half are greater than the median. Each of the three terms refers to a single figure, so a sentence such as "The tide averages between 2 and 4 meters" should be replaced by "The tide averages 3 meters" or "The mean tide is 3 meters."

averse. See *adverse, averse.*

awhile, a while. *Awhile* is an adverb meaning "for a time"; *while* is a noun meaning "a period of time." Both imply a *short* time. *For* is a part of the sense of *awhile* and should not be used with it. Thus, "stay for a while" is correct, but "stay for awhile" should be "stay awhile."

back of, in back of, behind. Use *behind* in place of *back of* and *in back of.*

bad, badly. *Bad* (the adjective) is correct after linking verbs such as *feel* and *look.*

because. See *as, because, for, since.*

because (reason is). In "The reason is because ...," replace *because* with *that* when the following material is a clause.

begin, commence, start, initiate. *Begin, commence,* and *start* usually are interchangeable; in general senses, *commence* is less desirable than either of the other two because it is more formal. However, *commence* has a stronger sense of initiative—of some person or force initiating an action. *Start* is particularly appropriate when action must begin following a period of inactivity. *Initiate* refers to taking the first steps in a process and does not refer to what follows.

believe. Avoid using "DIA believes." Assessing or judging requires weighing the data; believing does not. By contrast, *believe* can be appropriate when describing what the *subject* of DIA analysis thinks about something: "The defense minister probably believes that the arms purchase will strengthen the military."

below. See *above, below.*

beside, besides. Use *besides* for the senses of "except for" and "in addition to": "No vehicles were present besides one staff car outside the headquarters building." "Besides the commander, the chief of staff also attended." *Beside* means "at the side of." Thus, "No one entered the room beside me" and "No one entered the room besides me" state different things.

between. See *among, between.*

biannual, biennial, bimonthly, biweekly. In standard usage, *biannual* means "happening twice each year" or "semiannual," whereas *biennial* means "happening every second year" or "lasting for 2 years." However, both *biannual* and *biennial* have secondary meanings that can greatly confuse the timeframe. *Bimonthly* means "once in 2 months," and *biweekly* means "once in 2 weeks." Because of the possibility for confusion, writing "occurring every other year," "occurring twice a year," "every 2 weeks," "twice a week," and so on, is safer.

blatant, flagrant. *Blatant* means "unpleasantly noisy" or "offensively conspicuous"—stressing offensiveness and noisiness. *Flagrant* emphasizes wrongdoing or evil intent. Thus, the difference between a "blatant act" and a "flagrant act" is the degree of intent.

blond, blonde, brunet, brunette. *Blond* and *brunet* should be used with either gender; avoid *blonde* and *brunette.*

boat, ship. A *ship* is large and travels the sea lanes. A *boat* is relatively small, stays mostly in shallow or sheltered waters, and can be carried on a ship. *Boat* also is acceptable in reference to a submarine.

border. When identifying the border between two countries, use the noun rather than the adjective form of the countries' names: *Libya-Tunisia border* instead of *Libyan-Tunisian border.*

born, borne. Both of these words are correct spellings for the past participle of the verb *bear.* However, *born* is used only as a passive construction in relation to birth: "She was born in the former Soviet Union." *Borne* is used for the active voice in relation to birth ("She had borne three children before entering politics."), as well as for all other senses of *to bear* ("a vehicle-borne improvised explosive device").

both. In sentences such as "Both sides have reached agreement on the plan," *both* is redundant; use "The two sides have reached agreement...."

boycott, embargo. A *boycott* is a refusal to buy or use a product or service. An *embargo,* a legal restriction on trade, can apply to either buying or selling.

but also. See *not only ... but also.*

cadre, cohort. A *cadre* is a core of trained personnel around which a larger unit is to be built or a member of such a group. A *cohort* can be a united band or group, or it can be a companion or associate. Current usage no longer restricts these terms to just groups rather than individuals.

capability, capacity. See *ability, capability, capacity.*

capital, capitol. *Capitol,* a noun, has only one meaning—the building in which a legislature meets. As a noun, *capital* has to do with wealth or resources, an uppercase letter, or a town or city that is the seat of government; the latter meaning, of course, is the one that generates confusion with *capitol.*

capital standing for nation. In intelligence writing we commonly substitute the name of a nation's capital for the name of the nation and use either to represent the national government. For example, we might write either "The United Kingdom anticipates withdrawing...." or "London anticipates withdrawing...."

- A notable exception is Israel. Avoid using either Tel Aviv or Jerusalem to represent Israel.

casualty. A *casualty* could be injured, captured, missing in action, or killed.

cement, concrete. *Cement* as a powder is a component used in making *concrete.* Concrete is made from aggregate (sand, gravel, and so forth), cement, and water (and possibly additives to enhance the concrete properties). The concrete gains its strength from a chemical reaction between the cement and the water.

censor, censure. To *censor* is to examine and remove objectionable material. To *censure* is to find fault or condemn.

center around. Because it is a point, *center* can be paired with *on, upon, in,* or *at*—but not with *around.*

certain, some. *Certain* means "fixed" or "definite." In some instances it equates more generally to "some." Problems come with the general sense in an expression such as "modifications of certain procedures." This statement begs for an explanation of just what procedures are to be modified. Replacing *certain* with *some* reduces the strength of the expression but does not totally eliminate the need for further explanation. If you do not intend to define which procedures are to be modified, omitting the adjective may be a better choice.

China, Chinese, Taiwan, Taiwanese. *China* and *Chinese* refer to the mainland country and its people. The offshore island is *Taiwan;* its adjective form also is *Taiwan. Chinese* is the noun and adjective for people on Taiwan in general; *Taiwanese* refers only to the indigenous inhabitants of the island. To distinguish the people on Taiwan from those on the mainland, use people "on Taiwan," "from Taiwan," or "of Taiwan."

cite, sight, site. These words sometimes are confused because they are homonyms. *Cite*, a verb, has several meanings: to quote or mention as an authority or example; to officially praise or formally honor, especially for military merit; or to summon before a court. *Sight*, a noun or verb, has to do with seeing. A *site* is a location or setting; in relation to computers and the Internet, *site* also is a variant of the more specific *website*.

claim. To *claim* means to assert that something is the case, typically without providing evidence or proof. *Claimed* can have a slightly negative connotation, so consider whether *stated* or *reported* would work better in context.

clearly. See *qualifiers*.

climactic, climatic. *Climactic* refers to the climax, the highest point. *Climatic* refers to weather.

close proximity. *Proximity* is redundant in this phrase.

cohort. See *cadre, cohort*.

collective nouns. A collective noun—such as *committee, company, enemy, group, team*, and the like—takes a singular verb when the group acts as a whole but a plural verb when its members or parts act separately.

> The committee has decided to recommend banning chemical weapons. [The committee's decision is a collective action.]
>
> The committee have returned to their offices. [Each member must act separately in such a situation.]

The second construction sounds awkward to many ears, though, so a better choice may be to insert a plural noun, as in "The committee members have returned to their offices." Be particularly careful to ensure that the verb connected to a collective noun and any pronoun reference to the same collective noun are either both singular or both plural—as with *have* and *their* in the second example.

colocated. See *adjacent, contiguous, colocated*.

combined, joint. In reference to military exercises, a *combined* exercise involves forces from more than one country; a *joint* exercise involves forces from two or more services of the same country.

commence. See *begin, commence, start, initiate*.

communication, communications, telecommunication, telecommunications. Both the singular and the plural forms are acceptable as modifiers: "the communication system," "the communications system." The singular forms (*communication* and *telecommunication*) are preferable for most uses, especially when the next word in a sentence begins with s ("telecommunication system"). Either form is preferable to *communicational*.

comparatively, relatively. Use these modifiers only when the comparison they refer to is clear. In "There was relatively little debate about the president's proposal," what does *relatively little* really mean?

compare, contrast. *Compare to* points out similarities between inherently dissimilar things; *compare with* points out both similarities and differences. *Contrast with* points out differences.

complement, compliment. *Complement* refers to something that completes. A *compliment* is flattery or praise.

Compose, Comprise, Constitute, Include

Comprise means "to consist of" or "to contain"—the whole comprises the parts. *Compose* means "to constitute or make up"—the parts compose the whole. *Constitute* is interchangeable with *compose*. *Include* is similar to *comprise* in the sense of containing parts; *comprise* should be used when all parts are named and *include* when only some of them are named. Never use *is comprised of* or *are comprised of*.

complex, complicated. Both refer to things with many interrelated parts that are hard to understand or operate. *Complex* emphasizes the number of varying parts, whereas *complicated* emphasizes the elaborate relationship of parts rather than their number.

compose, comprise, constitute, include. [See tone box.]

conceivably. See *qualifiers.*

concept, conception. A *concept* is a general idea or understanding, whereas a *conception* is a particular mental picture or understanding of a concept.

concrete. See *cement, concrete.*

condition. Authors frequently use *condition* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "The building was damaged" rather than "The building was in a damaged condition" and "He was weak" rather than "He was in a weakened condition."

conduct. Writers overuse *conduct* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change "officials conducted an inspection of the facility" to "officials inspected the facility."

consensus. This is opinion held collectively or generally, not simply by a majority. In *consensus of opinion,* delete *of opinion.*

consequence, effect, implication. A *consequence* is the result of an event that has occurred, but the term implies only a weak causal relationship. An *effect* results from a causative act or agent. An *implication* is a possible future effect or result and is preferable to "potential consequence."

constitute. See *compose, comprise, constitute, include.*

contact. Use of *contact* as a noun equating to "source" is acceptable in intelligence writing (for example, "His contact was a member of the resistance group").

contiguous. See *adjacent, contiguous, colocated.*

contingent. See *accidental, fortuitous, contingent, incidental, opportune.*

continual, continuous, continued, ongoing. *Continual* refers to something that occurs intermittently or repeats at intervals: "Arguments over procedures were continual." *Continuous* refers to something that occurs without interruption in space or time: "Rainfall during the day was continuous." Something *continued* has remained in the same state (persisted), has existed for a long time (lasted), or has begun again after an interruption (resumed). Something *ongoing* is occurring at the moment—in progress or evolving.

continues, remains. Writers overuse these two terms. A sentence such as "Drug trafficking continues to provide most funds for the insurgents" can be stated more directly with "Drug trafficking provides most funds for the insurgents" because the present tense verb *(provides)* establishes that the activity is continuing. Similarly, a sentence such as "The insurgency remains concentrated in the south" can be stated simply as "The insurgency is concentrated in the south."

contrast. See *compare, contrast.*

convince, persuade. Though related, these words differ in application: we *convince* someone of the truth of a statement but *persuade* the person to act in a particular way.

could, may, might. These are low-confidence assessment terms and should be used with care in intelligence writing. Limit *could* to discussions of capability: "The missile could be targeted against the city" (the city is within the missile's range). Use *may* or *might* for judgments or predictions: "The missile may be targeted against the city" (possibly the enemy intends to employ the missile for that purpose). *Might* traditionally expresses a stronger sense of doubt than *may* or a contrary-to-fact hypothetical: "The city might

have been targeted if the rebels had captured more missiles." All three terms include the idea of possibility and should not be accompanied by modifiers such as *possibly* or *conceivably*.

council, counsel. *Council*, a noun, refers to a deliberative assembly, its work, or its members. *Counsel*, either a noun or a verb, refers to advice and the person(s) giving it.

country names. Except when making a point about the full formal name of a nation, use the common English name for a country rather than its formal name—what *The World Factbook* calls the "conventional short form" name rather than the "conventional long form" name. For example, use *Bulgaria* rather than *Republic of Bulgaria*; *China* rather than *People's Republic of China*; *South Korea* rather than *Republic of Korea*; *North Korea* rather than *Democratic People's Republic of Korea*; and so on. (See also *capital standing for nation* and *China, Chinese, Taiwan, Taiwanese.)*

country, nation. Both are neuter and require gender-neutral pronouns (for example, *it* or *its*).

credible, creditable. *Credible* means "believable" or "plausible." *Creditable* means "deserving credit or praise."

crisis. Reserve *crisis* for actual or potential international conflict, not for minor national or international disruptions. A *governmental crisis* is the period between the fall of a parliamentary government and the election of a new one.

> Data
>
> Although for years writers have insisted that *data* can be used only in the plural (because *data* is the plural of *datum* in Latin, the source of the English word), in current usage *data* appears primarily in the singular, in the sense of a body of information, as in "When we receive the data, we can interpret it" or "Little test data is available." Use of *data* as a plural noun still occurs, particularly in scientific or technical writing, though this usage is becoming less common.

current, currently. Analysts frequently include these terms when they do not need them. For example, in "current status," *current* is superfluous, since readers will expect to learn about the current state unless the writer establishes a different timeframe. If the context of a passage indicates that an activity is ongoing, *currently* is superfluous. In "A pilot project currently is testing the system," *is testing* indicates that the pilot project is ongoing, so *currently* is unnecessary and should be deleted.

dangling modifier, dangling participle. See *participles*.

data. [See tone box.]

dates as modifiers. Be careful in using dates as modifiers. "The 1973 Middle East War" is acceptable because it distinguishes a particular war in the region from others in other years. However, "his 1988 death" implies that he has died more than once—an absurdity.

definite, definitive. Although both mean "clearly defined," *definitive* carries the additional meaning of "authoritative and complete."

defuse, diffuse. To *defuse* is to remove the fuze from an explosive device or to reduce tension, hostility, or danger. To *diffuse* is to spread around or scatter.

degenerate, deteriorate. Although both refer to a decline in quality, *degenerate* refers particularly to a loss of worth or virtue, whereas *deteriorate* refers to a wearing away or weakening.

desires, feels, hopes. In intelligence writing, be careful with words that have an emotional connotation, such as *desires*, *feels*, and *hopes*. If the source material does not give an emotional context, try instead more neutral terms, such as *seeks*, *thinks*, or *plans*.

device, devise. The noun *device* refers to an implement that serves a particular purpose, especially a machine to perform a task. Except in its unique senses in law related to property, *devise* is a verb meaning to plan or arrange.

different from. Use this rather than *different than* or *different to.*

dilemma. This applies to a choice between evenly balanced alternatives (normally all are unattractive). Do not use *dilemma* when you mean merely a "predicament" or a "problem."

directional terms. See *east, eastern (and similar directional terms).*

disburse, disperse. To *disburse* is to pay out, as from a fund. To *disperse* is to scatter or spread widely, disseminate, or make disappear.

disclose, divulge, expose, reveal. *Disclose* refers to making public something that has been private. *Divulge* refers to making public something that has been secret. *Expose* refers to making public something reprehensible. *Reveal* implies unveiling something not previously known.

discreet, discrete. Often confused because of the similarity in their spellings and pronunciation, these words have no meanings in common. *Discreet* is "lacking pretension" or "showing a judicious reserve in one's speech or behavior." *Discrete* means "constituting a separate thing" or "consisting of unconnected distinct parts."

disinterested, uninterested. *Disinterested* means impartial. *Uninterested* means not having interest in something.

due to. *Due to* modifies nouns and is normally used after a form of the verb *to be*, as in "The minister's fall was due to a bribery scandal." It works the same way as *attributable to.* Avoid using *due to* to modify verbs ("The minister fell due to a bribery scandal"); try *because of* instead.

during, over. Although one of the lesser meanings for *over* is "throughout the duration of something," this is the primary meaning of *during*, which is preferable for a passage such as "during the past 3 years."

each. As a subject, *each* takes a singular verb and singular pronoun references: "Each has separate duties." However, when *each* follows a plural subject, it does not affect the verb; the verb remains plural to correspond with the plural subject: "The president and the vice president each have separate duties."

east, eastern (and similar directional terms). Indefinite or general directional references end with *-ern:* "In the eastern part of the country." Definite directional references use the shorter form: "on the east bank of the river," "in the east end of town."

economic, economical. *Economic* is an adjective pertaining to finance or production and management of material wealth. *Economical* is an adjective pertaining to prudent or thrifty management—that which is not wasteful.

Endemic, Indigenous, Native

Something that is *endemic* occurs commonly in a place or region or among a particular people. How the thing or person became endemic, whether by birth or creation or movement, is not at issue. A disease can be *endemic in* or *endemic to* a geographic area, but a geographic area cannot be *endemic for* a disease. Someone *indigenous* originates in a place rather than moving into or being brought into it. Something *indigenous* to a locale occurs there naturally, so *indigenous* should not be used to refer to things produced in a locale; instead, refer to domestic production. *Native* emphasizes birth or creation in a particular place, region, or country.

effect. See *affect, effect* and *consequence, effect, implication.*

either ... or, neither ... nor. When both parts of an *either ... or* or *neither ... nor* construction are singular or plural, the corresponding verb is singular or plural, respectively. However, when one element is singular and one plural, the verb corresponds with the number of the nearer part: "Either the president or his advisers want the conflict to continue." You can avoid an awkward (albeit correct) sentence by

ensuring that the plural part of the construction is nearer the verb. Also, if you combine *not* with *either*, the companion construction uses *or*, not *nor*: "The guerrillas were not interested in either the deserted camp or the remains of the shack that has served as its headquarters."

elevation. See *altitude, elevation.*

embargo. See *boycott, embargo.*

emigrate, immigrate. *Emigrate*, to leave a place permanently, usually is followed by *from*: "He emigrated from Germany." *Immigrate*, to come to a place permanently, usually is followed by *to*: "He immigrated to Wisconsin." When a sentence includes the idea of both, *immigrate* can be eliminated: "He emigrated from Germany to Wisconsin."

eminent, imminent. A person who is *eminent* is prominent, of high rank, noteworthy, distinguished, or well known. Something that is *imminent* is impending, about to occur.

employ. See *usage, use, employ, utilize.*

endemic, indigenous, native. [See tone box.]

enemy. See *collective nouns.*

enough. See *ample, enough.*

ensure. See *assure, ensure, insure.*

entrance, entryway, entranceway. See *adit, entrance, entryway, entranceway, portal.*

equal, equivalent. *Equal* emphasizes quantitative likeness: "The weapon inventories of the two countries are nearly equal." *Equivalent* applies to qualitative similarities: "Although their inventories are not equal, the combat capabilities of the two countries are roughly equivalent."

every. See *only.*

everyone, everybody. Although these words have a plural sense, they are singular and require singular verbs and singular pronoun references. If you have trouble remembering that they are singular, try thinking of them as "every-single-one" and "every-single-body."

evident. See *apparent, evident.*

evidently. See *qualifiers.*

execute. Writers overuse *execute* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change "insurgents executed an attack" to "insurgents attacked."

explicit, implicit. *Explicit* refers to something clearly stated rather than implied. *Implicit* is the opposite—something implied, not expressly stated.

explosive, explosives. Use *explosive* for a specific reference to a bursting or propelling charge: "a high-explosive round." Normally use the plural form in an expression such as "explosives storage area."

expose. See *disclose, divulge, expose, reveal.*

extort. To *extort* is to obtain (something) by coercive means; the thing is extorted, not the person who has it. Write "Militants extorted money from villagers" rather than "Militants extorted villagers."

farther, farthest, further, furthest, furthermore. *Farther* and *farthest* refer to physical or literal distance. *Further* and *furthest* are concerned with figurative or notional distance—degree, time, quantity. *Furthermore*, an adverb meaning "moreover" or "in addition," is preferable for a passage such as "Furthermore, the Shia are likely to...."

fewer, fewer than, less, less than. Use *fewer* and *fewer than* with numbers or units counted individually: "fewer gantry cranes," "fewer than seven main battle tanks." Use *less* and *less than* with quantities of things measured with a total (weight, bulk, sums) or conceptually: "less water," "less gross national product," "less enthusiastic," "less than 125 metric tons of stainless steel plates." See also *amount, number.*

financial, fiscal, monetary. *Financial* is the broadest of these terms, though it sometimes refers more specifically to large-scale transactions. *Fiscal* applies to governmental policies and procedures related to money. *Monetary* applies to the money itself—to the coinage and currency or to the policies relating to their circulation.

first, second, third, and so on. Use these terms for reference to a list or sequence rather than *firstly, secondly, thirdly,* and so forth.

flagrant. See *blatant, flagrant.*

flaunt, flout. To *flaunt* is to show off; to *flout* is to show contempt.

flounder, founder. To *flounder* is to struggle clumsily or helplessly, as in confusion. To *founder* is to cave in or sink, as in a ship filling with water and sinking.

foot, feet. Use *foot* with a modifier preceding a noun: "a 6-foot pole." Use *feet* if the modifier follows the noun: "a pole 6 feet long." (However, keep in mind that in most circumstances DIA intelligence products should be using metric units.)

for. See *as, because, for, since.*

forego, forgo. To *forego* is to precede in time or place; to *forgo* is to do without something.

foreword, forward. A *foreword* is a prefatory or introductory note. *Forward* usually is a directional reference for "at or near the front," although it has a number of other meanings. In a publication, a *foreword* is an introduction that comes forward of the main body of the publication.

former, latter. These terms refer to one of a series of two things, not more than two. In referring to parts of a series of three or more things, use terms such as *first* or *last.*

fortuitous. See *accidental, fortuitous, contingent, incidental, opportune.*

for which. See *where, in which, for which.*

from ... to, from ... through. An expression such as "paid from 13 July to 7 August" does not include the final day ("7 August" in this instance). Using *through* rather than *to,* however, would include the final day.

further, furthest, furthermore. See *farther, farthest, further, furthest, furthermore.*

geographic, geographical. Use the simpler *geographic.*

governmental crisis. See *crisis.*

group. See *collective nouns.*

half (and other fractions). See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

hanged, hung. Use *hanged* for the past tense of *hang* when referring to executions. For other senses, use *hung.*

headquarters. *Headquarters* is a plural noun that can take either a singular or plural verb. Use of a plural verb is more common, especially when the emphasis is on location: "The company's headquarters are in Washington, DC." Use of a singular verb is common when the emphasis is on authority: "Corporation headquarters has issued new rules for trading commodities."

helicopter, rotary-wing aircraft. Avoid the wordy *rotary-wing aircraft* when you mean *helicopter*. *Rotary wing* is acceptable in uses such as "rotary-wing UAV."

historic, historical. Although their meanings overlap, common usage restricts *historic* to famous or particularly important events in history and applies *historical* to general events of the past and to things related to history or its study. "Gettysburg, Pennsylvania, was the site of a historic battle." "The president hoped emblems in his office would suggest comparison of him with historical leaders from the nation's past." "She is doing historical research in open sources."

if, whether. In informal usage, either *if* or *whether* can introduce a clause that expresses uncertainty, but for general usage, *whether* is preferable for introducing such a clause. "We cannot confirm if a suitable candidate has been selected" should be written instead as "We cannot confirm whether a suitable candidate has been selected."

immigrate. See *emigrate, immigrate.*

imminent. See *eminent, imminent.*

impact. *Impact* is usually a noun: "The impact of these changes will be clearer in time." As a verb, it means to strike forcefully: "The missile impacted downrange." Avoid using *impact* as a verb to mean "affect": "These changes will impact [affect] all employees."

impending. See *pending, impending.*

implication. See *consequence, effect, implication.*

implicit. See *explicit, implicit.*

imply, infer. To *imply* is to state something indirectly. To *infer* is to draw a conclusion or deduce something.

important, importantly. To introduce a second, more worthy consideration, use *more important* rather than *more importantly*. "Hoarding has decreased; more important, shops now have items that have been unavailable for months."

in addition to. See *along with.*

in back of. See *back of, in back of, behind.*

incident. Reserve *incident* for minor occurrences of momentary importance. "An incident took place last month when traffickers fired on a police outpost." *Incident* is not suitable for a major conflict or catastrophe.

incidental. See *accidental, fortuitous, contingent, incidental, opportune.*

include. See *compose, comprise, constitute, include.*

indigenous. See *endemic, indigenous, native.*

initiate. See *begin, commence, start, initiate.*

in order to. This phrase can often be whittled down to just *to*, especially at the beginning of a sentence. However, *in order to* can be helpful when the sentence contains another infinitive nearby: "The speaker plans to delay in order to reach a wider audience after the holiday."

inside of. See *outside of, inside of.*

Instead of, Rather Than, Vice, Versus

Instead of and *rather than* are synonyms, and either is preferable to *vice* or *versus* as a preposition—"The insurgent fired a rocket-propelled grenade rather than an antitank guided missile at the tank" instead of "The insurgent fired a rocket-propelled grenade vice an antitank guided missile at the tank."

instead of, rather than, vice, versus. [See tone box.]

Insure. See *assure, ensure, insure.*

Interagency. This term is a problem because an "Interagency" does not exist. When *Interagency* is used as a noun, the passage frequently is something like "interaction among DIA, CIA, NGA, and the Interagency"; in this context *Interagency* means, roughly, "other U.S. Government organizations." When the term is used in relation to liaison or coordination, writers generally mean liaison or coordination with DIA's counterparts throughout the Federal Government. No matter how it is used, *Interagency*, as the proper name for some sort of body, lacks a clear definition and should not be used. However, *interagency*—without the initial capitalization—is an acceptable adjective associated with something involving two or more agencies, so "interagency coordination" is fine, but "Interagency coordination" is not. The bottom line: whereas *interagency* is acceptable as an adjective, do not use *Interagency* as a noun.

Leaders, Leadership

Using *leadership* as a collective noun for the leaders of a nation or organization implies that the leaders act as a unit. If the people at the top are not in agreement or are acting independently, especially against each other, *leaders* is the better choice. Change a passage such as "supporting other national leadership" to "supporting other national leaders." In addition, beware of a sentence such as this: "The leadership has shown interest in arms deals that produce kickbacks to line their pockets"; *leadership* cannot take both a singular verb (*has shown*) and a plural pronoun reference (*their*).

in which. See *where, in which, for which.*

in, within. These terms are generally synonymous, but *within* emphasizes being "inside" or "in the inner part of." For this reason, write the more general "an incident in Georgia" rather than "an incident within Georgia" unless you need to emphasize that something is occurring well inside the country.

Islamist, Islamicist, Moslem, Muslim. An *Islamist* is a person following Islamic beliefs, especially one who has Islamic fundamentalist beliefs and holds that they apply to politics as well as to religion; the term applies especially to followers of Islamic revivalist movements. Of *Islamist* and *Islamicist*, *Islamist* is the simpler and preferred term for such a follower of Islam. Of *Moslem* and *Muslim*, *Moslem* is the older spelling but today is considered outdated and possibly offensive; *Muslim* is preferred for an adherent of Islam.

it is, there are (and similar expressions). Avoid beginning a sentence with one of these phrases. They are indirect, delaying the point; are inherently wordy; usually invert the sentence structure; and frequently are connected with passive voice. "It is clear that…." just adds words to "Clearly…." We can change "There are several conclusions that can be drawn from these hypothetical scenarios" to "Several conclusions can be drawn from these hypothetical scenarios" just by deleting *There are* and *that*. Then we can improve the sentence further by correcting the passive voice that the writer used with the inverted sentence structure: "We can draw several conclusions from these hypothetical scenarios."

its. *Its* is the possessive form of *it*. *It's* is the contraction for "it is" or "it has."

-ize. Use caution with words that end in *-ize*, which can be trendy but not widely accepted. Some of these terms, such as *economize*, *jeopardize*, and *terrorize*, are well established and fine to use in formal writing, but avoid new words with the *-ize* suffix, such as *incentivize* and *Afghanize*.

Joint. See *combined, joint.*

Just. See *only.*

last, latest, past. *Last* indicates finality, especially in referring to things that come at the end of a chronology or sequence: "This report is the last he prepared before retiring." *Past* refers to things gone by or in recent time; it is preferable in a passage such as "violence during the past 3 years" because this deals with an occurrence in time recently gone by rather than the end of a grand chronology or sequence. *Latest* can mean only "most recent": "This report is the latest on the subject."

latter. See *former, latter.*

lay, lie. *Lie* is an intransitive verb (the kind that does not take an object) meaning to recline (its most common usage) as well as to occupy a position or to remain in a given condition: "He wants to lie on the beach for a week"; "The paper lies on the desk"; "The facility lies 15 kilometers south of Baghdad." *Lay* is a transitive verb (it requires an object) meaning to place something: "Lay the report on the desk after you read it"; the past tense is *laid*: "She laid her timesheet in the inbox." Most confusion between the two verbs results because *lay* also is the past tense of *lie*: "He lay on the beach for a week"; "The paper lay on the desk."

leaders, leadership. [See tone box.]

less, less than. See *fewer, fewer than, less, less than.*

liable. See *apt, liable.*

likely. Preferred usage for *likely* as an adverb is with a modifier such as *most* or *quite*: "He most likely will decide tomorrow." As an adjective, however, it does not require modification: "He is likely to decide tomorrow."

like, such as. *Like* introduces a comparison: "Hills in this part of the country are low and rounded like those near the coast." *Such as* introduces an example from a group: "hills in the Midwest such as those along the Ohio River." For *like* as a conjunction introducing a clause, see *as if, as though, like*. See also *along with.*

located. An overused term in intelligence writing, *located* often can be omitted: "The factory is located 60 kilometers west of Karachi" can become "The factory is 60 kilometers west of Karachi."

logistic, logistics, logistical. *Logistics* is the noun form. For the adjective, either *logistic* or *logistics* is acceptable, though *logistic* is preferred. Either is preferable to *logistical.*

long term, short term. Use these terms only when the context gives the reader an idea of the timeframe. Otherwise, be more specific, such as "within 5 years." See also *near term.*

loose, lose. *Loose* means not attached, restrained, or confined. *Lose* means mislaying something, not having it anymore, being unable to control something, or failing to win.

majority. Meaning "the greater part of something" or "more than half of a total," *majority* by itself is not synonymous with *most*, which in this sense means "the greatest part." When modifiers such as *great* and *vast* are used with *majority*, the combined sense corresponds with that of *most*, and *most* is an effective substitute. When *majority* refers to a vote total, the term is singular: "The prime minister's majority in parliament for health care was only three votes." However, when it refers to a group of people or things, *majority* is a collective noun that can take either a singular or a plural verb. If the sense is oneness, use a singular verb: "The majority of parliament supports the legislation." If members of the majority are acting as individuals, use a plural verb: "The majority of the members of parliament represent working class districts."

material, materiel. *Material* is any substance from which something is made. *Materiel* refers to arms, ammunition, and equipment.

may. See *could, may, might* and *qualifiers.*

meantime, meanwhile. *Meantime* is usually a noun: "In the meantime, she waited." *Meanwhile* is usually an adverb: "Meanwhile, she waited."

media. *Media* is the plural of *medium* (*mediums* also is an acceptable plural) and usually takes a plural verb. However, when *media* is used with *the*, it is a collective noun equating roughly to "the press" or "the press and other mass communication entities." As a collective noun, *media* can take either a singular or plural verb, depending on whether the collective group is acting as a unit (singular) or as separate parts (plural): "The national media has consistently supported the prime minister, but the local media have begun to demonstrate differences, with some supporting the prime minister and some supporting the opposition."

median, mean. See *average, median, mean.*

merely. See *only.*

methodology. If you mean *method, means,* or *system,* use one of those words rather than *methodology* (the study of the science of methods or a group of procedures or rules for an inquiry or branch of study). For example, change "The oil company has not found an effective methodology for cleaning the spilled oil from the beaches" to "The oil company has not found an effective means for cleaning the spilled oil from the beaches." However, *methodology* is appropriate in "The professor explained his students' methodology for surveying the people's satisfaction with the wage supplement."

Not Only ... But Also

The difficulty in using these correlative conjunctions is maintaining the parallel structure of the pieces that follow them: specifically, the part of speech or grammatical construction following *but also* should parallel the part of speech or construction following *not only*. For example, a noun should parallel a noun; an infinitive, an infinitive; a clause, a clause. Therefore, "The unit not only sent the message to its higher headquarters but also to the main directorate" should be changed to "The unit sent the message not only to its higher headquarters but also to the main directorate." Here "to the main directorate," following *but also*, parallels "to its higher headquarters," following *not only*. The sentence also could be changed so that the parallel pieces are "sent the message to its higher headquarters" and "sent the message to the main directorate." In addition, *also* is optional, especially when the pieces following the correlative conjunctions are short.

might. See *could, may, might* and *qualifiers.*

militate, mitigate. *Militate* means "to have weight or effect" for or against: "The facts militate against your interpretation." *Mitigate* means "to moderate or alleviate": "The new social order will mitigate the suffering of the poor."

monetary. See *financial, fiscal, monetary.*

more. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

more important. See *important.*

more than one. Although plural in sense, this phrase almost always takes a singular verb: "More than one factor was involved in her decision."

Moslem. See *Islamist, Islamicist, Moslem, Muslim.*

most. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; majority;* and *only.*

most important. See *important.*

most, mostly. *Most* is not an appropriate substitute for *almost:* "almost everyone" rather than "most everyone." *Most* rather than *mostly* is the correct word to mean "to the greatest degree": "those most affected" rather than "those mostly affected." *Mostly* means "for the greatest part" or "usually": "The attacks were mostly unplanned."

Muslim. See *Islamist, Islamicist, Moslem, Muslim.*

nation. See *country, nation.*

native. See *endemic, indigenous, native.*

near-, nearly. Use *nearly* rather than *near-* to modify most adjectives—for example, "a nearly complete proposal" rather than "a near-complete proposal." An exception is *near-* in *near-real-time*—"near-real-time detection." Also see *only.*

near term. This expression is open to broad interpretation—does it mean days, weeks, months, even years? When possible, replace "in the near term" with more precise language, such as "in the next 3 to 6 months." See also *long term, short term.*

neither ... nor. See *either ... or, neither ... nor.*

none. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

not only ... but also. [See tone box.]

nouns as adjectives. Nouns used as adjectives (*attributive nouns*) are part of standard English usage: for example, "communications intelligence" is preferable to the cumbersome "communicational intelligence." Normally you should not use a noun as an adjective when an adjectival form of the word is available—provided the two words mean the same thing. Often they do not: clearly a "cloud chamber" differs from "a cloudy chamber." In general, stringing a number of attributive nouns together is undesirable; for example, the string "weapon system development and acquisition cost reductions" should be broken up, becoming "cost reductions from weapon system development and acquisition."

Parliamentarian

This is an expert on parliamentary rules and procedures or a member of a parliament, though "member of parliament" is preferred for that second meaning.

number. When *the* precedes *number*, *number* takes a singular verb: "The number of mistakes has decreased." When *a* precedes *number*, *number* takes a plural verb: "A number of mistakes result from carelessness." See also *amount, number.*

obsolete, obsolescent. *Obsolete* means "no longer in use"; *obsolescent* means "becoming outdated or out of use." Thus, something *obsolescent* is becoming *obsolete.*

obviously. See *qualifiers.*

offload. *Unload* is preferable.

off of, out of. *Of* generally is unnecessary when *off* or *out* is used in the sense of motion: "jump off the roof" or "jump out the window," but "move out of the building."

ongoing. See *continual, continuous, continued, ongoing.*

onload. *Load* is preferable.

only. Place *only* close to the word it limits, usually so it adjoins the word. Observe the change in meaning when *only* is shifted within the following sentence:

Only the soldier fired the gun. [No one else fired it.]
The only soldier fired the gun. [No other soldiers were involved with this incident.]
The soldier only fired the gun. [He did nothing else with it or to it; for example, he did not load it.]
The soldier fired only the gun. [He fired nothing else.]
The soldier fired the only gun. [No other gun was associated with this incident.]
The soldier fired the gun only. [He fired nothing else.]

The most common placement problem—one almost all of us commit when we speak—is placing the limiting word in front of a sentence's verb (as in the third sample above). Rarely do we actually

mean to limit the meaning of the verb; usually we intend to limit the meaning of the verb's direct object (as in the fourth sample above).

Similarly, take care with placing *almost, every, just, merely, most, nearly, primarily, principally,* and *scarcely.*

opportune. See *accidental, fortuitous, contingent, incidental, opportune.*

oral, verbal. *Oral* refers to spoken words; *verbal,* to either spoken or written words.

ordinance, ordnance. An *ordinance* is an order, a command, a regulation, or a statute. *Ordnance* is military materiel, cannon or artillery, supplies (particularly explosives) used with the military materiel, or the department responsible for weapons and their supplies. An EOD team is an explosive ordnance disposal team, not an "explosive ordinance disposal" team.

out of. See *off of, out of.*

outside of, inside of. When *outside* is a preposition, *of* is unnecessary: "outside the building," "outside the realm of possibility." The same is true of *inside.*

over. See *during, over.*

pair, pairs. For more than one pair, *pairs* is preferable: "two pairs of antennas."

parliamentarian. [See tone box.]

part. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

Predominant, Predominate, Predominantly, Predominately

Predominant is an adjective meaning having the greatest importance, influence, or authority, especially for a particular period: "the predominant weapon during the early days of the insurgency." *Predominate* is a verb meaning to prevail, to gain power or authority: "His views predominate in all government decisions." *Predominantly* is the preferred adverb.

participles. The chief usage problem connected with participles is with participial phrases that open sentences. Readers expect a modifier that begins a sentence to refer to the subject of the sentence. When a participial phrase cannot logically modify the subject of the sentence, we say the modifier "dangles"—a dangling participle or dangling modifier. In "Popping up from behind the hill, the tank was fired upon by the helicopter," the participial phrase dangles because it cannot modify the subject *tank.* The sentence should read "Popping up from behind the hill, the helicopter fired on the tank."

past. See *last, latest, past.*

pending, impending. *Pending* means "yet to come" or "not yet settled." *Impending* has a similar basic meaning but also connotes a sense of threat or menace.

people, persons, personnel. *Persons* is applicable to a specific, relatively small number: "He killed 10 persons." *People* is acceptable in this sense as well and is the word of choice for a large number of individuals, whether collectively or individually. *Personnel* is a collective noun referring to employees of an organization or members of a group. It should be avoided as a substitute for *people* or *persons*: "six persons" or "six people" rather than "six personnel exited the building." See also *populace, population* for related usage issues.

percent, percentage. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some.*

perhaps. See *qualifiers.*

period of time. *Period* almost always conveys a sense of time, so *of time* generally is unnecessary.

persuade. See *convince, persuade.*

populace, population. *Population* refers to all the people in a specific area or to the number of people in a group, class, or race in a specific area. *Populace* refers particularly to the masses—the general public—and

is not a good substitute for *population* in a statement such as "the population of the lower White River valley speaks a variant of French." See also *people, persons, personnel* for related usage issues.

portal. See *adit, entrance, entryway, entranceway, portal.*

portend, presage. *Portend* means "to serve as an omen or warning." *Presage* connotes a feeling or premonition, a presentiment. Therefore, *portend* is preferable for use with something inanimate, such as an event: "An increase in security violations could portend more serious problems within these forces."

possibly. See *qualifiers.*

practical, practicable. *Practical* indicates useful, effective, or sound. *Practicable* applies to things or concepts that are feasible or achievable and cannot apply to persons.

predominant, predominate, predominantly, predominately. [See tone box.]

presage. See *portend.*

preventive, preventative. Use *preventive.*

primarily. See *only.*

principally. See *only.*

principal, principle. *Principal* is an adjective meaning "most important" or a noun referring to a key official or to money. *Principle*, always a noun, refers to a standard of conduct, an essential element, or a general truth.

prioritize. To *prioritize* is to arrange items in order of priority, as in "prioritize work, school, and family." Avoid using *prioritize* with a single item; in that case, try "place a priority on" or "give priority to."

probably. See *qualifiers.*

pronouns for countries or ships. Use the gender-neutral forms *it* or *its.*

proved, proven. *Proved* is the preferred past participle for the verb: "The story has proved false." *Proven* is the preferred adjective: "a proven success."

provided, providing. Either term is acceptable as a conjunction: "You can use this method, provided [providing] your supervisor agrees." Neither should be used when the word *if* expresses a simple possibility: "The ceremony will be canceled if the rain continues."

publically, publicly. Use *publicly.*

purportedly. See *qualifiers.*

purposely, purposefully. *Purposely* means "intentionally." *Purposefully* indicates determination to reach a goal.

quagmire. *Quagmire* raises particular problems in intelligence writing. The standard definition is a difficult, precarious, or entrapping position. However, the word is so strongly associated with Vietnam that readers may question the parallels with that conflict. Try *predicament* or *quandary* instead.

qualifiers. Intelligence analysts must use qualifiers to remain objective and accurate. They should not, however, habitually hide judgments behind words such as *allegedly, apparently, conceivably, evidently, likely, may, might, perhaps, possibly, probably, purportedly, reportedly, reputedly, seemingly,* and *virtually.* Conversely, they should not strengthen judgments based on weak evidence with words such as *obviously, undoubtedly,* and *clearly.* Moreover, multiple qualifiers (for example, *may possibly*) are never justified.

Represent

This means "to depict" or "to symbolize," not "to constitute." "The dotted line represents the department boundary" is proper usage. "South African gold represents most of the world's output" is not.

question as to whether. See *as to.*

quote, quotation. Except in informal usage, *quote* is a verb; *quotation* is the noun. *Quote* should not be used as a noun to replace *quotation* in general writing.

range, vary. In the elements of their meanings for which *range* and *vary* are similar, *range* refers to changing or differing within limits, whereas *vary* refers to changing in succession. "Elevations range between 500 and 1,500 meters above sea level." "Temperatures vary from season to season."

rare, scarce. Both mean "infrequently occurring" or "uncommon." *Rare* connotes high value. *Scarce* connotes that supplies are insufficient.

rather than. See *instead of, rather than, vice, versus.*

real. See *actual, real, virtual.*

rebut, refute. Though these terms are somewhat synonymous, *rebut* means "to offer opposing arguments," whereas *refute* connotes success in winning an argument.

recurrence, reoccurrence. *Recurrence* has the sense of happening repeatedly or periodically, whereas *reoccurrence* suggests simply happening again.

regards. *In regards to* is substandard. Use *in regard to, with regard to, regarding, about,* or *on.*

rein, reign. A *rein* is a strap attached to a bridle, used to control a horse—hence the expressions "take the reins" and "rein in." Do not confuse it with *reign*, which refers to a monarch's rule.

relatively. See *comparatively, relatively.*

reluctant, reticent. *Reluctant* means "unwilling to act." *Reticent* means "uncommunicative" or "reserved."

remains. See *continues, remains.*

reportedly. See *allegedly, reportedly, reputedly* and *qualifiers.*

represent. [See tone box.]

reputedly. See *allegedly, reportedly, reputedly* and *qualifiers.*

respectively. *Respectively* means "one at a time, in the order indicated." It is particularly useful for matching sets of data, as in this example: "Terrorists attacked markets in Baghdad and Basrah with a vehicle-borne improvised explosive device and rocket-propelled gre-

Omitting *That*

Some writers routinely eliminate *that* when it is a relative pronoun introducing a dependent clause. Leaving out *that* generally works well when the dependent clause simply modifies another word in the sentence. For example, in "The building that the team was watching was unoccupied," omitting *that* causes no problem for readers: "The building the team was watching was unoccupied." We might even argue that the sentence is easier to read without *that*. However, when the dependent clause is the direct object of a sentence's verb, omitting *that* may cause momentary problems for some readers. Consider the following versions of the same thought:

> Moderate Muslim clerics emphasize Islam does not condone terrorism.
>
> Moderate Muslim clerics emphasize that Islam does not condone terrorism.

Omitting *that* from the first version of the sentence causes many readers to initially read "Moderate Muslim clerics emphasize Islam." Because the sentence continues and because that initial thought is simplistic (as Muslim clerics of course "emphasize Islam"), those readers quickly reread the beginning of the sentence to look for a clause that clarifies the thought. This momentary disruption does not occur with the second version of the sentence because the relative pronoun *that* is a marker readers have learned to recognize; it alerts readers to look for the clause that follows. Using *that*—rather than leaving it out—provides the marker readers are accustomed to seeing and alerts them to the structure of the sentence.

nades, respectively." Here *respectively* tells readers that the vehicle-borne improvised explosive device attack was against the market in Baghdad, while the rocket-propelled grenade attack was against the market in Basrah. *Respectively* serves little useful purpose if used at the end of a single set of data—"Terrorists attacked markets in Baghdad and Basrah, respectively"—and usually should be deleted.

reticent. See *reluctant, reticent.*

reveal. See *disclose, divulge, expose, reveal.*

rotary-wing aircraft. See *helicopter.*

roughly. See *approximately, about, roughly, some.*

Sahara desert. Because *Sahara* is Arabic for "desert," use simply *Sahara* or *the Sahara.*

sanction. *Sanction* has meanings that are almost in opposition: from approval and encouragement to penalty or coercion. Therefore, use *sanction* only if context will make its meaning clear.

scarce. See *rare, scarce.*

scarcely. See *only.*

second. See *first, second, third, and so on.*

seemingly. See *qualifiers.*

-shape, -shaped. Use *-shaped,* rather than *-shape,* in a unit modifier: "an H-shaped administration building," "an L-shaped lot." Do not combine either *-shape* or *-shaped* with a modifier that already names a shape; for example, change "a square-shaped structure" to "a square structure." In addition, use "irregularly shaped" rather than "irregular-shaped."

ship. See *boat, ship.*

short term. See *long term, short term.*

should. In intelligence writing, limit *should* to cases that carry a sense of obligation or duty. Use *if* to express a condition. Instead of "Should the outer defenses fail, guards will respond," write "If the outer defenses fail, guards will respond."

sight. See *cite, sight, site.*

significant, significantly. These words suffer from overuse in intelligence writing, especially when applied to ordinary activities or momentary changes. The alternative is to state the facts and let their significance speak for itself.

since. See *as, because, for, since.*

site. See *cite, sight, site.*

situation. Authors frequently use *situation* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "emergency" by itself rather than "emergency situation" and "deteriorating security" rather than "deteriorating security situation."

-size, -sized. Use *-sized* in a phrase such as "medium-sized barrel."

some. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; approximately, about, roughly, some;* and *certain, some.*

stalemate. This term may mislead some people because in chess, a stalemate is permanent and cannot be broken. When referring to a predicament that might be resolved eventually, try *impasse* instead.

start. See *begin, commence, start, initiate.*

stationary, stationery. Something *stationary* is still, not capable of moving, or unchanging. *Stationery* refers to paper for writing, or more generally paper and envelopes or office supplies.

such as. See *like, such as.*

suppose, supposed. *Suppose* is the present tense of a verb that means to assume, to believe, or to consider something to be likely. *Supposed* is the past tense and past participle of the same verb. As the past participle, *supposed* is an adjective that means presumed, intended, expected, or permitted: "The missile was supposed to fly at least 250 kilometers, but it failed shortly after launch."

table. As a verb, *table* can mean "to introduce something for consideration" or "to set an issue aside." If you use *table* as a verb, be sure the context is unmistakable, or use a different verb.

Taiwan, Taiwanese. See *China, Chinese, Taiwan, Taiwanese.*

team. See *collective nouns.*

telecommunication, telecommunications. See *communication, communications, telecommunication, telecommunications.*

that, which, who. Use *that* to introduce a restrictive (defining) clause—one with information that is necessary for full identification of the person or thing the clause modifies. "The platoon that was pinned down held its position" implies that although two or more platoons were involved, only one of them was pinned down, so "platoon that was pinned down" clearly defines which platoon is being discussed. Use *which* with a nonrestrictive (nondefining) clause—one with information that is not essential to fully identify the thing the clause modifies. "The platoon, which was pinned down, held its position" indicates only one platoon is being identified; it cannot be confused with any other platoons, so "which was pinned down" is not required to fully identify the platoon under discussion. Notice that a set of commas accompanies the nonrestrictive clause to set it off from the main part of the sentence; these commas are required in standard English usage. Use *who* only when people are involved; *who* can be used with either restrictive or nonrestrictive modifying clauses, so commas are essential to set off the nonrestrictive uses. Do not use *who* to introduce clauses modifying organizations; an organization is a thing, even though it represents a group of people. In some sentences with restrictive clauses, *that* and *who* may be omitted to tighten wording, although their sense will still be present. See also tone box "Omitting *That*."

there are. See *it is, there are (and similar expressions).*

third. See *first, second, third, and so on.*

though. See *although, though, even though, while.*

ties. Use *ties to* rather than *ties with. Relations with* often works as an alternative.

together with. See *along with.*

to include. *To include* has become a bureaucratic way of saying *including*. The infinitive is appropriate in a sentence such as "The Army will expand training to include live-fire exercises." Otherwise, *including* is preferred: "The regime has supplied militias with military equipment, including [not *to include*] rockets."

toward, towards. Use *toward.*

undoubtedly. See *qualifiers.*

uninterested. See *disinterested, uninterested.*

unknown, uncertain, unclear, undetermined. As an adjective, *unknown* can mean both "not known to anyone" and "not part of the writer's/speaker's knowledge." The usage problem for intelligence writing occurs when someone obviously must know whatever is being discussed but the context suggests that no one knows. One solution to this problem is to substitute *uncertain, unclear,* or *undetermined,* though those terms

will not always improve the situation. The preferred fix is to clearly identify that the author does not know, with something like "DIA does not know whether…." or "We do now know whether…." Serious shortfalls in the knowledge base can be addressed in a tone box dealing with intelligence gaps.

usage, use, employ, utilize. In the most basic sense, these terms are interchangeable; *use*, the shortest term, is the best choice except when you need the more specialized connotation of one of the other terms. *Usage* fits for the way a language or its elements are used, interrelated, or pronounced: "She studied usage of French in Canada." *Employ* is particularly applicable for obtaining or maintaining the services of an individual or object: "During World War II, U.S. companies employed many women in manufacturing." *Utilize* is suitable for something's being useful for a new function, including for an unintended purpose: "He utilized a chair to reach the top shelf."

vary. See *range, vary.*

verbal. See *oral, verbal.*

very. As an adverb, *very* means "in or to a high degree" and often is used to intensify adjectives or other adverbs: "very happy," "very annoyed," "very concerned," etc. The problem comes with overuse of *very* for this purpose, especially with terms for which degrees of intensity are questionable. Few people would argue with dropping *very* from a phrase such as "very complete," as something either is or is not "complete." However, what real meaning does *very* add if we write "very nearly complete"? Even if the author has a difference in mind between "nearly complete" and "very nearly complete," are readers likely to understand that difference in intensity? When you see *very* modifying an adjective or another adverb, ask yourself whether *very* adds anything useful or should be deleted.

vice, versus. See *instead of, rather than, vice, versus.*

virtual. See *actual, real, virtual.*

virtually. See *qualifiers.*

way, ways. Use *way*: "She was a long way from home."

weapon, weapons. Both singular and plural forms are acceptable as modifiers, though the singular (*weapon*) is preferred in most instances, especially when using *weapons* would duplicate the s sound in both modifier and word modified: for example, *nuclear weapon storage* rather than *nuclear weapons storage*; *chemical and biological weapon problems* rather than *chemical and biological weapons problems.*

website. See *cite, sight, site.*

where, in which, for which. Because *where* is associated with locations, *in which* and *for which* are better choices than *where* when the context of a passage has nothing to do with a place or places. "In other cases, where U.S. involvement is not a factor, the working group recommends…." would be better written as "In other cases, in which U.S. involvement is not a factor, the working group recommends…." Similarly, "individuals involved in special assignments, where overtime requirements are likely to exist, should…." would be better as "individuals involved in special assignments, for which overtime requirements are likely to exist, should…."

whether. See *if, whether.*

which, who. See *that, which, who.*

while. See *although, though, even though, while.*

with. Avoid using *with* as a conjunction similar to *and*. For example, write "Attention has focused on maritime security, and the president has signed an order to create a coast guard" instead of "Attention has focused on maritime security, with the president signing an order to create a coast guard."

within. See *in, within.*

Economy of Words

Concise wording makes reading easier. The key is compression, not omission. In particular, watch for unnecessarily wordy phrases that have become habitual in our writing. One small connecting word often can do the work of several. In addition, watch for redundancies—eliminating the duplicative idea compresses and sharpens the expression.

For	*Try*
abortive coup attempt	abortive coup
absence of	no
absolutely essential	essential
acute crisis	crisis
adequate enough	adequate
a distance of 14 kilometers	14 kilometers
advance planning	planning
afford an opportunity	let, permit, allow
after the conclusion of	after
aggregate total	total
a large portion of	many, much of
all-time record	record
along the lines of	like, such as
am (is, are) going to	will
a myriad of details	myriad details
appear to be	appear
appointed to the post of	appointed
around the world	worldwide
at a later date	later
at the present time	now, currently, at present
at this point in time	now, currently, at present
back up	back
before long	soon
blue in color [also applies to other colors]	blue [or other named color]
bring an end to	end
built a new	built a
by means of	by, with
by the time	when
close confidant	confidant
close proximity	close, near, proximity
close scrutiny	scrutiny
collaborate together	collaborate
combat environment	war, battlefield
combine together	combine
come in contact with	meet
commented to the effect that	commented that
completely unanimous	unanimous
completely untrue	untrue

For	*Try*
complete monopoly	monopoly
conduct a raid	raid
consensus of opinion	consensus
contingent upon	depends, hinges on
continue to maintain	maintain
continue to remain	remain
cooperate together	cooperate
cost the sum of	cost
cover over	cover
crisis situation	crisis
dates back from (to)	dates from (to)
depart from	leave
despite the fact that	although
destroyed by fire	burned
divide up (off)	divide
due to the fact that	because, since, hence
during such time as	while
during the time that	while
each and every one	each
economic situation	economy
eliminate altogether	eliminate
end product	product
end result	result
entirely absent	absent
entirely complete	complete
entirely eliminated	eliminated
established a new	established
estimated at about	estimated at
famine condition	famine
few in number	few
filled to capacity	filled
final outcome	outcome
final settlement	settlement
firm commitment	commitment
foreign import	import
form a new unit	form a unit
for the amount of	for
for the most part	usually
for the purpose of	for, to
fresh beginning	beginning
full complement of	complement of
future prospect	prospect
galvanize into action	spur, prompt
gave a briefing	briefed

For	*Try*
general public	public
has (have) the ability (capability, capacity) to	can
hope for the future	hope
hour of noon	noon
important essentials	essentials
in addition . . . also	in addition
in an effort to determine	to determine
in a number of cases	some, sometimes
in a position to	can, able to
inasmuch as	because
in a suspicious manner	suspiciously
in case	if
include among them	include
in conjunction with	and, or
in connection with	in, on, about, with
individual persons	individuals
in lieu of	instead
in order that	so
in order to	to
in regard to	regarding, on, about, concerning
in relation to	concerning, regarding, about
in short supply	scarce
insofar as	because, since, as
in terms of	in, for
in the amount of	for
in the city (town) of	in
in the course of	in, during, while
in the event that (of)	if
in the interest of	for
in the interim period between	in the interim
in the majority of instances	usually
in the midst of	amid
in the month of	in
in the near future	soon, shortly
in the process of fighting	fighting, while fighting
in the vicinity of	near, around
in this day and age	today
in 2 years' time	in 2 years
in view of the fact that	since, because, although
join together	join
just recently	recently
large in size	large
last of all	last, finally
launch a new operation	launch an operation, begin
link together	link

For	*Try*
located at	in, at
major breakthrough	breakthrough
make a decision	decide
make arrangements	arrange
make preparations	prepare
many in number	many
may possibly suggest	suggest
meet up with	meet
merge together	merge
more paramount	paramount
more perfect	perfect
most unique	unique
multitude of	many
never before in the past	never before
new discovery	discovery
new initiatives	initiatives
new recruits	recruits
of an indefinite nature	indefinite
of great importance	important
on a few occasions	occasionally
on a regular basis	consistently, regularly
on a timely basis	fast, quickly, rapidly
on condition that	if
one of the last remaining	one of the remaining
one of the purposes (reasons)	one purpose (reason)
on the occasion of	when, for
on the part of	by, for, among
owing to the fact that	because, since, hence
pare down	pare
passing phase	phase
penetrate into	penetrate
personal friend	friend
plan ahead	plan
plan in advance	plan
plethora of	many
pressing for the imposition of a curfew	pressing for a curfew
primarily focused on	focused on
prior to	before
prominent and leading	prominent
provided that	if
provide support to	support
reason is because	reason is
reason why	reason
recalled back	recalled
recur again	recur

For	*Try*
reduce down	reduce
repeat again	repeat
resume again	resume
retain his position	remain
revert back	revert
rise up	rise
separate out	separate
serious crisis	crisis
serve(s) as	is, are
SIGINT reports [or other INT]	SIGINT [or other named INT]
skirt around	skirt
small in size	small
still remains	remains
subsequent to	after, since
substantial portion	much, large part
succeeded in defeating	defeated
succeeded in ending	ended
sworn affidavit	affidavit
take action on	act on
temporary reprieve	reprieve
true facts	facts
under active consideration	being considered
until such time as	until
usual customs	customs
violent explosion	explosion
when and if	if
whether or not	whether
with reference to	on, about, concerning
with regard to	regarding, on, about, concerning
with the exception of	except, except for
with the result that	so
worst ever famine	worst famine

Simple Words

Keep writing simple and direct. In many cases using the following simple words will strengthen the writing and make it easier to read.

For	*Try*
accomplish	do
adequate	enough
advantageous	helpful
advise	report, say, tell
ameliorate	improve, better
approximately	about, nearly, roughly, some
ascertain	learn, find out
assistance	help, aid
attempt	try
citizenry	citizens
commence	begin, start
concerning	about, on
construct	make, build
contradistinction	opposite
customary	usual
deem	think
demonstrate	show
dialogue	conversation, discussion, talks
dispatch	send
dwell	live
effectuate	cause
endeavor	try
evince	show
exacerbate	aggravate, worsen
fabricate	make, build
facilitate	ease, help
finalize	complete, finish, conclude
frequently	often
heretofore	before, until now
impact	effect
implement	carry out, fulfill, do
inaugurate	begin, start
individual flotation device	lifejacket
induce	persuade
initial	first
initiate	begin, start
innumerable	many
materialize	happen, appear
maximum	most, greatest
minimum	least, smallest

For	*Try*
necessitate	force, cause
notwithstanding	although, despite
obfuscate	hide, mask
objective	goal, aim
opine	think, believe
optimum	best
output	product, yield
per	a, each
perceive	believe, see
populace	people
prerogative	privilege
prioritize	rank
procure	get, buy
proliferate	spread
rail infrastructure	railroads
regarding	about, on
request appropriations for	ask for money for, ask for funds for
reside	live
rotary-wing asset	helicopter
spaceborne platform	satellite
stated	said
stockpile	stock
subsequently	later
sufficient consideration	enough thought
terminate	end, finish
transmit	send
transpire	take place
ultimate	final
upon	on
utilize	use
vice	instead of, rather than
virtually	almost
weaponry	weapons
whenever	when

CHAPTER 6: Punctuation

UNCLASSIFIED

What the semicolon's anxious supporters fret about is the tendency of contemporary writers to use a dash instead of a semicolon and thus precipitate the end of the world. The main reason people use the dash is that they know *you can't use it wrongly*—which, for a punctuation mark, is an uncommon virtue.

—Lynn Truss, *Eats, Shoots & Leaves*

UNCLASSIFIED

CHAPTER 6: Punctuation

Punctuation is intended to promote readability. It helps clarify the structure of written material and provides clues for how to read material aloud. Sometimes punctuation is critical for readers' understanding of what an author intended to say.

Apostrophe

For Possessives

The Basic Rule. Form the possessive case of singular nouns, indefinite pronouns, and abbreviations by adding an apostrophe and a lowercase s. For most plural nouns add only an apostrophe; however, for irregular plurals (ones that do not end in s), add an apostrophe and a lowercase s.

boy: the boy's book	boys: those boys' books
woman: the woman's briefcase	women: the women's briefcases
Jones: the elder Jones's papers	Joneses: the Joneses' home
Thai: that Thai's passport	Thai: those Thai's passports
CO: the CO's orders	COs: those COs' orders
Shiite: the Shiite's factory	Shia: those Shia's neighborhood
each other: each other's territory	

The basic rule applies to proper names and abbreviations ending in sibilants (the hissing sound of an *s*, *x*, or *z*). However, leave off the *s* after the apostrophe if the extra sibilant is not normally pronounced.

Gibbons: General Gibbons's tactics	Marx: Marx's manifesto
Juarez: Juarez's troops	Berlioz: Berlioz's music
CBS: CBS's broadcasting	Damascus: Damascus's intentions
HAMAS: HAMAS's activities	*but* the Netherlands' policy
	the Philippines' interest

Some Complexities. One exception is for common nouns ending in *s* or *ce* when followed by a word beginning with *s*: in these cases the possessive of the common noun is formed with only an apostrophe.

for goodness' sake	for convenience' sake

For *corps* (both singular and plural and whether as a common or proper noun), add only an apostrophe.

the corps' barracks	the two corps' mission
11th Corps' field hospital	the Second Artillery Corps' strategic missiles

For compound titles, make the last word—the word closer to the thing possessed— possessive.

the secretary general's speech	the secretaries general's speeches
the commander in chief's decision	the commanders in chief's decisions
the assistant chief of staff's policies	the assistant chiefs of staff's policies

To show joint possession for two or more nouns, make only the last one possessive.

Phil and Dick's collaboration on the Sudan report was a success.

However, to show individual possession, make each noun possessive.

Phil's and Dick's draft reports on Sudan did not agree on two key points.

Follow the form of the original for geographic names; names of firms, organizations, and institutions;

and titles of publications. Of note, most place names today—but not all—do not include apostrophes, and some that did at one time (such as Harper's Ferry in the beginning) no longer have the apostrophe.

Harpers Ferry	Martha's Vineyard
Lloyds Bank; follow Lloyds's lead	Lloyd's insurance; follow Lloyd's lead
Johns Hopkins University	*Reader's Digest*

What we call the possessive case often is used when ownership is not involved. Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case—which came to be called the possessive case in the 18th century—and does not involve possession. These forms are perfectly acceptable.

2 hours' pay	a dollar's worth
the room's furnishings	the airplane's speed
for pity's sake	for old times' sake

Do not use an apostrophe with the possessive form of personal pronouns. Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has"). Generally avoid contractions in intelligence writing.

his	ours
hers	yours
its	theirs

Apostrophes and Descriptives

Do not use an apostrophe after the name of a state, country, or most other bodies ending in s, or after words more descriptive than possessive, except when the plural does not end in s.

Massachusetts laws	*but*	children's hospital
Bureau of Ships report		Commission on the Status of Women's headquarters
writers guide		Congress's priorities
officers club		
commanders conference		
dockworkers strike		

For a date, be careful to distinguish between the plural (formed with a lowercase s, as in *1970s*) and the possessive (formed with an apostrophe and a lowercase s for a singular date, as in *1970's*, or with just an apostrophe for the plural possessive, as in *1970s'*). The plural *1970s* refers to the years in that decade (1970 through 1979), whereas the possessive *1970's* refers to something belonging to that year and the plural possessive *1970s'* to something belonging to that decade.

For Some Plurals

Except as noted in the exceptions below, use an apostrophe and a lowercase s to form the plural of an abbreviation that ends in a lowercase letter or to form the plural of a single letter or digit.

cy's	7's and 8's
dotting i's and crossing t's	

- Do not use an apostrophe for the plural for an abbreviation that is treated as a word:

emails	lasers
medevacs	radars
scubas	sonars

- Do not use an apostrophe and a lowercase s for the plural of a unit of measure, as units of measure appear the same for both singular and plural instances.

  67 km (*not* 67 kms) 550 t (*not* 550 t's)

- Do not use an apostrophe for the plural of an abbreviation ending in an uppercase letter or a number.

  ICBMs SS-25s
  MiGs H-IIs

Brackets

Square Brackets

Use square brackets—[ ]—for the following:

- To enclose a parenthetical expression inside a set of parentheses.

  The temperature in the room (20 °Celsius [80 °Fahrenheit]) was the main reason the meeting broke up early.

- To enclose an interpolation, such as an editorial remark, within a direct quotation. However, a parenthetical remark that is part of the original material being quoted and that is within parentheses would remain in parentheses.

  The defense minister stated that he would "resolve the apparent policy shift with him [the prime minister] before the meeting."

If you need to label a mistake, such as a misspelling or wrongly used word, within a direct quotation, you can show *sic* (in roman rather than italic type) within square brackets immediately following the error you are labeling.

> The article seemed to be cursed from the start, as its title first appeared as "Elections in Chili [sic] Likely To Topple President."

This interpolation tells readers that you are aware of the mistake and did not introduce it. Use this technique sparingly, however, as readers also may wonder why you felt the need to quote erroneous material. A better alternative, if it is available, is to present the quotation in a way that will allow you to omit the erroneous text.

Angle Brackets

Use angle brackets—< >—for Intelink and Internet URLs (uniform resource locators), email addresses, and account names when you present them in text, but omit angle brackets with live links. This technique was devised to clearly distinguish between punctuation that is part of an electronic address and punctuation for the sentence. It also allows for a break to be made in a URL that is too long to appear on a single line; make such a break at internal punctuation within the URL, and do not add any sort of punctuation at the break in the line. You may have to insert the angle brackets a second time to make them appear in text if Word automatically converts the URL to a hyperlink.

> *The World Factbook* is available on JWICS at <https://www.cia.us.qlat/DI/Factbook/index.html> and on NIPRNET at <https://www.cia.gov/library/publications/the-world-factbook/>.

Angle brackets are unnecessary when referring to a website name, even if ".com" is part of the name.

> The group used Twitter to spread word of the demonstration.
> The online newspaper *Boston.com* carried a photo of the suspect.

Bullets

Marking Bulleted Items

Use a bullet (•) or caret (>), depending on the product line, to set off each item of an indented list. Using subordinate levels below the bullet level is discouraged. If subbullets are necessary in publications and correspondence, mark each with an en-dash (–), which Word makes available for this type of bullet.

- The first item in a bulleted list.
- The second item in the bulleted list.
  - A subbullet.
  - A second subbullet.
- The third item in the bulleted list.

Keep indentation as formatted in DI's current product line templates for bulleted lists. However, for correspondence, such as info memos, action memos, and response memos, align bullets with the left margin. The left end of the en-dash that marks a subbullet should be aligned on the left with the start of the text for the primary bullets.

Presenting Bulleted Items

For textual products (but not briefing slides), use an initial capital letter for the first word of the material in each bulleted item (or each subbulleted item), and end the material with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. Of course, a bulleted item also could have multiple sentences, and these would be punctuated as normal sentences. Most of the formats DIA uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DIA uses slightly different presentation. Each bulleted item begins with an initial capital letter, but the bulleted items have no end punctuation unless a bulleted element has multiple sentences; then only the final sentence has no end punctuation.

Colon

Use a colon (:) for the following:

- At the end of a sentence to point to material that summarizes or expands on the thought in the preceding portion of the sentence. Any grammatical unit can follow the colon: a word or phrase, a series of words or phrases, a dependent clause or clauses, or even a sentence or series of sentences.

  The foreign delegation visited three cities in the United States: New York, Chicago, and Los Angeles.

  The general is well qualified to serve as Army commander: he has served 5 years as the vice commander and previously held key leadership posts in each of the military districts.

  If a single sentence follows a colon for this purpose, begin that sentence with a lowercase letter—essentially linking it to the previous sentence, as in the second sample above. However, if a series of sentences follows the colon, begin each of them with a capital letter.

- To introduce a list set off from the rest of the text by indentation (as with the colon in the last example in the box below).
- To introduce some direct quotations. A colon is the normal punctuation mark to introduce a direct quotation when a long quotation is indented as a block to separate it from a paper's body text or after a formal introduction such as "as follows" or "the following."

The prime minister said the following in a speech outside the parliament building on 27 March 2010:

> My government is not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

Improper Colon Use

Do *not* use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

Not: The Army wants several U.S. military systems, such as: attack helicopters, Patriot missiles, and Humvees.

But: The Army wants several U.S. military systems: attack helicopters, Patriot missiles, and Humvees.

Or: The Army wants several U.S. military systems, such as attack helicopters, Patriot missiles, and Humvees.

Or: The Army wants several U.S. military systems:

- Attack helicopters.
- Patriot missiles.
- Humvees.

For the introduction to the indented list above, the sentence could have been written like this: "The Army wants several U.S. military systems, such as"; even though this introduction would not be grammatically wrong, the *such as* is unnecessary, as the colon by itself is sufficient to introduce the list that follows.

Punctuation for Source Reference Citations (Endnotes) in Intelligence Products

Placement of Reference Numbers in Text in Relation to Sentence Punctuation. Endnote references in the text of a product are numbered sequentially, beginning with 1, and should be placed as close as reasonably possible after the text to which the number refers—but always at the end of a clause or phrase and after ending punctuation (comma, semicolon, period, and quotation marks). Often the endnote reference number can go at the end of a sentence, as in the first sample below.

... end of sentence.[1] New sentence....

Two days later the so-called Green Revolution began;[2] young members of the People's Progressive Party rioted in the capital.

Although the prime minister insisted that his administration was not responsible for the rioting in the capital,[3] he offered little justification for the brutality of the repressive measures he is believed to have ordered to bring quiet to the city's streets.

Punctuating Multiple Reference Numbers in the Same Location. For writing in academia, authors almost never need multiple footnote or endnote reference numbers in the same location. Instead, they use a single reference number, which corresponds to a footnote or endnote presenting information for the multiple sources. This practice is not practical for DIA's intelligence products, however, because of the coding DIA uses for posting products and because selected endnotes may have to be sanitized for some dissemination. As a result, DIA products sometimes have multiple endnotes in the same location. Multiple reference numbers should be separated with a comma and a space after each reference number.

... end of sentence.[4, 5, 6] New sentence....

Note, however, that other punctuation marks, such as a comma or em-dash (or no punctuation at all), also may be appropriate before a direct quotation, depending on how the quoted material fits into the writer's sentence pattern. For example, the sample above could have been written like this instead:

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

> not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

(See also page 130 for use of a comma to introduce a short quotation.)

- Between a title and a subtitle.

  "Russia: Outlook for Key Military Reforms"

An em-dash can fulfill this same function, though a colon is more common. Moreover, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em-dash for the other rather than using two colons or two em-dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

- To show a ratio. If the ratio is used as an adjective, however, use hyphens and *to*.

  Her chances are 15:1.
  but She has a 15-to-1 chance.

Comma

Use a comma (,) for the following:

- To separate two words or figures that otherwise might be misunderstood.

  Of the total, profit from the first sale raised the most concern.
  In 2009, 870 tractors were completed. (*But:* In 2009 only 870 tractors were completed.)

- After every item in a series except the last item. This rule applies whether the items in the series are single words, phrases, or clauses.

  Exports include copper, lead, zinc, and tin.
  Copper, lead, zinc, and tin are exported.

If any item within a series itself requires commas, use semicolons to separate the items of the series. However, the same rule still applies for semicolons for the major parts of the series and for commas within any of the parts.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Serial Comma

Note that DIA uses a comma after the next-to-last item in a series (serial comma). Advocates of "open" punctuation leave out the comma after the next-to-last item in a series of three or more things—a style some popular periodicals employ. Generally, however, this is a disservice to readers. Because items within a series may be compound, if you leave out the comma after the next-to-last item, readers cannot tell when they see *and* or *or* in a series whether that word joins parts of a compound element within the series or whether it precedes the final item of the series. Always providing the comma after the next-to-last item in the series will eliminate the need for rereading to correctly understand the series.

- Before a coordinating conjunction that joins two independent clauses (full sentences). Coordinating conjunctions are *and, or, nor, for, but,* and sometimes *so* and *yet.*

  Traffickers smuggle in both cocaine and marijuana, but domestic marijuana is available in small quantities.

  Note: Do not confuse a coordinating conjunction that joins independent clauses with one that joins verbs in the same clause. No comma is required before *and* in the following sentence:

  He served in the Air Force until 1988 and has worked for DIA since then.

- After a dependent clause that begins a sentence.

  Because they needed funds to expand their operations, the insurgents became involved with drug trafficking.

  A comma usually is not necessary before a dependent clause that ends a sentence, especially a dependent clause that is closely related to the meaning of the main clause. In the following example, for instance, the ending dependent clause explains why the main clause is true.

  The insurgents became involved with drug trafficking because they needed funds to expand their operations.

  However, a dependent clause that follows a sentence's main clause and is not essential to the meaning of the main clause—usually because it provides additional information or departs from the main clause in a new direction—may require a comma at the start.

  Insurgents in the mountains are well protected, whereas those attempting to operate in the lowlands are more vulnerable to interdiction.

- After a dependent clause immediately following a coordinating conjunction that joins two independent clauses. (The coordinating conjunction in the following example is *but.*)

  The Army commander initially claimed that guerrillas had attacked the convoy, but after operational details appeared in the press, he revealed that friendly troops had fired on the trucks.

  Note: Advocates of "close" punctuation also would use a comma between *but* and *after*—at the beginning of the dependent clause that follows the coordinating conjunction—because the dependent clause interrupts the primary flow of thought in the sentence. That way of punctuating the sentence, however, would result in commas on both sides of *but,* which many readers find excessive, so most writers and readers today are more comfortable with the comma at the end of the dependent clause (following *press*) but would not use a comma at the start of the dependent clause (before *after*).

- After a long phrase that begins a sentence. No clear guidance defines *long* for this purpose. The role of the comma is to aid readers—by pointing out where the sentence changes from introduction to main clause—so look at the sentence as readers would. Usually you'll want a comma after an introductory phrase of more than three words. A comma is optional but may aid readability after a short introductory phrase followed by a capitalized word.

  Because of his need for control, he expanded the operations of his organization.
  After his operation he retired from the firm.
  In March, Andorra announced the establishment of a national riverine surveillance system.

- Both before and after a long phrase or clause that occurs between the subject and the verb of a sentence.

  The platoon, having been ordered to prepare to disable the bridge, attached explosive charges to the bridge supports.

  A clause or phrase such as this one between a sentence's subject and verb may interrupt the flow of thought too much and may make a sentence unnecessarily complex. Moving the interrupting clause to the beginning of the sentence (or occasionally to the end) may result in a better sentence.

Watch for Dangling Modifiers

When a sentence includes a modifying phrase or clause but lacks a word the modifier can reasonably modify, the modifier "dangles."

- The most common dangling modifier occurs at the beginning of a sentence. Readers expect a modifier at the start of a sentence to modify the sentence's subject. When that relationship is not reasonable, the modifier dangles.

Consider the following:

> Arriving at the forward operating base after the attack had begun, the perimeter was quickly secured by the company.

This sentence literally says that the perimeter arrived at the forward operating base after the attack had begun. Because that is nonsensical, the opening long modifying phrase dangles. One way to repair the sentence is to put the appropriate term in the subject position:

> Arriving at the forward operating base after the attack had begun, the company quickly secured the perimeter.

Be particularly careful with sentences beginning with *Based on ...*, especially when such a sentence opening is paired with a passive voice construction, like this one:

> Based on the sequence of operations just prior to the failure, the system design is considered to have caused the failure.

This sentence says that the system design based something "on the sequence of operations just prior to the failure." We cannot tell from this sentence who assessed the failure on the basis of the sequence of operations, but we know it was not the system design itself. The sentence needs to be rewritten.

> Having been ordered to prepare to disable the bridge, the platoon attached explosive charges to the bridge supports.

- To set off a nonrestrictive word, phrase, or clause. *Restrictive* material is essential for the definition of whatever it modifies and is not set off from it. *Nonrestrictive* material is not essential for definition of whatever it modifies, interrupts the flow of the sentence, and is separated from the thing modified with a comma or set of commas.

> She briefed on three topics that were of high interest.
>
> She briefed on three topics, which were of high interest.

Marking Interruptions

Three types of punctuation marks can set off interrupters: commas, parentheses, and em-dashes. Choosing among them depends on the amount of emphasis you want to give to the interrupter:

- Commas set off the interrupting material, marking it as nonrestrictive, without affecting the emphasis on the interruption. That is, commas provide standard emphasis.
- Parentheses take emphasis away, making the words set off like a whispered aside.
- Em-dashes add emphasis to the words they set off.

The first of those sentences *implies* that more than three topics existed and says that three of them were high-interest topics. Because *that were of high interest* restricts the definition of *three topics*, the modifier is essential to the meaning and is not set off with a comma. The second sentence *says* three topics existed; no more definition is required, though the sentence adds the nonrestrictive information that the three topics were highly interesting. If the nonrestrictive material had come in the middle of the sentence, it would have needed commas on both sides.

> The supervisor, who was dismissed in 1972, was rehired the next year.

What if more than one supervisor had been fired—one in 1972 and one in 1978? Then *who was dismissed in 1972* would be necessary for the definition of *supervisor* and the sentence would have no commas:

The supervisor who was dismissed in 1972 was rehired the next year.

- To set off a nonrestrictive word, phrase, or clause used in apposition to a noun. An appositive (the material in apposition to the noun) is a special type of interrupter that provides an explanatory equivalent for the noun it follows. Like other interrupters, it can be either restrictive or nonrestrictive, depending on whether the appositive is necessary for understanding the noun it accompanies. Nonrestrictive appositives are set off from the noun for which they are equivalents—usually with a set of commas (though parentheses or em-dashes could be used instead)—whereas no punctuation should be used to set off a restrictive appositive.

  Two of Saddam Husayn's children, Uday and Qusay, died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

  The appositive *Uday and Qusay* is nonrestrictive because we can understand the main point of the sentence, that two of Saddam's children were killed, without the names of which children died in the firefight.

  Saddam's children Uday and Qusay died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

  Here the appositive *Uday and Qusay* is restrictive—and not set off with commas—because not all of Saddam's children died in the firefight.

Beware of Comma Splices

A comma splice—a misuse of the comma—occurs when a writer joins two independent clauses with only a comma.

He worked for the company for 20 years, he took a leave of absence from 1952 to 1954.

Few authors in DIA would make that mistake. A more common error introduces a comma splice when a conjunctive adverb comes between the two clauses but the writer uses only a comma before the conjunctive adverb:

He worked for the company for 20 years, however he took a leave of absence from 1952 to 1954.

or

He worked for the company for 20 years, however, he took a leave of absence from 1952 to 1954.

A conjunctive adverb and a comma or commas cannot join two independent clauses in that fashion. Changing the first comma to a semicolon is one way to correct the error.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

- To set off a contrasting statement in a sentence.

  Stanley, not Jameson, won the trophy.

  Workers completed construction, but neither on time nor within the budget.

- After a conjunctive adverb unless it is the last word in the sentence. Conjunctive adverbs are words like *however, moreover, nevertheless,* and *therefore*. A conjunctive adverb in the middle of a clause needs commas on both sides; if it is the last word in a sentence, it will be preceded by a comma.

He worked for the company for 20 years. However, from 1952 to 1954 he took a leave of absence.
He worked for the company for 20 years; however, from 1952 to 1954 he took a leave of absence.
He worked for the company for 20 years;
from 1952 to 1954, however, he took a leave of absence.
He worked for the company for 20 years;
from 1952 to 1954 he took a leave of absence, however.

- To separate coordinate adjectives (unless they are joined by *and*).

  It will become a neutral, nonaligned state.

  Coordinate adjectives independently modify a noun or noun phrase. In the sample sentence above, both *neutral* and *nonaligned* modify *state* independently. This is not the case with cumulative adjectives. In "illegal drug trafficking," *illegal* modifies not just *trafficking*, but *drug trafficking*. Therefore, *illegal* and *drug* are not coordinate, so no comma should go between them.

Coordinate and Cumulative Adjectives

Because of the independence of coordinate adjectives, you can check for two characteristics that help distinguish them.

- Coordinate adjectives are reversible; cumulative adjectives are not. You could write *nonaligned, neutral state*, but *drug illegal trafficking* just sounds peculiar.
- *And* fits naturally between coordinate adjectives, but not between cumulative adjectives. You could write *neutral and nonaligned state* but not *illegal and drug trafficking*.

Of course, modifier chains can include both coordinate and cumulative adjectives. Consider the modifiers in the following sentence.

Several short, swift tributary streams crossed the clearing.

Short and *swift* are coordinate adjectives; both modify *tributary streams* separately and are separated by a comma. However, *several* modifies *short, swift tributary streams*, and the *short, swift* combination modifies *tributary streams* (not just *streams*), so no comma comes after *several* or after *swift*.

- To introduce some direct quotations. A comma is the normal punctuation mark to introduce a short direct quotation, separating it from the identification of the speaker.

  The minister said, "We must avoid hostilities."
  "We must avoid hostilities," the minister said.

  However, do not use the comma with a quotation that is only part of a sentence. A sentence that includes a partial quotation requires only punctuation that would be normal for the sentence itself—with nothing besides quotation marks to set off the quoted material.

  The minister said his nation "must avoid hostilities."

  In addition, do not use a comma to set off an indirect quotation. An indirect quotation captures the thought from the original material through a summary or paraphrase but does not directly quote the original.

  The minister said his nation needed to steer clear of fighting a war.

  (See also page 124 for use of a colon to introduce a long quotation indented as a block or a quotation that follows a formal introduction.)

- To indicate that a word or words have been omitted.

  Profit in 2008 was $4 million; in 2010, $10 million.

- To separate an individual's title and an organization's name when *of* and *of the* are not present.

  John Smithson, director, Research Department, Stockton Company....

- To set off a province, state, or country from a city name; *Jr.*, from a person's name; and *Inc, Ltd,* or *SA,* from a corporate name.

  Born in Baltimore, Maryland, Franco Garibaldi, Jr., now directs Recycling, Inc.

- To separate digits in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

2,973	*but*	during 2009
3,946,834		the 1028th Brigade
		1400 hours
		job number 518225/10
		3,732.14592
		pages 3614 and 3617
		1812 kHz (*but* 15,117 kHz and 1,832 MHz)

Dashes and the Hyphen

Dashes—the em-dash and the en-dash—and the hyphen differ in length. Theoretically a hyphen is half the length of an en-dash, which is half the length of an em-dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an em-dash (—) is longer than an en-dash (–), which is longer than a hyphen (-).

More important are the differences in uses for these punctuation marks. This chapter covers em- and en-dashes. Hyphens are used in compounding, which Chapter 7 covers in detail.

All three marks are produced without spaces on either side:

em-dash:	She participated in this attack—as she did in four earlier attacks.
en-dash:	13 December 2009–5 January 2010
hyphen:	self-propelled

Dashes

Em-Dash

Use an em-dash (—) for the following:

- As with commas or parentheses, to set off an interrupter in a sentence. If the interruption ends the sentence, only one dash, at the beginning, sets off the material. When an interrupter occurs inside a sentence, a set of dashes is required. Em-dashes that set off interrupting material emphasize the interrupter. The interrupter could be an appositive that the writer wishes to emphasize, as in the third sample below, or a point that abruptly changes the flow of thought in a sentence, as in the fourth sample.

  He was a key player in upsetting the coup attempt—as he was with two previous attempts.

  In this coup attempt—as with two previous attempts—he was a key player in upsetting the work of the coup plotters.

  Before Saddam Husayn was captured, his two sons who were significant in his regime—Uday and Qusay—died in a firefight with U.S. troops in Mosul.

  Workers completed construction in April—almost half a year later than projected.

Do not use an em-dash as a substitute for a semicolon simply to connect two independent clauses. Clauses connected with an em-dash should have a stronger connection than the following example demonstrates:

The minister traveled to Rome—later he continued to Istanbul.

- As with a colon, at the end of a sentence to point to material that summarizes or expands on the material in the preceding portion of the sentence. A word or phrase, a series of words or phrases, a dependent clause, or an independent clause can follow the dash. Unlike the colon, however, a dash would not precede a series of sentences.

  The foreign delegation visited three cities in the United States—New York, Chicago, and Los Angeles.

- Like a colon, between a title and a subtitle.

  "Russia—Outlook for Key Military Reforms"

A colon is more common for that purpose. However, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em-dash for the other rather than using two colons or two em-dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

En-Dash

Use an en-dash (–) for the following:

- To connect two parts of continuing or inclusive numbers, whether page references, dates, or time. When continuing numbers are joined in this manner, the range means "to and including" or "through."

pages 1214–33	August–September 2010
1400–1430 hours	13 December 2009–5 January 2010

However, do not use an en-dash (or a hyphen) to replace *to* in "from x to y" or *and* in "between x and y":

not	from 10–12 August	*but*	from 10 to 12 August
	between 2008–10		between 2008 and 2010

- To replace *to* in election results, scores, and directions. This is similar to the use above in continuing or inclusive numbers, but the en-dash no longer occurs in a numerical range.

  The election resulted in a 153–13 vote.
  The game ended in a 2–2 tie.
  The Rome–Naples rail line was flooded 17 kilometers southeast of Rome.

- In place of a hyphen to connect two parts of a compound term when one part of the compound is hyphenated or consists of more than one word. However, as the examples below illustrate, the width difference between a hyphen and an en-dash is not dramatic, so using *to* may be preferable to using an en-dash to connect compound terms when one part is hyphenated.

  first-stage–third-stage operations [better: first-stage to third-stage operations]
  pages 6-3–6-5 [better: pages 6-3 to 6-5]
  post–Operation ENDURING FREEDOM
  Joint Intelligence Operations Center–Afghanistan
  United States Forces–Iraq

Ellipsis

An ellipsis—three spaced periods (. . .)—marks an omission of a word or words within a direct quotation. When a quotation clearly is not a complete sentence, you do not need an ellipsis to show that material has been left out at the beginning or end of the quotation. No ellipsis is needed with the following quotation because *must avoid hostilities* obviously does not constitute a complete sentence:

> The minister said his nation "must avoid hostilities."

However, when your editing results in what appears to be a complete sentence, use an ellipsis at the beginning, end, or both (depending on where you cut material) to show that you have modified the original. Consider the following source paragraph:

> Writing in 1890 about Custer's defeat on the Little Bighorn River in 1876, Charles King described three factors that appeared to have contributed to Custer's mistakes. Dividing his command into columns to converge on the Indian village from different directions was a tactic that had worked for Custer and the 7th U.S. Cavalry at the Battle of Washita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn River hid much of the Sioux encampment from sight, making the village appear smaller than it was. Finally, when he saw evidence of heavy activity where he expected the Sioux village to be, Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing, justifying an immediate attack.

Using "Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing" from that source passage would appear to quote a complete sentence, so the quotation would need an ellipsis at the beginning and one at the end to make clear that the quotation truncates the original:

> In analyzing Custer's mistakes at the Little Bighorn, Charles King indicated that "... Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing...." For that reason he attacked without conducting thorough reconnaissance of the battle area. Unfortunately for Custer and the 7th Cavalry, the Sioux were preparing to fight rather than retreating.

This sample also demonstrates the two primary format styles associated with using an ellipsis:

- When an omission occurs inside a sentence or at the beginning, the result looks like the following or like the first ellipsis in the preceding sample.

  "Tin and lead ... are the primary exports."

- When an omission occurs at the end of a sentence, use four spaced periods without a space in front of the first period (a period for the sentence plus the three spaced periods for the ellipsis).

  "Exports are primarily tin and lead.... Imports include copper and zinc."

Exclamation Point

Because of the impartial tone that characterizes intelligence writing, the exclamation point normally is not useful for DIA products.

Italics

Use *italic type* for the following:

- To emphasize a word or words in a passage.

  Do *not* use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- For titles of works published separately, including online—titles of books or pamphlets, periodicals (magazines, journals, and newspapers), or works of art (plays, films, radio and television programs, paintings, and sculptures).

  an article in the *Defense Intelligence Digest*
  an issue of the *Washington Post*
  a news story on *Today*
  an opinion piece in *Slate*

  Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using italics with document titles, etc., does not apply to source reference citations.

- For foreign words.

  The *adhan* (Islamic call to prayers) issued from the mosque five times a day.

  Foreign terms whose meanings have become commonly understood can be used without translation. However, for a non-English term that may not be understood, show the term in italics and follow it with a translation or explanation in parentheses, as above.

  Do not use italic type or diacritical marks for the following terms, which were "foreign" but which have been brought into English:

ad hoc	cabana(s)
aide-de-camp, aides-de-camp	cafe(s)
aide-memoire [singular and plural]	cafeteria(s)
a la carte	caique(s)
alter ego(s)	caliph(s)
amir(s)	caliphate(s)
angstrom(s)	canape(s)
aperitif(s)	carte blanche, cartes blanches
applique(s)	caudillo(s)
a priori	cause celebre, causes celebres
apropos	chateau(s)
avant-garde	circa
bazaar(s)	cliche(s)
bazaari(s)	communique(s)
Bedouin [singular and plural]	confrere(s)
blase	consomme(s)
blitzkrieg(s)	cortege(s)
bona fide [adjective]	coulee(s)
bona fides [noun, singular and plural]	coup de grace, coups de grace

coup d'etat, coups d'etat
coupe(s)
critique(s)
cum laude
debacle(s)
debris
debut(s)
de facto
de jure
denouement(s)
depot(s)
devotee(s)
eclat(s)
elan
elite(s)
emir(s)
ennui
en rapport
en route
entree(s)
esprit de corps
ex cathedra
exemplar(s)
exemplum, exempla
ex hypothesi
ex libris [singular and plural]
ex nihilo
ex officio
ex parte
ex post facto
facade(s)
fait accompli, faits accomplis
fatwa(s)
faux pas [singular and plural]
fedayee [singular rarely used], fedayeen
felucca(s)
fete(s)
forte(s)
habeas corpus
habitue(s)
hadith(s)
hajj, hajjes
hajji(s)
halal
hawala(s)
imam(s)
in absentia
in extenso
in extremis
in loco parentis
in medias res
in situ
inter alia
inter alios
inter nos
in toto
in vitro
in vivo
ipso facto
ipso jure
jihad(s)
kolkhoz(es)
kosher
laissez faire
machismo [noun]
macho [adjective]
madrassa(s)
melee(s)
metier(s)
modus operandi, modi operandi
modus vivendi, modi vivendi
muezzin(s)
mujahid, mujahideen [If a variation of *mujahideen* appears in a group's name, use the source's spelling.]
mullah(s)
naive
naivete
nee
noblesse oblige
nom de guerre, noms de guerre
nom de plume, noms de plume
nouveau riche, nouveaux riches
obkom(s)
oblast(s)
ombudsman, ombudsmen
par excellence
per capita
per diem
per se
persona non grata
piece de resistance
premiere(s)

prima facie
pro forma
protege(s)
quid pro quo, quid pro quos
Quran
Ramadan
rapporteur(s)
rapprochement(s)
raykom(s)
rayon(s)
regime(s)
risque
samizdat(s)
seance(s)
sharia
Shiism
Shiite, Shia [both noun and adjective]
shura(s)
sic
sine qua non, sine qua nons
soiree(s)
status quo
Sunna
Sunni(s)
tete-a-tete(s)
ulama (variant of *ulema*)
ulema (plural noun)
verbatim
vice versa
vis-a-vis
zakat

Do not use italic type for the following terms, which were "foreign" but which have been brought into English, but do use diacritical markings as indicated, as these terms have entered English with diacritical markings from the original languages:

attaché
chargé d'affaires, chargés d'affaires
déjà vu
démarche(s)
détente(s)
émigré(s)
entrepôt(s)
exposé (s)
précis [singular and plural]
raison d'être, raisons d'être
résumé(s)

- For *imeni* ("named after") in names of Russian organizations or institutes.

  the Leningrad Naval Institute *imeni* A.K. Popov

However, do *not* italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like when a name is being used as if it were an English-language name for a similar type of entity. Because DIA's writing focuses on foreign information, we of course write about numerous foreign organizations, businesses, etc., as a normal part of our production. For most of these foreign proper names, then, we treat them as if they are in English and do not italicize elements of the proper names that are in or translated from a foreign language.

The Russian natural gas company Gazprom
the Cuban news agency Prensa Latina
the Buddhist organization Soka Gakkai
debated in the Bundestag
the Parti Quebecois
the Al-Aqsa Mosque

Nevertheless, if you clearly are providing the foreign language translation for something, show the foreign words in italics even though the subject of the discussion may be a foreign organization, institute, governmental body, political party, educational institute, corporation, Internet service provider, etc.

Gazprom is a contraction from *Gazovaya Promyshlennost*, or "gas industry."

The Gestapo (*Geheime Staatspolizei*, or "Secret State Police") was Nazi Germany's official secret police organization.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

In addition, do not italicize the original language or English translation of names of geographic features (mountains, rivers, islands, etc.) or place names.

At the time of the Bay of Pigs invasion, the large island off the southwest coast of Cuba was named the Isla de Pinos (Isle of Pines), but in 1978 it was renamed the Isla de la Juventud (Isle of Youth).

- When citing a letter as a letter, a word as a word, or a phrase as a phrase. That is, these items are italicized when they are being used not for their meanings but as things or terms.

  For the possessive, add an apostrophe and a lowercase *s*.
  Do not confuse the possessive *its* with the contraction *it's*.
  Along with and other phrases such as *as well as, in addition to, like,* and *together with* frequently follow immediately after a subject of a sentence.

- For the proper name (but not the type or class) of a ship, aircraft, or spacecraft.

	seizure of the *Pueblo*	*but*	the Dolgorukiy class SSBN *Yuriy Dolgorukiy*
	the USS *Wisconsin*		the Chinese Shang class SSN
	the *Spirit of St Louis*		the Indian Talwar II class FFG
	launched the *Soyuz-3*		a Soyuz-series space launch vehicle

- For a plant or animal genus and species. The genus also has initial capitalization, though the species does not. After first use of a genus, it can be abbreviated, though it still is uppercase and in italics. Higher divisions of plants and animals—phylum, class, order, and family—have initial capitalization but appear in roman type.

Clostridium botulinum; C. botulinum		*Escherichia coli; E. coli*
but Anthropoda [phylum]		Mammals; Mammalia [class]
Rodentia [order]		Hominidae [family]

- To mark the family name with the first use of a person's name (such as one in Spanish) for which the family name may not be obvious. This is not a style for general use in most intelligence products but is intended for special use in products such as military leadership profiles or papers with a protocol function, as this presentation device indicates the name to be used to refer to the person. If only a first name and family name are cited, no italics are required, since the family name then is obvious. Subsequent use of a family name should not continue the italic face.

  One trafficking organization reportedly employed Juan *Carlos* Martinez to pilot several illegal flights. Carlos and a companion, Pedro Rodriguez, also were reported to be dealing with ranchers to establish runways on their properties.

When the format for a product calls for italic type for a portion and you need to use italics for an element within that portion, make that "italic" element roman instead. For example, the following passage might occur in the opening paragraph of a report for which the product format requires the first paragraph to be in italic type; the reference to *Escherichia coli* within the paragraph then appears in roman type (the reverse of italic type):

Dr. Harriet Smith has studied the effects of exposure to pathogenic Escherichia coli *from contaminated food. This research may prove useful for developing foodborne biological agents.*

Parentheses

Use a set of parentheses—( )—for the following:

- As with commas or dashes, to set off an interruption within a sentence. When parentheses are used with an interruption, they reduce the emphasis on it, making it like a whispered aside.

  The country's exports (tin and lead) are not sufficient for a favorable trade balance.
  The country's trade balance suffers from inadequate exports (tin and lead only).

  In the second example above, the final parenthesis precedes the sentence period. If a complete sentence (or sentences) is used parenthetically, the end punctuation goes inside the final parenthesis, as in the following:

  The country's trade balance suffers from inadequate exports. (Only tin and lead were exported in 2009, and those were at low levels.)

  For a parenthetical expression within a parenthetical element, see the rules for using square brackets (page 123).

- To enclose a cross-reference.

  Exports of tin were only slightly greater than those for lead (Figure 2).
  Exports of tin were only slightly greater than those for lead. (See Appendix A.)

- To enclose numbers or letters that mark items in a series within a sentence.

  The Defense Ministry wants to acquire (1) attack helicopters, (2) Patriot missiles, and (3) main battle tanks.

  Note: This example is to illustrate the mechanics of presenting the parenthetical elements; such a simple series normally does not need numbering of its items.

- To enclose translations or explanations, particularly for foreign expressions.

  Memories of the *Anschluss* (Nazi Germany's annexation of Austria) still influence Austrian politics today.
  Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).
  Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has").

Period

A period brings a reader to a full stop at the end of a sentence. DIA also uses periods for the following:

- For bulleted material as part of a product's body text. For textual products (but not briefing slides), end each bulleted item (or each subbulleted item) with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. If a bulleted item has multiple sentences, punctuate these as normal sentences.

  - The first item in a bulleted list.
  - The second item in the bulleted list.
    - A subbullet.
    - A second subbullet.

  For briefing slides, although each bulleted item begins with an initial capital letter, the bulleted items normally have no end punctuation. If a bulleted element has multiple sentences, only the final one has no end punctuation.

- At the end of an in-paragraph heading. In-paragraph headings normally are bolded, and the period that ends such a heading also should be bolded. For example, the following is the beginning of a passage from Chapter 3 of this style manual and uses an in-paragraph heading.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases."

DIA normally does *not* use periods for the following:

- With standalone headings. In-paragraph headings end with a period because body text immediately follows on the same line. Standalone headings, however, should have no such ending punctuation. See for example the first-level heading that comes below for "Question Mark." The rare heading that is a question, however, should end with a question mark.
- With table headings and for short comments within a "remarks" or "comments" type of table cell. However, if remarks are sufficiently lengthy or complex to require divisions within the comments, punctuation such as commas, semicolons, or even periods may be needed to separate parts of the table's comment field. Moreover, if periods are needed for one comments-type cell in a table, then use periods for all of that type of table cell in the same table.

Question Mark

Use a question mark (?) for the following:

- At the end of a direct question.

  How can the funds be raised?

  However, do not use a question mark with an indirect question.

  He asked how the money could be raised.

- To show uncertainty or ignorance. In a table this can be done by using a question mark rather than information in a data field. A similar application can be used in text, although such use should be avoided as much as possible.

  The country's first prime minister, Dodson Wainwright (?–1721), began the custom.

- For a title that asks a question.

  "Military for Sale: Can Commercial Ventures Save the Armed Forces?"

Quotation Marks

Double Quotation Marks

Use a set of double quotation marks (" ") for the following:

- To enclose a direct quotation.

  The minister said, "We want to avoid hostilities."

  "At all cost," the minister said, "we want to avoid hostilities."

  "We want to avoid hostilities," the minister said.

  When a long quotation is set off by block indentation within the margins of a page or within a text column, the indentation serves as a set of quotation marks, so none is required unless the passage has internal quoted material. The block-indented passage below is a direct quotation, but the material has no quotation marks because the indentation represents a set of quotation marks. If something within the indented passage had quotation marks in the original, then double quotation marks should appear with that internal quotation.

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

> not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

U.S. Versus British Use of Quotation Marks

Conventions for using double and single quotation marks differ between U.S. and British publishing. The most striking differences are these:

- British use of double and single quotation marks generally is the reverse of U.S. use.
- The rules for how other punctuation marks appear relative to quotation marks also differ somewhat.

Epigraphs. An epigraph is a quotation related to body text—usually to suggest a theme—but not a part of it; although epigraphs can appear at the beginning of a chapter or section, they are more common at the start of a document. Epigraphs occasionally occur in intelligence products, including in briefings, though by no means are epigraphs usual elements of our products. Wherever it appears in a document, an epigraph is a special type of block quotation. An epigraph generally leaves out some elements of other direct quotations: because epigraphs often quote a well-known source, they usually attribute the quotation to only the person's name or to the person's name and the work in which the original passage occurred, and other documentation is eliminated. Presenting an epigraph in a classified product presents a special formatting problem because putting "(U)" at the start of a quotation from, say, Sun Tzu looks a bit silly. Follow these formatting rules for presenting an epigraph:

- Present the quotation without quotation marks (unless quotation marks are needed within the epigraph).
- Double-space after the quotation to find the line for naming the author, right-justify the author's name or the author's name and the work in which the quotation appears, and precede the author's name with an em-dash.
- To avoid having to show a portion classification marking on the quotation in the epigraph, put the epigraph in a tone box and mark the quotation outside the box in the upper left corner. Generally you will not show a title for the tone box (though one could be used if needed).

UNCLASSIFIED

> Native agents are those of the enemy's country people whom we employ.
>
> —Sun Tzu

UNCLASSIFIED

> Native agents are those of the enemy's country people whom we employ.
>
> —Sun Tzu, *The Art of War*

- To enclose the titles of works that are published as parts of longer works—poems, short stories, songs, articles, notes, essays, headlines, chapter titles, and other parts of a book or periodical. Online works follow this rule as well.

  "Russia: Outlook for Key Military Reforms" was an article in a recent issue of the *Defense Intelligence Digest*.

  Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using quotation marks with article titles, etc., does not apply to source reference citations.

Spacing Between Colocated Single and Double Quotation Marks

Occasionally material will require single and double quotation marks to appear in a line together—for example, "a quotation that includes a 'quoted word'"—which looks strange. You can modify this spacing to improve readability by inserting a thin space between the single and double quotation marks. Two ways are available to add the thin space in Word 2007:

Using the Insert Symbol Function

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. On Word 2007's Insert ribbon, at the far right side, select Symbol.
3. In the drop box, select More Symbols.
4. In the box that opens, change the font to Arial Unicode MS.
5. In the Character code box type 2009.
6. Choose the Insert button, followed by the Close button.

Using a Keyboard Shortcut

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. Type 2009, followed immediately by Alt+x; the 2009 will change into the thin space.

The result should look like this: "a quotation that includes a 'quoted word' "—with a thin space between the single and double quotation marks.

- To set off a word or phrase used in a special sense (a meaning different from the normal sense) or to indicate the standard meaning of a word or phrase.

  The refugees were offered "voluntary" repatriation.
  He invited me for a "working lunch," but I did all the work and he ate all the lunch.
  Do not confuse *its* (the possessive of it) with *it's* (a contraction for "it is" or "it has").

  Use caution when presenting a word or phrase in a special sense. The quotation marks with the term indicate something is unusual about it, but readers must easily understand the special sense of the material. Using this device to be clever may result instead in a failure to communicate.

- To set off words or phrases following terms such as *entitled, named, endorsed, signed, cited as,* or *referred to as* (unless rules for using italics call for italic type instead).

  The document was signed "G. Washington."
  Rome's Leonardo da Vinci International Airport also is referred to as "Fiumicino," the suburb of Rome where the airport is located; failure to know both names can get a driver lost, as road signs for the airport sometimes show one name and sometimes the other.

  However, quotation marks usually are not necessary for expressions following terms such as *known as, called,* or *so-called.*

  The change is not likely to affect the so-called extremist Islamic states.
  Beryllium is known as glucinium in some European countries.
  The system is called profit and loss, but the profits may not be apparent.

  Even after these terms, however, quotation marks may be used to give special emphasis to the quoted or verbatim nature of an expression, especially if irony, sarcasm, or bad grammar is involved.

  The government's antiterrorism battalion nearly eliminated the village with an operation staged under its so-called "pacification" program.

Single Quotation Marks

Use a set of single quotation marks (' ') to enclose quoted material within a quotation that already is marked with double quotation marks. (A quotation within a block-indented quotation would take double rather than single quotation marks.)

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.' "

Some U.S. writers believe they should use only single quotation marks around a single word or short phrase used in a special sense. That convention is true for British use of quotation marks but not for U.S. use. Instead, see the third bulleted guidance above for double quotation marks.

Punctuation With Quotation Marks

Place periods and commas inside quotation marks.

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.' "
"I think you should read 'Russia: Outlook for Key Military Reforms,' " he said.

Place semicolons and colons outside quotation marks.

He said I should read "Russia: Outlook for Key Military Reforms"; he thought it would be good for me.
He said I should read "Russia: Outlook for Key Military Reforms": he thought it would be good for me.

Place a question mark or exclamation point inside quotation marks if the quotation is a question or exclamation; this rule applies whether or not the sentence as a whole is a question or exclamation. However, put the question mark or exclamation point outside quotation marks if the sentence is a question or an exclamation but the quotation is not.

She asked, "Do you remember reading the article?"
The author also wrote "Why Can't Johnny Read?"
Why should I read "Russia: Outlook for Key Military Reforms"?

Semicolon

Use a semicolon (;) for the following:

- To separate the elements in a series when one or more of the series elements itself requires commas. Semicolons generally are not needed if only the last element has internal commas.

  Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

  Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

  Rescue workers focused on building temporary shelters, securing potable water, and gathering blankets, medical supplies, and food.

- To separate two independent clauses closely related in meaning but not joined by a coordinating conjunction.

  He served in the Army until 1988; he has worked for DIA since then.
  He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

- To separate two independent clauses when the second one is joined to the first with a conjunctive adverb. Common conjunctive adverbs are *first (second, etc.), for example, for instance, furthermore, however, moreover, nevertheless, nonetheless, therefore,* and *thus.*

  He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

Slash

Use a forward slash (/)—also called a virgule—for the following:

- To indicate a period occurring partially in one year and partially in another.

  FY 2010/11

  He flew three illegal flights in 2008/09.

- For two special commonly used representations.

  9/11 24/7

- To represent *per* in an abbreviation.

  km/h rd/min

- To separate alternatives.

  Many factors need to be considered in program/budget decisions.

  Note: In this application the slash is intended to mean "and/or." Thus, the sample above refers to "program decisions or budget decisions or program and budget decisions." However, a caution is necessary here: some writers use this punctuation device to avoid making a decision about what term is correct. In "our goal/objective is," no useful distinction exists between the alternatives, so the writer should pick one rather than demonstrating indecision.

- To indicate a word combination when one or both of the elements in the combination already contain a hyphen.

  The insurgents were armed with Cuban-/Russian-supplied weapons.

  Again the slash equates to "and/or": thus, the sample refers to "Cuban-supplied and/or Russian-supplied weapons." If the writer wants only an "or" or an "and" relationship, then the sentence should be recast:

  The insurgents were armed with Cuban- or Russian-supplied weapons.
  The insurgents were armed with Cuban- and Russian-supplied weapons.

- To indicate azimuthal direction.

  ENE/WSW runway

CHAPTER 7: Spelling and Compounding

In large letters, [a dentist sign] gives this command: Fear Free Dentistry. Maybe these dentists intend to scare people away from free dentistry. Probably, though, they intend to advertise fear-free dentistry. The hyphen changes it to dentistry that is free of fear. (How many customers do you think their omission scares away? Who would want someone that sloppy coming at them with a drill?)

—Mignon Fogarty, *Grammar Girl's Quick and Dirty Tips for Better Writing*

CHAPTER 7: Spelling and Compounding

The spelling and compounding list that makes up the bulk of this chapter combines preferred spellings (when alternative spellings exist) and spellings for compound words in their various functions in a sentence (as nouns, verbs, adjectives, unit modifiers, and so on). These words are combined into a single list with more than 10,000 entries.

The word list can help with the following types of spelling decisions:

- Choosing between alternative spellings. (Should you use *analog* or *analogue?*)
- Determining whether to double the consonant at the end of a word when you add a suffix. (Should you use *canceled* or *cancelled?*)
- Determining whether to use an anglicized spelling of the plural of a Latin word or the Latin spelling. (Should you use *forums* or *fora* as the plural of *forum?*)
- Choosing between possible spellings for a compound word or phrase: as two (or more) words, with a hyphen (or hyphens), or solid as a single word. (Should you use *time consuming, time-consuming,* or *timeconsuming?*)

The following guidance includes points that cannot be covered adequately by entries in a word list. In addition, spelling and compounding rules are provided for users who need to understand the logic applied in the choices in the word list, especially for compounding.

Spelling Rules

Geographic Names

The authority for spellings of place names is the U.S. Board on Geographic Names (BGN). The National Geospatial-Intelligence Agency provides a text-based BGN search function on JWICS at <http://names.nga.ic.gov/namesgaz/> and on NIPRNET at <http://geonames.nga.mil/namesgaz/>. Another useful source is *The World Factbook.*

The National Geospatial-Intelligence Agency's Geographic Names Server reflects foreign place names sanctioned by the BGN. This database provides "Approved" spellings (which generally have diacritics and often special endings for some names), "Variants" (which normally will include a spelling without the diacritical marks), and, when they exist, "Conventional" spellings (which reflect the spelling commonly used in English).

Diacritical Marks

Although diacritical marks appear in the place names on some maps and sometimes in *The World Factbook*, we generally will not use them in text for intelligence publications. Diacritical marks indicate phonetic distinctions, whereas writing for which precise pronunciation is not particularly important normally uses conventional, commonly used spellings instead.

Numerous spellings typically come up in a BGN search for a place name. Check the "Feature Designation" column first; "primary administrative division" generally indicates a province or governorate, and "populated place" indicates a city or town. In the appropriate row, look for either the "Conventional" or the "Approved" spelling.

- If the search result shows a "Conventional" spelling for a place name, we generally will use that spelling. Thus, instead of *Moskva*, the "Approved" spelling, use the "Conventional" name of *Moscow*. Instead of the "Approved" spelling for North Korea's capital—*P'yŏngyang*—use the "Conventional" spelling of *Pyongyang*.
- When an "Approved" spelling has diacritical marks, use that spelling without the diacritics. Thus, instead of *Islamabad*, the "Approved Short" spelling for the capital territory in Pakistan, use *Islamabad*. Do not confuse apostrophes with diacritical marks; retain the apostrophe in place names such as N'Djamena.

When possible, spellings in text and on maps should agree. For example, beware of showing *Rhodes* in text but showing *Rhodos* or *Rhodus* on an accompanying map.

American Versus British Spellings

When American and British spellings of *common* English words differ, use the American spelling. However, when the words are part of a *proper name* for a party, organization, office, etc., use the British spelling, but only within the proper name.

labor relations of the Labour Party
defense intelligence reports from the Australian Defence Intelligence Organisation
Industrialisation Board rulings on industrialization issues

Plurals of Compound Terms

For plurals of compound terms, form the plural on the significant word or words. If no word is significant or all parts are equally significant, form the plural on the last word.

significant word first:	adjutants general, aides-de-camp, courts-martial, goings-on
significant word in middle:	deputy chiefs of staff, assistant surgeons general
significant word last:	major generals, provost marshals, trade unions
both words equally significant:	gentlemen farmers, women writers
no word significant:	also-rans, go-betweens, pick-me-ups

Compounding Rules

Compounding conveys an idea by combining two or more words to form a thought. The result can be separate words in an unconnected sequence, words linked with a hyphen or hyphens, or words joined as a solid, single word. Current language trends lead to closing up many word sets that have become associated in readers' minds through frequent use.

General Rules

Separate Words

One compounding form is to write words in sequence, without joining them or linking them with a hyphen, if this form causes no ambiguity in sense or sound.

blood pressure	real estate
early warning	training ship

Joined or Hyphenated Words

Often words are joined (written solid) or linked with hyphens to express ideas that would not be as clear if the words remained unconnected.

bookkeeping	cross-reference
newsprint	do-gooder
whitewash	right-of-way

Derivatives

Derivatives of a compound usually retain the hyphenated or solid form of the original.

footnote, footnoting	cost-effective, cost-effectiveness
praiseworthy, praiseworthiness	ill-advised, ill-advisedly

Solid Compounds

When two nouns form a compound that has only one primary accent, the compound is written solid, especially when the prefixed noun has only one syllable or when one of the elements loses its original accent.

bathroom	*but*	bomb bay
bookseller		coal mine
pipeline		night shift

Parts of Speech and Compounding

A noun formed from a short verb and an adverb usually is written solid, but it is hyphenated when the solid compound would interfere with comprehension. The verb form usually remains two words.

breakdown (verb: break down)	cut-in (verb: cut in)
buildup (verb: build up)	run-in (verb: run in)
setup (verb: set up)	tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
horse (horseplay)	snow (snowbank)
house (housekeeping)	way (wayside)
mill (millcourse)	wood (woodland)
play (plaything)	work (workday)

Compound terms *beginning with cyber* may be written either solid or as multiple separate words, depending on meaning. When cyber terms began appearing in English-language dictionaries, the dictionaries showed solid terms, treating *cyber* as a combining form requiring solid compound words. The *Yahoo! Style Guide*, published in July 2010, treats the terms similarly, indicating that *cyber* usually would be combined with root words except when the root word begins with a capital letter. Typical early dictionary and Yahoo! entries included *cyberattack, cybercrime, cybernetics, cyberphobia, cyberpunk, cyberspace,* and *cyberterrorism.*

- Because of the growing importance of cyber terms for U.S. security operations, Defense Intelligence has a need to consider a multitude of terms dealing with infrastructure, funding, resources, and other aspects of managing intelligence operations related to the cyber realm. Most likely many of these terms will never appear in English-language dictionaries. Consider just one of these terms—how to label intelligence analysts dedicated to cyberintelligence. Should such an analyst be a *cyberanalyst* or a *cyber analyst*? Showing *cyberanalyst* as a solid word would seem to suggest that the analyst exists in cyberspace, an ethereal analyst, like an avatar, rather than a flesh-and-blood analyst. For things or concepts such as this, multiple separate words are more appropriate.
- For this reason, we make a distinction for cyber terms based on meaning:
  - Cyber terms related predominantly to *things inside or integral to the cyber realm*—for which we join *cyber* with the root word to form a solid term: for example, *cyberactivity, cyberattack, cybercrime, cyberoperation, cybersecurity, cyberterrorism, cyberthreat.*
  - Cyber terms related predominantly to *things about the cyber realm or managing it*—for which we keep *cyber* separate, resulting in multiple separate words: for example, *cyber analyst, cyber collection, cyber community, cyber doctrine, cyber offensive and defensive operations.*

Less frequently, *cyber* also may be joined by a hyphen to another word when the combined term is being used as a unit modifier—for example, *cyber-related data*. When in doubt, follow the current trend of joining the terms as a solid word.

Compounds ending in the following usually are solid when the initial word has one syllable. (When the initial word has multiple syllables, the compound is less often solid: spaceborne, *but* satellite-borne, helicopter-borne.)

board (cardboard)
boat (rowboat)
book (textbook)
borne (bloodborne; foodborne; spaceborne; waterborne; *but* tick-borne; vector-borne; food-, water-, and vector-borne)
bound (landbound)
box (gearbox)
boy (lowboy)
craft (aircraft)
field (airfield)
fish (crawfish)
girl (schoolgirl)
grower (foodgrower)
headed (clearheaded)
hearted (halfhearted)
holder (shareholder)
house (boathouse)
keeper (beekeeper)
keeping (bookkeeping)
land (farmland)
light (moonlight)
like (boxlike)
line (pipeline)
load (boatload)
maker (automaker)
making (cementmaking)
man (airman)
mate (teammate)
monger (scaremonger)
over (crossover)
owner (homeowner)
person (salesperson)
piece (fieldpiece)
plane (airplane)
power (airpower)
proof (blastproof)
room (chartroom)
shop (toolshop)
site (damsite)
smith (gunsmith)
stone (lodestone)
store (bookstore)
tight (airtight)
time (halftime)
ward (homeward)
water (bluewater; freshwater [adjective]; groundwater; saltwater; seawater; wastewater; *but* drinking water; fresh water [noun]; surface water; well water [noun and adjective])
way (seaway; waterway)
wide (worldwide)
wise (edgewise)
woman (spokeswoman)
wood (firewood)
work (artwork)
worker (pieceworker)
working (woodworking)
worm (ringworm)
worthy (seaworthy)
writer (speechwriter)
writing (checkwriting)
yard (shipyard)

Write solid the compounds of *any, every, no,* or *some* with *body, thing,* or *where*. When *one* is the second element, write the compound as two words if it means a particular person or thing. Always write *no one* as two words to avoid mispronunciation.

anybody
anything
nowhere
someone

but: Anyone can be in charge, and any one of you can volunteer.

Unit Modifiers

Authors frequently encounter problems with compound modifiers that immediately precede the words they modify. When the words make sense only as a unit, the compound is a unit modifier and usually is written with a hyphen.

- In "short, swift streams," both *short* and *swift* modify streams independently (they are coordinate adjectives), and no hyphen is used to join the modifiers. (There is a comma, however, because the adjectives are coordinate; see comma usage in Chapter 6.)
- In "short tributary streams," *tributary* modifies streams, and *short* modifies *tributary streams*; the adjectives are cumulative, and no special mark is used to join them. Note, however, that each adjective logically *could* modify the noun separately; that is, "short streams" and "tributary streams" both make sense, even if these are not what the writer means.
- In "40-horsepower engine," neither *40* nor *horsepower* logically can modify *engine* by itself; the modifiers make sense only as a unit—hence the term "unit modifier."

A Caution About Modifier Strings

Beware of stringing so many modifiers in front of a noun that your thought becomes difficult to comprehend. For example, "weapon system development and acquisition cost reductions" is hard to understand; the modifier string should be broken up, becoming "cost reductions from weapon system development and acquisition."

Part of the confusion for many authors is that a compound modifier receives different treatment when it follows the word it modifies:

I bought an engine that is rated at *40 horsepower.*
I bought a *40-horsepower engine.*
As a result of the conference, we now have *standards* that are *agreed upon.*
As a result of the conference, we now have *agreed-upon standards.*

Thus, the special treatment for a unit modifier is situational. Users of the word list in this chapter must bear this in mind. *A compound modifier marked* um *in the list and linked with a hyphen retains the hyphen only when it precedes the word it modifies.*

Hyphenated

Unit modifiers immediately preceding the word or words they modify *usually* are hyphenated.

drought-stricken area	state-of-the-art technology
English-speaking nation	U.S.-owned property
fire-tested material	1-inch diameter
lump-sum payment	2-inch-diameter pipe
most-favored-nation clause	4-percent increase

Use a hyphen in a unit modifier with an ordinal number in its literal sense (unless the modifier is a proper noun).

first-stage booster	second-class treatment
fourth-quarter earnings	third-party statement

In addition, use hyphens in unit modifiers containing prepositional phrases.

fly-by-night establishment	quality-of-life incentives
out-of-area operations	under-the-counter sales

Joined

Some unit modifiers are written solid rather than being hyphenated.

aboveground shelter	indepth assessment
airdrop mission	lookdown angle
blackout curtains	mineclearing equipment
breakaway republics	onboard computer
broadband radio	sealane defense
deadweight tons	sweptwing fighter
firsthand experience	understrength division

Unhyphenated

Especially when the compound is a well-established phrase, hyphens sometimes are omitted from a unit modifier, and the modifier is written as separate words.

air defense artillery	ground support aviation
air intercept regiment	hard currency loan
ballistic missile submarine	law enforcement efforts
broad gauge railroad	mine warfare task force
drug trafficking organization	missile support unit
early warning radar	nuclear delivery system
free market system	open pit mining
general purpose vehicle	throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

command and control echelons	middle or late 1980s
medium and high altitudes	warm but cloudy day

However, improvised compounds that contain conjunctions do use hyphens.

bread-and-butter issues	hard-and-fast rule

Predicate Adjectives

As indicated in the introduction to unit modifiers, compound predicate adjectives usually have no hyphens.

Unit Modifier	*Predicate Adjective*
The attack took place on U.S.-owned property.	The property where the attack took place was U.S. owned.
She gave an indepth assessment.	The assessment she gave was in depth.
We are to get a 4-percent raise.	The raise is to be 4 percent.

The word list in this chapter contains some hyphenated compound adjectives (*adj*); they retain their hyphens when they are predicate adjectives.

The study used all-source intelligence.	The intelligence in the study was all-source.
We watched a combined-arms exercise.	The exercise we watched was combined-arms.

Comparatives and Superlatives

Hyphens usually are omitted from two-word modifiers when the first word is a comparative or superlative.

little-developed country	low-priced model
less developed country	lower priced model
least developed country	lowest priced model

Note that *lower* is the comparative of *low*, with *lowest* the corresponding superlative. However, *lower* also is the opposite of *upper*, which is not a comparative and has no superlative (*uppest?*). In its sense opposing *upper*, *lower* is joined (solid) or linked (with a hyphen) to the other words in a modifier.

uppercase letters	lowercase letters
upper-class neighborhood	lower-class neighborhood
upper-middle-class housing	lower-middle-class housing

Hyphens also are retained in many three-word modifiers that include a comparative or superlative.

higher-than-market price	most-favored-nation clause
less-than-perfect solution	most-sought-after assignment
lighter-than-air craft	

Adverbs Ending in *-ly*

Do not use a hyphen in a two-word unit modifier when the first word is an adverb ending in *-ly*. (Do not confuse adjectives ending in *-ly* with adverbs.)

eagerly awaited moment	*but*	only-child complex
recently designed building		lonely-hearts club
wholly owned subsidiary		

Sometimes a comparative or superlative needs to be combined with the word it precedes to ensure clarity. If we write "older technology mines," the phrase can be misunderstood as indicating "technology mines" that are "older." Adding a hyphen to connect *older* and *technology*—"older-technology mines"—makes clear that we mean mines employing older technology.

Three-Word Modifiers

Do not use hyphens in a three-word unit modifier when the first word is an adverb modifying the second word.

unusually well preserved specimens
very well defined usage

exceptions:
very-high-frequency broadcast
very-low-frequency transmission

However, if the first word of a three-word modifying phrase modifies the other two words as a unit, use a hyphen between those two parts of the unit.

a nearly right-angle corner
a formerly well-known person

Foreign Phrases

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

bona fide transaction	ex officio member
carte blanche policy	per capita tax
ad hoc tasking	

Proper Nouns

Do not use a hyphen or en-dash in a compound proper noun or capitalized coined name used as a unit modifier (unless the basic noun form includes a hyphen or en-dash).

Cold War tension	*but*	Spanish-American heritage
Latin American states		French-English descent
Iraqi Army operations		Franco-Prussian War
World War II period		North American–South American sphere

Quotation Marks

Do not use hyphens in a unit modifier enclosed in quotation marks unless the modifier normally is hyphenated, and do not use quotation marks in lieu of hyphens.

a "spare the rod" approach to parenthood
the "one-man woman" plots of many operas
but a right-to-work law

Chemical Terms

Do not use a hyphen in a unit modifier composed of chemical terms.

carbon monoxide poisoning	methyl bromide solution

Letter or Number Elements

Except in established military equipment designators, do not use a hyphen in a unit modifier with a letter or numeral as its second element.

Annex B maps	*but*	An-22 transport
Article III provisions		MiG-29 fighter
Mod 3 missile		T-80 tank
Number 2 fuel oil		

Common Basic Elements

When two or more hyphenated compounds in a series have a common basic element and this element is omitted in all but the last or first term, retain the hyphens.

2- or 3-year period	*but*	mid- and late 1990s *but* mid-to-late 1990s
8-, 10-, and 16-km segments		early or mid-1990s *but* early-to-mid 1990s
ground- and air-launched missiles		
U.S.-owned and -operated companies		
low- to high-altitude coverage		
medium- to long-range missiles		

Suspending Hyphens

When two or more solid compounds in a series have a common basic element and this element is omitted in all but the last or first term, use a suspending hyphen with the incomplete forms.

first- and secondhand access
low- and midlevel operatives
postearthquake and –tsunami operations

but

oil and gas fields or oilfields and gasfields (not oil and gasfields)

Prefixes and Suffixes

Prefixes (except *ex, self, quasi,* and *vice*) and suffixes (except *free, designate,* and *elect*) usually form a solid compound with a noncapitalized word.

With Prefixes

byproduct
cooperate
counterintelligence
hydroelectric
multipurpose
neofascist
nonferrous

ex-serviceman
self-centered
quasi-military
vice-chairmanship

With Suffixes

clockwise
fourfold
lifelike
northward
forcewide
geocentric
but youth-centric, brigade-centric, etc.

rent-free
minister-designate
President-elect Jones
councilor-elect

However, retain hyphens that appear in proper names.

Directorate General for Inter-Services Intelligence

Except for the short prefixes *co, de, pre,* and *re*—which generally are written solid—use a hyphen to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

With Prefixes

anti-insurgent
contra-acting
semi-independent
ultra-ambitious

but cooperate
deescalate
preexisting
reentry

With Suffixes

hull-less
shell-like

but nonnuclear
subbasement

Even for prefixes that normally form solid compounds, use a hyphen if its omission would lead to mispronunciation, cause confusion with a word spelled identically but without a hyphen, or create an illogical compound.

mid-ice
mini-state
under-ice
co-op (*but* cooperate)
multi-ply (several plies)
pre-position (position in advance)
pro-state (in favor of the state)
re-form (form again)

re-present (present again)
un-ionized
non-civil-service position
non-scientific and technical intelligence

Use a hyphen to join duplicated prefixes.

counter-countermeasures	counter-counternarcotics
sub-subcommittee	sub-subparagraph

Use a hyphen to join a prefix or suffix in a compound with a capitalized word.

anti-Castro	Africa-wide
neo-Nazi	Latin America-wide
non-U.S. NATO	Truman-like
pro-British	

exceptions: nonMIRVed, unMIRVed

A prefix (except *un*) normally forming a solid compound often is followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	*but*	antiballistic missile
non-missile-equipped		superhigh-frequency
non-nuclear-powered		ultrahigh-frequency
post-target-tracking		uncalled-for
semi-land-mobile		unself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound.

antigunrunning	postreentry
nonlifelike	submachinegun
nonoceangoing	ultrarightwing

Numerical Compounds

Use a hyphen between the elements of compound numbers from 21 to 99 when they are spelled out. (In most contexts, the numbers in this range will be presented as numerals, not written out as words; see Chapter 4 for rules on writing numbers as words or numerals.)

twenty-one	ninety-nine
twenty-first	one hundred twenty-one

one thousand four hundred twenty-one

Use a hyphen in an adjective compound with a numerical element first.

two-sided question	8-kg box
the Six-Day War	18-year-old student
.22-caliber cartridge	10- to 20-year period

500-km-range missile

When an adjective numerical compound appears in a listing (such as a table) with the compound following but reading back to the word or words modified, use a hyphen in the compound and use the compound in its singular form.

motor, 3-phase, 60-cycle, 115-volt
belts: 2-inch, 1.25-inch, 0.25-inch

Use a hyphen between elements of a fraction, whether the fraction is a noun or an adjective.

two-thirds of the vote	a two-thirds majority

Other Compounds

Do not use hyphens in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large	manager-director
commander in chief	minister-counselor
vice president	secretary-treasurer
but under-secretaryship, vice-presidency	

Except for titles, hyphens appear in some—but not all—noun compounds containing a prepositional phrase.

government-in-exile	*but* next of kin
grant-in-aid	prisoner of war
man-of-war	state of the art
mother-in-law	state of war

Use hyphens in improvised compounds.

first-come, first-served basis	roll-on/roll-off ship
hard-and-fast rule	stick-in-the-mud
know-it-alls	technical know-how

Hyphenate the verb form of compound nouns that are written as two words.

to blue-pencil galley proofs (*but* proof with a blue pencil)
to cold-shoulder an idea (*but* turn a cold shoulder)
to cross-brace a structure (*but* a structure with a cross brace)
to flight-test a missile (*but* a missile in flight test)

Join a single capital letter to a noun or participle with a hyphen.

H-bomb	V-necked
I-beam	X-ray, X-raying
T-shaped	X-ed out
but I band, K band, P band, L band, etc.	

Using the Spelling and Compounding List

The following list contains both preferred spellings and preferred formations for compounds (multiple words, hyphenated words, or solid words).

The following abbreviations appear in the list:

adj (adjective)	masc (masculine)
adv (adverb)	n (noun)
cf (combining form)	pref (prefix)
etc (and so on)	um (unit modifier)
fem (feminine)	v (verb)

Frequently the abbreviations indicate that a compound appears in the form shown only for the specific function or functions shown. For example:

- *fire-resistant (un)* means that the compound is hyphenated as a unit modifier but not, for instance, as a predicate adjective:

  We chose a fire-resistant material.
  The material we chose was fire resistant.

- *low-key (adj)* means that the compound is hyphenated both as an adjective preceding the word modified (like a unit modifier) and as an adjective following the word modified:

  She gave a low-key speech.
  Her speech was low-key.

- *human rights (adj, n)* means the compound is written as separate words in both adjective and noun functions:

  It was a human rights issue.
  Human rights was the issue of the moment.

Gender Neutrality

Be aware that modern publishing standards call for gender-neutral terms. Even though many terms containing *man* are part of the military lexicon, these terms are not always the best choice. For such terms shown in the following list, consider using them in reference to specific individuals but choosing gender-neutral terms for general reference.

- *anti-American (etc)* means that the same compounding structure applies to similar compounds, such as *anti-British* or *anti-German* in this case.
- *counter (cf)* means that the compounding structure applies when forming a compound but not when the terms are simply juxtaposed in a sentence:

  The team focused on counterrebel operations.
  The team dug in to counter rebel advances.

Spelling and Compounding List

Numerical Terms

24/7
3-D
3G, 4G
9/11

A

aberration
able-bodied (um)
able-minded (um)
A-bomb
about-face
above-average (um)
aboveboard
above-cited (um)
abovedeck
aboveground (adj)
above-mentioned (um)
above-named (um)
above-water (um)
above-written (um)
abridgment
absentminded
accessory
accommodate
accursed
across-the-board (um)
acknowledgment
acoustic
acre-foot
active-duty (um)
adapter
addendum, addenda
add-on (adj, n)
address book
ad hoc
adjuster
ad-lib (adj, n, v),
-bed, -bing
adviser
advisor (law)
aegis
aerial refueling (adj, n)
aero (cf)
all one word
afoot
afore (cf)
all one word
A-frame
African-American
after (cf)
afterward
all one word
after-action (um)
ageless
agenda, agendas
age-old (adj)
aging
agreed-upon (um)
agro (cf)
agroindustrial
all one word
aid (n, v)
aide (assistant)
aide-de-camp,
aides-de-camp
aimpoint
airbag
airbase
airblast
air-blasted (um)
airborne
airborne warning and
control system aircraft
airbrake
air-breathing
airbrush
airburst
aircargo
air-conditioner
air-conditioning
air-cool (v)
air-cooled (um)
air cover
aircraft
air crash
aircrew
air-cushion (um, v)
air defense (adj, n)
air-deliver (v)
air-delivered (um)
air-dried (um)
air-driven (um)
airdrome
airdrop (adj, n, v)
airdroppable
air-dry (v)
airfare
airfield
airflow
airfoil
air-formed (um)
airframe
airfreight
airgap
airhammer
airhole
airhose
air intercept (adj, n)
airlanding
airlane
air-launch (v)
air-launched (um)
airlift
airline
airliner
airlink
airlocked
airmail
airman
airmass
airmobile
airmobility
airpark
airpath
air policing (adj, n)
airport (all meanings)
air-portable (um)
airpower
but naval and air power
air raid
air-refueling (um)
airscoop
airship (n)
air-ship (v)
air show
airsick
airspace
airspeed
air station
airstream
airstrike
but naval and air strikes
airstrip
air surveillance
airtight
airtime
air war
airwave

airway
air wing
airworthy
aka
a la carte
alter ego
algae
align
all-aged (um)
all-American (etc)
all-around (um)
all-clear (n, um)
all-day (um)
all-encompassing
all-inclusive (um)
all-knowing
all-out
all ready (prepared)
  already (previous)
all right
all-purpose (um)
all-source (adj)
all-star
all-terrain (um)
alltime (adj)
all time (n)
all together (collectively)
  altogether (completely)
all-weather
allies, allied
  but Allies, Allied
  (WWI and WWII)
alongshore
alongside
alphanumeric
al-Qaida
also-ran
altocumulus
altostratus
alumna, alumnae (fem)
alumnus, alumni (masc)
ambassador at large
amber-colored (um)
ambi (cf)
  all one word
amidships
amino (pref)
  amino acid
  as prefix, one word
amir (*emir* is preferred)
ampere-hour
amperemeter
ampere-second
amphi (pref)
  all one word
ampoule
analogous
analogue
  analog (science, computer)
anchor light
anemia
anesthetic
aneurysm
angio (cf)
  all one word
anglicize
Anglo (cf)
  Anglo-American (etc)
  rest one word
angstrom unit (etc)
anhydr(o) (cf)
  all one word
ankle-deep (um)
annul, -led, ling
annulment
anomalous
anonymous
ante (pref)
  ante bellum (etc)
  ante-Christian (etc)
  antedate
  ante mortem
  rest one word
anteater
antenna, antennas
  antennae (zoology)
antero (cf)
  all one word
anthill
anthra (cf)
  all one word
anthropo (cf)
  all one word
anti (pref)
  antiaircraft
  anti-American (etc)
  antiapartheid
  antiarmor
  anti-arms-control
  antiballistic missile
  antichrist
  anti-cruise-missile
  antiestablishment
  antiextremist
  antigovernment
  anti-guided-missile
  antigunrunning
  anti-icer
  anti-imperial
  anti-inflationary
  anti-infrared
  anti-insurgent
  antijam
  antimissile
  anti-missile-missile (um)
  antinuclear
  anti-nuclear-weapons
  antioccupation
  antipersonnel
  antisatellite
  anti-Semitism
  anti-tactical-ballistic missile
  antitank
  anti-theater-ballistic missile
  antitrust
  antivirus
  rest one word
antro (cf)
  all one word
anybody
anyhow
anyone
anyplace (adv)
anyway (adv)
aorto (cf)
  all one word
apo (pref)
  all one word
A-pole
appall, -ed, -ing
apparatus, apparatuses
appendix, appendixes
applecart
a priori
apropos
aquaculture
aqualung
aquamarine
aquarium, aquariums
arabic numerals
archbishop
archduke
arched-roof (adj)

archenemy
archeo (cf)
all one word
archi (pref)
all one word
archo (cf)
all one word
arch-Protestant (etc)
archrival
arc-over (adj, n)
arctic clothing (etc)
arc-weld (v)
areo (cf)
all one word
aristo (cf)
all one word
arithmo (cf)
all one word
armband
armchair
armor-clad (um)
armor-heavy (um)
armor officer
armored brigade
armored unit
armor-piercing (um)
armorplate
armor-plated (um)
armpit
armrest
arms control
arm's length (adj)
arm-twisting
army-group-level (um)
armywide
Army-wide
around-the-clock (um)
arrester
arrowhead
arrow-shaped (um)
arseno (cf)
all one word
arterio (cf)
all one word
artesian well
arthro (cf)
all one word
artilleryman
artwork
ascendance, -ant
ascent (rise)
assent (consent)
ashcan
ash-colored (um)
ash-gray (um)
ashtray
assembly line
assemblyman
assembly room
associate's degree
astro (cf)
all one word
attaché
atomic energy (adj, n)
at-large (um)
at-sea (um)
attorney at law
attrit
attritted, -ting
audio (cf)
audiofrequency
audiogram
audiosurveillance
audiotape
audiovisual
all one word
auri (cf)
auri-iodide
rest one word
authorship
auto (cf)
auto-objective
autogiro
automaton,
automatons
autopilot
rest one word
automaker
autoworker
avante garde
avatar
awe-inspiring (um)
awhile (adv)
a while (n)
ax
axis, axes
axo (cf)
all one word

B

Baathist
baby boomer
babyface
babysit
bachelor's degree
backache
backbencher
backbite (v)
backbone
backbreaker
back-brief (v)
back burner
back channel (n)
back-channel (adj, v)
back-country (um)
backdate
backdoor (adj)
backdown (adj, n)
backdrop
backface
backfill
backfire
backfit
backflow
background
backhand
backhoe
back-in (adj, n)
backlash
backlist (v)
backlog
backpacker
backpay
backpayment
backpedal (v)
backrest
backroom (adj)
backroad (adj)
backscatter
backseat
backslide
backspace
backspin
backstage
backstop
backstory
backstroke
backswept
backswing
backtalk

backtrack
backtrail
backup (adj, n)
back up (v)
backwall
backward
backwash
backwater
backyard
bagful
baggage room
bagpipe
bag-shaped (um)
Bailey bridge
bailout (adj, n)
bail out (v)
balance-of-payments (adj)
baldfaced
Balkanize
Balkanization
ball bearing
ballistic missile (adj, n)
ballistic missile
  early warning (um)
ball-like
ballpark
ballplayer
ballpoint (adj, n)
ballot box
bandanna
bandsaw
bandstand
bandwagon
bandwidth
bangup (adj, n)
banknote
bankside (stream)
bantamweight
bareback
barebones
barefaced
barefoot
barehanded
bargainer
bark (ship)
barnstormer
barreled, -ing
barrel-roll (v)
barrel-shaped (um)
bartender
baseball
baseball bat
base camp
baseline
  base line (surveying)
baseplate
basi (cf)
  all one word
basis, bases
basketball
bas-relief
bastille
bathrobe
bathroom
bathtub
bathyscaph
battalion
battalion-sized (um)
battleax
battlefront
battleground
battle group
battleline
battle management
battle-scarred (um)
battleship
battlespace
battle-tested (um)
battlewagon
battle-weary (um)
batwing
bazaar
bazaari
beachhead
beadroll
beamwidth
beanbag
beanpole
bean-shaped (um)
bedchamber
bed check
bedclothes
bedcover
bed-down (um)
bedframe
Bedouin
bedpan
bedpost
bed rest
bedridden
bedrock
bedsheet
bedside
bedsore
beekeeper
beeswax
beetle-browed (um)
beforehand
before-mentioned (um)
before-named (um)
bell-bottomed (um)
bellringer
bellwether
bellyache
below-grade (um)
below-ground (um)
below-market (um)
belt-driven (um)
belt-tightening
benchmark (nonliteral)
  bench mark
  (surveying)
benchwarmer
benefited, -ing
benzo (cf)
  all one word
best man
bestseller
beveled, -ing
beyond-visual-range (um)
bi (pref)
  bicentennial
  bifocal
  bi-iliac
  rest one word
biased, -ing
big data
bigmouthed
big-power (adj)
big shot
big-ticket (adj)
billfold
billhook
bio (cf)
  bio-osmosis
  rest one word
bird's-eye (adj)
birdshot
birdwatcher
birdwatching
birthday
birthmark
birthplace

birthrate
birthright
bitmap
bitstock
bitstream
bittersweet
blackball (nonliteral)
black-eyed (um)
blackface
blackguard
blackjack
blacklist
blackmail
black market (adj, n)
black-market (v)
black-marketeer
blackout (adj, n)
blacktop
blase
blasthole
blastmark
blastproof
bleary-eyed (um)
blight-resistant (um)
blind-bomb (v)
blind-flying (um)
blindfold
blindspot
blitzkrieg
bloc (group)
block (grants)
blockbuster
blog
blood-alcohol (um)
bloodbath
bloodborne
bloodcurdling
blood-drenched (um)
blood-giving (um)
bloodhound
bloodletting
blood pressure
blood-red (um)
bloodshed
bloodshot
bloodstain
bloodstock
bloodstream
bloodsucker
bloodthirsty
bloody-nosed (um)
blowback (adj, n)
blowby (adj, n)
blowdown (adj, n)
blowgun
blowhard (adj, n)
blowhole
blowoff (adj, n)
blowout (adj, n)
blow out (v)
blowpipe
blowtorch
blowup (adj, n)
blow up (v)
blueblood
bluecoat (n)
blue-collar (nonliteral) (adj)
blue-eyed (um)
bluegrass
blue-gray (um)
blue-green (um)
bluejacket
bluenose
blue-pencil (adj, v)
blueprint
blue-ribbon (nonliteral)(adj)
bluestreak (nonliteral)
bluewater
blunderbuss
blunt-edged (um)
blunt-spoken (um)
boardwalk
boatbuilder
boatcrew
boathook
boathouse
boatload
boatswain
boatwright
boatyard
bobcat
bobsled
bodybuilder
bodyguard
bohemian
boildown (adj, n)
boil down (v)
boilerplate
boldface
boltcutter
bolthead
bolthole
bomb bay
bomb blast
bombdrop
bombload
bombmaker
bombmaking
bombproof
bombshell
bombsight (device)
bomb site (location)
bombthrower
bomb-throwing (um)
bona fides (n, singular and plural)
bone-dry (um)
bone-hard (um)
bonemeal
bone-white (um)
boobytrap, -ped, -ping
bookbinder
bookcase
bookkeeping
book-lined (um)
booklist
booklover
bookmark
bookmobile
bookseller
bookshelf
bookstall
bookstand
bookstore
book-taught (adj)
boomtown
boondoggle
bootblack
boot camp
bootlace
bootleg
bootstrap
border-crossing (um)
borderland
borderline
borehole
boresafe
boresight
born (birth)
borne (carried)
born-again (n, um)
bottle-fed (um)
bottleneck
bottle-nosed (um)

bottom land
bottom-line (adj)
bottom-up (um)
bouillon (soup)
  bullion (metal)
boulder
bowie knife
bowknot
bowlegged
bowsprit
bowstring
boxcar
boxlike
brachio (cf)
  all one word
brachy (cf)
  all one word
braille
brainchild
brainstorm
brain trust
brainwash
brakedrum
brassworks
breach (gap)
  breech (lower part)
bread-and-butter (adj)
breadbasket
breadcrumb
breadfruit
breadwinner
breakaway (adj, n)
breakbulk
breakdown (adj, n)
break down (v)
break-even (um)
breakfront
break-in (adj, n)
break in (v)
breakneck
breakoff (adj, n)
breakout (adj, n)
break out (v)
breakpoint
breakthrough
breakup (adj, n)
break up (v)
breastbone
breastplate
breathtaking
breechblock
breechloader
breech-loading (um)
breechlock
bribe-free (um)
bribegiver
bribetaker
bric-a-brac
brick-built (um)
brick-colored (um)
bricklayer
brick-red (um)
bridgebuilder
bridgehead
bridgeway
bridgework
briefcase
brier
brigade-centric (adj)
bright-colored (um)
bright-eyed (um)
brilliant-cut (um)
brilliant-green (um)
brinkmanship
broadacre
broad-area (um)
broadax
broadband (adj, n)
broad-based (um)
broad-beamed (um)
broadcast
broadcloth
broad gauge (adj, n)
broadleaf (n)
broad-leaved (um)
broadleg (adj, n)
broadloom
broadminded
broadside
broadsword
broken-down (um)
broken-legged (um)
broncho (cf)
  all one word
bronze-clad (um)
broomstick
brotherhood
brother-in-law
browbeat
brown bag (adj, n)
brown-eyed (um)
brownout (adj, n)
brush holder
brushoff (adj, n)
bucketful
bucket-shaped (um)
bucksaw
buckshot
bugbite
buildingways (singular and plural)
building-block (adj)
buildup (adj, n)
build up (v)
buildout (adj, n)
built-in (um)
built-up (um)
bulkhead
bulldog
bulldoze
bulletproof
bullfight
bullpen
bullring
bull's-eye (nonliteral)
bullwhip
bunghole
bureau, bureaus
burdensharing
burned
burned-out (um)
burned-up (um)
burn-in (adj, n)
burnout (adj, n)
burn-through (adj, n)
burnup (adj, n)
bus, bused, buses,
  busing
busdriver
  but schoolbus driver
busfare
bushwhacker
businesslike
busline
busload
busybody
busywork
butter-yellow (um)
buttondown (adj, n)
buttonhole
buttonhook
butt-weld (v)
buyback (adj, n)
buy-in (adj, n)

buy-out (adj, n)
buzzword
by (cf)
  by-and-by
  byelection
  bylaw
  bypass
  byproduct
  by-the-way (n, um)
  by-your-leave (n, um)
  rest one word

C

cabana
cabdriver
cabfare
cable-laid (um)
cab owner
cabstand
caco (cf)
  all one word
cactus, cactuses
cafe
caffeine
caique
calci (cf)
  all one word
caldron
caliber
caliper
caliph
caliphate
calk
callback (adj, n)
call back (v)
call-in (adj, n)
call-off (adj, n)
callous
callout (adj, n)
call-over (adj, n)
call sign
callup (adj, n)
call up (v)
camelback
camel's-hair (um)
campfire
campground
camshaft
canalside
canape
canceled, -ing
cancellation
candlelit
candlestick
candlewick
can-do (um)
candor
cane-backed (um)
canebrake
canister
cannonball
cannot
canvas (cloth)
  canvass (solicit)
canvas-covered (um)
capful
capital (city)
  capitol (building)
capital-intensive (um)
capscrew
carabao (singular and plural)
carat (gem weight)
  caret (omission mark)
carbarn
car-bomb (adj)
car bomb (n)
car-bomb, -ing (v)
carbureted, -ing
carburetor
carcino (cf)
  all one word
cardboard
cardio (cf)
  cardio-aortic
  rest one word
cardplayer
cardsharp
cardstock
carefree
caretaker
careworn
carfare
car ferry
carjack
carload
cargo(es)
cargo-handling (um)
carhop
caroled, -ing
carotene
carpetbagger
carpet-covered (um)
carpetweaver
carpet-weaving (um)
carpool
carport
carrier-based (um)
carrierborne
carryall (adj, n)
carryback (adj, n)
carry-in (adj, n)
carry-on (adj, n)
carryout (adj, n)
carryover (adj, n)
carry over (v)
carsick
carte blanche
cartwheel
carwash
case-by-case (um)
caseworker
cash-and-carry (adj)
cash-flow (adj)
cashier's check
castaway (n, um)
caster (roller)
  castor (oil)
cast-by (um)
castout (n, um)
Castroite views (etc)
casual (unimportant)
  causal (cause)
catalog, -ed, -ing
catchall
catchphrase
catchup (adj, n)
catch up (v)
catchword
catercorner
caterwauling
catgut
cation
cat-o'nine-tails
cat's-eye (nonliteral)
cat's-paw (nonliteral)
cattle breeder
cattle-raising (um)
cattle ranch
catwalk
caudillo
cause celebre,
  causes celebres
causeway
cavedweller

cave-dwelling (um)
cave-in (adj, n)
caviled, -er, -ing
cease-fire (adj, n)
cease fire (v)
cell phone
cement-covered (um)
cementmaking
census taker
census-taking (um)
center field
center-left
centerline
centermost
centerpiece
centerpole
center-right
centi (cf)
  centimeter-gram-second
  rest one word
centri (cf)
  all one word
centro (cf)
  all one word
cephalo (cf)
  all one word
cerebro (cf)
  cerebro-ocular
  rest one word
cesarean
cesspit
cesspool
chain-driven (um)
chain link
chain of command
chainsmoke (v)
chainsmoker (n)
chairman
chairperson
chair-shaped (um)
chairwoman
chalkboard
chalk-white (um)
chancellery
chancellor
changeable
changeover (adj, n)
change over (v)
channeled, -ing
chaperon
charcoal
charge-coupled (um)
chargé d'affaires,
  chargés d'affaires
chargeout (adj, n)
chartroom
chassis (singular and plural)
château
chat room
cheapskate
checkbook
checkbox
check-clearing
check-in (adj, n)
check in (v)
checklist
checkmark
checkoff (adj, n)
checkout (adj, n)
check out (v)
checkpoint
checkpost
checksheet
checkup (adj, n)
check up (v)
check valve
cheekbone
chemical-weapons-free (um)
chemico (cf)
  all one word
chemo (cf)
  all one word
cherrypick (v)
chickenfeed
chickenpox
chicken yard
chief justice
chief-justiceship
chief mate
chief of staff
  chiefs of staff
childbearing
childbirth
child care
childhood
childlike
chill-cast (um, v)
china shop
chin-high (um)
chinstrap
chiro (cf)
  all one word
chiseled, -ing
chitchat
chloro (cf)
  chlorophyll
  rest one word
chockablock
chock-full (adj)
chocolate-brown (um)
chokepoint
chole (cf)
  all one word
chopstick
chromo (cf)
  all one word
chrono (cf)
  all one word
chuckwagon
churchgoer
cigarette
cigar-shaped (um)
cine (cf)
  all one word
circa
circuit breaker
circum (pref)
  circumarctic
  circumpacific
  rest one word
cirro (cf)
  all one word
cis (pref)
  cisalpine
  cisatlantic
  rest one word
city-born (um)
city-bred (um)
city dweller
cityfolk
cityscape
citywide
civil defense (adj, n)
civil society (adj, n)
clambake
clamor
clampdown (adj, n)
clamshell
class-conscious (um)
claw-footed (um)
clawhammer
claybank
clay-colored (um)

claymore
claypit
clayworks
clean-cut (um)
cleanhanded
cleanout (adj, n)
clean room
clean-shaved (um)
clean-smelling (um)
cleanup (adj, n)
clean up (v)
clear-cut (distinct)
clearcut (forestry) (n, v)
clear-eyed (um)
clearheaded
clearinghouse
clear-sighted (um)
clearup (n)
clear up (v)
clew (nautical)
  clue (other)
cliche
cliffdweller
cliff-dwelling (um)
cliffhanger
cliffside
clifftop
clip art
cloak-and-dagger (adj, n)
clockface
clockwatcher
clockwise
close air support
close-connected (um)
close-cut (um)
closed-circuit (adj)
closed-door (um)
closedown (n)
closed shop
closefisted
close-hold (adj)
close-in (um)
close-knit
closeminded
closemouthed
closeout (adj, n)
close out (v)
close-quarters (um)
closeup (n, um)
close up (v)
cloth-backed (um)
clotheshorse
clothesline
clothespin
cloudbase
cloudburst
cloudcap
cloud-hidden (um)
cloverleaf
cloud cover
cloud-covered (um)
clubfoot
club-shaped (um)
co (pref)
  coauthor
  cochair
  cohost
  co-op
  cooperate
  co-opt
  co-optation
  co-orbital
  co-owner
  coproduction
  rest one word
coal-black (um)
coalboat
coal car
coalfield
coal-fired (um)
coal gas
coalition (generic)
  Coalition (specific U.S.-led alliance)
coal-laden (um)
coal loader
coal mine
coal miner
coal-mining (um)
coalpit
coal-slurry (um)
coast guard
coastline
coastside
coathanger
coatrack
coattails
cobweb
coca grower
coca-growing (um)
cocaine
cockeyed
cockfight
cockpit
cocksure
cock-tailed (um)
coconut
codename
codenamed
codeword
coffeebreak
coffee-colored (um)
coffeegrower
coffee-growing (um)
coffeehouse
coffeepot
cofferdam
cogwheel
coin-operated (um)
coke oven
coldblooded
coldbloodedness
cold-chisel (v)
coldcuts
cold-flow (v)
cold-forge (v)
cold-hammer (v)
cold-hammered (um)
coldpack
cold-press (v)
cold-roll (v)
cold-rolled (um)
cold-shoulder (v)
Cold War
cold-work (v)
coli (cf)
  all one word
collarbone
collateral
colocated
colo (cf)
  all one word
colorblind
colorblindness
color-code (v)
colorfast
combatant
combat arms
combat-capable (um)
combated, -ing
combat-ready (um)
combat support (adj, n)
combined-arms (adj)
comeback (adj, n)
come-between (n)
comedown (n)

come-off (adj, n)
come-on (adj, n)
come-out (n)
comeuppance
command and control
commander in chief
commando(s)
command post
commandwide
commingle
commit, -ted, -ting
common law
commonplace
common sense
commonweal
commonwealth
communique
communitywide
companionship
companywide
compel, -led, -ling
compendium,
  compendiums
condominium,
  condominiums
cone-shaped (um)
conference room
confidant (masculine
    and feminine)
  confident (sure)
confidence- and
  security-building (um)
confidence-building (um)
confirmer
confrere
congressman at large
conjurer
connecter
consignor
consomme
consortium, consortiums
consulter
container ship
contra (pref)
  contra-acting
  contradictor
  contraindicate
  contra-ion
  rest one word
control, -lable, -led, -ling
converter
conveyor
cookoff (adj, n)
cookout (adj, n)
cookstove
coolheaded
cooped-up (um)
copilot
copout (n)
cop out (v)
copper-bottomed (um)
copper-colored (um)
copperhead
copper mine
copper miner
copperplate
copper-plated (um)
copperworker
copperworks
copycat
copydesk
copyedit
copyreader
copyright
coral-red (um)
cork-lined (um)
corkscrew
corncob
cornerpost
corn-fed (um)
corn-growing (um)
cornhusk
cornmeal
cornstarch
corpsmember
corral, -led, -ling
cost-effective (adj)
cost-effectiveness
costo (cf)
  all one word
cost-of-living (um)
cost-saving (um)
cotton-growing (um)
cotton mill
cottonmouth (snake)
cottonseed
coulee
councilor (of council)
  counselor (adviser)
counseled, -ing
countdown (adj, n)
counter (cf)
  counteract
  counterattack
  counter checking (banking)
  counter-countermeasures
  counterintelligence
  counter-off
  counternarcotics
    but counter-narcotics-
    trafficking efforts
  counterpropaganda
  counterrebel
  counterregime
  counter septum
  counterterrorism
    but counter-
    terrorism-finance
    efforts (etc)
    rest one word
country-born (um)
country-bred (um)
countryside
country-western
countrywide
coup de grace, coups de grace
coup d'etat, coups d'etat
coupe
coursework
court-martial
courtship
cousin-in-law
coveralls
covername
cover term
coverup (adj, n)
cover up (v)
cowcatcher
cowhand
cowherd
cowhide
cowpath
cowpen
cozy
crackdown (adj, n)
crack down (v)
crackup (adj, n)
craneway
cranio (cf)
  all one word
crankcase
crank-driven (um)
crankshaft

crash-land (v)
crash landing (n)
crawfish
cream-colored (um)
credit card
creditworthiness
creekbed
creekside
crestfallen
crewcut
crewmember
crew-served (um)
crew station
crew training
crimefighter
crimewave
crisis, crises
crisscross
criterion, criteria
critique
crook (cf)
all one word
crop index
crop-year
cross-appeal
crossarm
cross baffle
crossband
crossbar
crossbeam
crossbones
cross-border
cross-brace
crossbred
cross-bridge (v)
cross-channel
cross-check
cross-claim
cross-compound (v)
cross-connect
cross-country (adj)
cross-cultivate (v)
crosscurrent
crosscut, -ting
cross-echelon
cross-examination
cross-examine
cross-eyed (adj)
crossfeed
cross-fertile (um)
cross-fertilize (v)
crossfire
crossflow
cross-grained (um)
crosshair
crosshatch
cross-immunity
cross-index (um)
cross-interrogate (v)
crosslegged
cross-level (v)
cross-license (v)
crossmark
crossmember
cross-national (adj)
crossover (adj, n)
crosspath
cross-pollinate (v)
cross-pressure
cross-purpose (n)
cross-question
crossrange
cross-reaction
cross-refer (v)
cross-reference
crossroad
cross section
cross-sectional (um)
cross-service
cross-stone
cross-sue (v)
crosstalk
cross-target
crosstie
crosstown
crosstrack
cross-train
crossunder (adj, n)
cross-vote
crosswalk
crosswind
crosswise
crossword
crowbar
crowd control
crow's-foot (nonliteral)
crow's-nest (nonliteral)
cruise missile
cryptanalysis
crypto (cf)
crypto-Christian (etc)
rest one word
crystal-clear (um)
crystalline
crystallize
cubbyhole
cudgeled, -ing
cum laude
cumulo (cf)
all one word
cupful
curbside
cure-all (adj, n)
current account (adj, n)
curriculum, curriculums
curveball
custom-built (um)
custom-made (um)
custom-tailored (um)
cut and fill (adj, n)
cutaway
cutback (n)
cut back (v)
cutglass
cut-in (n)
cutoff (n, um)
cutout (n, um)
cutover (adj)
cutrate (adj)
cutthroat
cutting-edge (um)
cut-under (um)
cut-up (n, um)
cyano (cf)
all one word
cyber activist
cyberactivity
cyberactor
cyber adversary
cyberanalysis
cyber analyst
cyberanalytic
cyber arena
cyberattack
cyberattack signature development (etc)
cyber authority
cyber battlefield
cybercafe
cyber campaign
cyber capability
cyberchallenge
cyber coalition
cyber cognitive analytic tools
cyber collection

cyber command
cybercommunication
cyber community
cyber components
cyber concern
cyberconflict
cybercrime
cybercriminals
cyber customer
cyberdata
cyberdefense
cyber deterrence
cyber doctrine
cyber domain
cyberdominance
cyber economy
cybereffort
cyber element
cyber emir
cyber enterprise
cyberentity
cyberenvironment
cyberespionage
cyberevent
cyber expert
cyberexploitation
cyberfirm
cyberforce
cyberfraud
cyber fusion
cyber geographics
cyber geolocation
cyber hardware
cyberhostilities
cyber implications
cyberincident
cyber indications and warning
cyberinformation
(information in the cyber realm)
cyber information
(information about the
cyber infrastructure)
cyber information assurance
cyber infrastructure
cyber initiative
cyberintelligence
cyberintrusion
cyber investment
cyberism
cyber issue
cyberland
cyber law
cyber means
cybermercenaries
cyber mission
cyber modeling
cyber national
signatures
cyber national strategy
cybernetwork
cyber offensive and
defensive operations
cyberoperation
cyber operator
cyber order of battle
cyber organization
cyber pact
cyberpenetration
cyber plan
cyber platform
cyber police
cyber policy
cyber position
cyber posture
cyber power
cyberproduction
cyber-proficient foreign
actors (etc)
cyber program
cyber realm
cyber reconnaissance
cyber-related data (etc)
cyber requirement
cyber research and
development
cyber resources
cyber role
cybersabotage
cyber safeguard
cybersecurity
cyber service
cyber signature
cyber situational
awareness
cyber skills
cyber solution
cyberspace
cyber staff
cyberstrategy
cyber support
cybersystem
cyber target
cyber tactics,
techniques, and
procedures
cyber team
cybertechnique
cyber technology
cyber terminology
cyberterrorism
cyberthreat
cybertool
cyber toolkit
cyber training
cyber unit
cybervisualization
cybervulnerability
cyberwar
cyberwarfare
cyberweapon
cyber word
cyber world
cyber year
cyclo (cf)
all one word
cysto (cf)
all one word
cyto (cf)
all one word
czar

D

dairy farm
damping-off (n, um)
damsite
dancehall
danger line
daredevil
daresay
dark-eyed (um)
darkhorse (nonliteral)
data bank
database
data flow
datalink
data-mine (v)
data-mining (um)
data mining (n)
data point
data print
data-processing (um)
data set
dateline

date stamp (n)
  date-stamp (adj, v)
datum (rarely used), data
daughter-in-law
daybed
daybreak
day care
daydream
day-fly (aviation) (v)
day-flying (um)
daylit
daylong
day school
day shift
daytime
day-to-day (um)
dayworker
D-day
  D-day plus 4
de (pref)
  deactivate
  de-air
  decentralize
  deconflict
  deenergize
  deescalate
  degaussing
  deice
  de-ion
  derail
  rest one word
deadbeat (n)
deaddrop (nonliteral)
dead end
deadeye (n)
deadfall
deadhead
dead heat
dead-in-the-water (um)
deadline
dead load
deadlock
deadweight (adj, n)
deadwood
deaf-mute
deathbed
deathblow
deathlike
death rate
deathtrap
deathwatch
debacle
debarkation
debris
debt service
debut
decadelong
  decades-long
decisionmakers
  but policy and
  decision makers
decisionmaking
deckhand
deep-cut (um)
deep-dive (um)
deep-felt (um)
deep-freeze (um, v)
deep-frying (um)
deepgoing
deep-laid (um)
deep-rooted (um)
deep-sea (adj)
deep-seated (um)
deep-set (um)
deep-space (adj)
deep-strike (um)
deep-underground (um)
deep-voiced (um)
deepwater (um)
de facto
defense
defense-industrial
defuse
degrees Celsius
degrees Fahrenheit
dehydr(o) (cf)
  all one word
déjà vu
dejure
démarche (n)
deliverer
demagogue
demarcation
demi (pref)
  demi-Christian (etc)
  demi-incognito
  rest one word
demonstrator
denial-of-service (um)
denouement
dependent
depot
depth charge
dermato (cf)
  all one word
descendant (adj, n)
desecrater
desert-bred (um)
desktop
détente
deter, -red, -ring
deterrence
deterrent
detractor
deutero (cf)
  all one word
develop, -ed, ing, -ment
developing-country (um)
devilry
devotee
dewclaw
dewlap
dewpoint
dextro (cf)
  all one word
dextrous
di (pref)
  all one word
dia (pref)
  all one word
diagrammed, -ming
diagrammatic
dialed, -ing
dialog box
dialogue (discussion)
dial-up (adj, n)
diamondback
diamond-backed (um)
diamond-shaped (um)
diaphragm
diazo (cf)
  diazo-oxide
  rest one word
die-away (um)
dieback
diecast (adj, v)
die-cut (adj, v)
diehard (adj, n)
diesel-driven (um)
diesel-electric
diesel engine
diesel-powered (um)
diffuser
dike
dimlit

dimout (adj, n)
dingbat
dining room
dinitro (cf)
  dinitro spray
  rest one word
dipstick
direct-connected (um)
directed-energy (adj)
direct-indirect
direction-finding (um)
dirt-cheap (um)
dirt-encrusted (um)
dirty work
dis (pref)
  all one word
disaster relief
discreet (prudent)
  discrete (distinct)
dishcloth
disheveled, -ing
dishwasher
disk
diskjockey
disk-shaped (um)
dispatch
dispel, -led, -ing
distill, -ed, -ing, -ment
distributor
districtwide
ditchdigger
dive-bomb (v)
diverter
division-level (um)
do-all (adj, n)
dockhand
dockside
dockworker
doctorate
doctor's degree
dog-bitten (um)
dogcatcher
dog-ear (v)
dog-eared (adj)
dogfight
dogfood
dogleg
dogma, dogmas
do-gooder
dogsled
dog tag
dog-tired (um)
do-little (adj, n)
domestically produced
do-nothing (adj, n)
doomsday
doorbell
doorframe
doorjamb
doorknob
doormat
doorstop
Doppler effect
dorsi (cf)
  all one word
dorso (cf)
  dorso-occipital
  rest one word
dot-com (adj, n)
double-agent (adj)
double-barreled (um)
double-breasted (um)
double-charge (v)
doublecheck (n, v)
doublechecked (adj)
double-click
double-count (v)
doublecross (nonliteral)
doubledeal, -ing (v)
double-decker
double-duty (adj)
double-edged (um)
double-entendre
doubleheader
double-jointed
double play
double-quick (um)
double space
doubletalk
double time
double-track (adj, v)
doubletree
double-up (um, v)
doweled, -ing
downbeat
downcast
down-covered (um)
downcut
downdraft
down-echelon (adj)
downfall
downfield
downflow
downgrade
downgradient
downgrowth
downhill
down-link
download
downlock (n)
downlook
downpayment
downplay
downpour
downrange
downright
downriver
downrush
downside
downsize
downslope
downspout
downstairs
downstream
downstroke
downswing
downtime
down-to-earth
downtown
downtrend
downtrodden
downturn
downward
downwind
draft age
draftage (allowance)
draft-exempt (um)
dragnet
drainpipe
drawback
drawbridge
drawdown (adj, n)
draw down (v)
drawgear
drawing board
drawing room
drawn-out (um)
drawoff (adj, n)
drawout (adj, n)
drawspan
drawstring
dreamed
dressing room

dressup (adj, n)
driftmeter
drift-mining (um)
drill down
drill-like
drinking water
drip-dry (um, v)
driveaway (adj, n)
drive-by (adj, n)
drive by (v)
drive-in (adj, n)
drive shaft
drive-through (adj, n)
drive-up (adj)
dropaway (adj, n)
drop-down (adj)
dropkick
dropleaf (adj, n)
dropleg
dropoff (adj, n)
drop off (v)
dropout (adj, n)
drop out (v)
drop text
drought
droughtlike
drought-stricken (um)
drug-addicted (um)
drugpusher
drug trafficker
drug trafficking
drumbeat
drumhead
drumstick
drum-up (adj, n)
dryclean
drycleaning
dry-cure (v)
drydock
dry-farm (v)
dry-packed (um, v)
dry rot
dry-rotted (um)
dry-salt (v)
dry-season (adj)
drywash
dual-gauge (um)
dual-hatted (adj)
dual-purpose (um)
dual-track (um)
dual-use (um)
duck-billed (um)
duckblind
duckpond
due date
due-in (n, um)
dueled, -ing
dueout (n, um)
dues-paying (um)
duffelbag
dug-in (um)
dugout (n)
dug-up (um)
dull-edged (um)
dull-looking (um)
dullness
dumbbell
dumbwaiter
dumbfound
dumpsite
duo (cf)
  all one word
dustbin
dustcloth
dust-covered (um)
dustpan
duststorm
dutybound
duty-free (um)
dwelt
dyeing (coloring)
  dying (death)
dys (pref)
  all one word

E

earache
earbud
eardrum
earflap
earful
early-1960s-vintage (adj) (etc)
early-June (etc) (um)
early-model (adj)
early or mid-March (etc)
early- to mid-March figures (etc)
early warning (adj, n)
earmark
earphone
ear-piercing (um)
earplug
earring
earshot
earsplitting
earthfill
earthmover
earthmoving
earthquake
earth-shaking (um)
earthwall
east-central (um)
East European (um)
  Eastern Europe (n)
easternmost
eastgoing
east-northeast
east-southeast
eastward
easygoing
eavesdrop
Ebola
edge plane
edgewise
editor in chief
eggbeater
egg-shaped (um)
eggshell
eightfold
eight-ply (um)
eight-wheeler
elan
elbowroom
electro (cf)
  electrochemical
  electromagnetic
  electro-optical
  electro-osmosis
  electro-ultrafiltration
  rest one word
elicited, -ing
elite
ellipsis, ellipses
email
embargo(es)
embarrass
embed
embellish
embryo (cf)
  all one word
emigrant (go from)
  immigrant (go into)

émigré
emir
emptyhanded
enameled, -ing
encase
encephalo (cf)
all one word
enclose
enclosure
encumber
encumbrance
end-all (adj, n)
end game
end-item (um)
endmost
endnote
endo (cf)
all one word
endorse, -ment
endpoint
end-stage (um)
end-state (um)
end-strength (um)
end-use (um)
end user
endwise
energy-sector (um)
enforce, -ment
engine-driven (um)
engine driver
enginehouse
engineroom
engine shop
engine yard
English-language (etc) (um)
ennui
en rapport
enroll, -ed, -ing, -ment
en route
ensnare
entero (cf)
all one word
entree
entrench
entrepôt
entrust
envelop, -ed, -ing
envelope (n)
epi (pref)
epilogue
rest one word
equaled, -ing
equal rights (adj, n)
equi (cf)
equi-gram-molar
rest one word
equilibrium, equilibriums
equip, -ped, -ping
erratum, errata
erythro (cf)
all one word
escapable
esprit de corps
esthetic
ethno (cf)
all one word
ethnic Uzbek (etc) (adj, n)
Euro (cf)
Euroatlantic
Eurocommunism
Euroloan
Eurozone
but euro (currency)
all one word
evacuee
evenhanded
even-numbered (um)
even-tempered (adj)
eventide
ever-changing (um)
ever-constant (um)
ever-growing (um)
everglade
evergreen
everlasting
evermore
ever-present (um)
ever-ready (um)
every day (each day)
everyday (ordinary)
everyone (all)
every one (distributive)
every time
evildoer
ex cathedra
excel, -led, -ling
excommunicate
exemplar
exhibitor
ex libris (singular and plural)
ex officio
exoatmosphere
exoatmospheric
ex parte
expel, -led, -ling
exposé
ex post facto
ex-FARC (etc)
ex-president (etc)
ex-servicemember (etc)
extoll, -ed, -ing
extra
extra-American
extra-condensed (um)
extraconstitutional
extracurricular
extra-fine (um)
extrahazardous
extrajudicial
extra-large (um)
extralegal
extra-long (um)
extramural
extraordinary
extra-strong (um)
extraterritorial
extravascular
for extra (outside), generally do not hyphenate; for extra (more), use hyphen
eyeball
eyebank
eyebolt
eyebrow
eye-catching (um)
eyeglasses
eyehole
eyelash
eyelid
eye opener
eye-opening (um)
eyeshade
eyesight
eyesore
eyestrain
eyetooth
eyewash
eyewitness
eying

F

facade
facecloth
facedown (adj, n)
face-on (adj, n)
face-off (adj, n)
faceplate
face-saving (um)
face-to-face (um)
faceup (adj, n)
factbook
fact-check (v)
fact checking (n)
factfinding
factsheet
fadeaway (adj, n)
fade-in (adj, n)
fadeout (adj, n)
fail-safe
fainthearted
fairground
fair-haired (um)
fairminded
fairplay
fairytale
fait accompli, faits accompli
fallback (adj, n)
fall-in (adj, n)
falloff (n)
fallout (adj, n)
fallow land
false-bottomed (um)
falsehood
fancy-free (um)
fanfare
fan-jet
fan-shaped (um)
fan-tailed (um)
faraway (n, um)
far cry
far-distant (um)
Far East (n)
  Far Eastern (um)
farfetched
farflung
fargone
far-left (adj)
far-leftist (um)
farm-bred (um)
farmhand
farmland
farmstead
farmworkers
far-off (um)
far-reaching (um)
far-right (adj)
far-rightist (um)
farseeing
far-set (um)
farsighted
farther (distance)
  further (degree)
fastback
fast-breaking (um)
fast-moving (um)
fast track (n)
fast-track (adj, v)
fat-free (um)
father-in-law
fat-soluble (um)
fatwa
faultfinding
faultline
faux pas (singular and plural)
favor
fax
fear-free (um)
fearmongering
featherbed
featherweight
fedayee (singular rarely used),
  fedayeen
fed-up (um)
feebleminded
feedback (n)
feedbag
feedgrain
feedlot
feedstock
fellow (cf)
  fellowship
  fellow traveler
  rest two words
felt-lined (um)
felucca
fence jumper
fencepost
fence-sitter
fence-sitting (um)
ferro (cf)
  ferro-carbon-titanium
  ferro-uranium
  rest one word
fete
fetish
fever-stricken (um)
fiber
fiberboard
fiberglass
fiber-optic (adj)
fiber-optics (n)
fibro (cf)
  fibro-osteoma
  rest one word
field day
field-deploy (v)
fieldglass
fieldgoal
field-grade (adj)
field grade (n)
field-launch (v)
fieldpiece
field-strip (v)
field-test (v)
field training
fierce-looking (um)
fiery-tempered (um)
fighter-bomber
fighter-interceptor
fighter pilot
fig leaf
figurehead
figure-of-eight (um)
figure work (printing)
file clerk
file-hard (um)
file name
fill-in (adj, n)
fillout (adj, n)
fill-up (adj, n)
filmgoer
filmmaker, filmmaking
filmstrip
finback
fine-cut (um, v)
fine-drawn (um)
fine-featured (um)
fine-looking (um)
fine-tune (v)
fine-tuning

finger-cut (um)
fingerprint
fingertip
fin-shaped (um)
fiord (as common noun; as part of name, follow Board on Geographic Names)
firearm
fireball
firebase
firebolt
firebomb
firebrand
firebreak
fire-burnt (um)
fire-control (adj)
fire control (n)
firecracker
firedamp
fire drill (adj, n)
firefight
firefighter
fireguard
fire-hardened (um)
firehose
firepit
fireplace
fireplug
firepower
fireproof
fire-red (um)
fire-resistant (um)
firesafe
fireside
firestorm
fire-support (adj)
fire-tested (um)
firetrap
firetruck
firewall
firewarden
firewood
firm-footed (um)
firm-handed (um)
firm-set (um)
firm-up (adj, n)
first aid (adj, n)
first-ballot (adj)
firstborn
first-class (um)
first-come, first-served
firstcomer
first-echelon (adj)
first-ever (um)
first-generation (adj)
first-half (adj)
firsthand (adj, adv)
firstline (adj)
first-made (um)
first-named (um)
first-quarter (adj)
first-rate (adj)
first-rater
first responder
first-stage (adj)
fishbone
fisheye
fish-fed (um)
fishhook
fish-joint (v)
fishpond
fishtrap
fistfight
fit out, fitting out (v, gerund)
fitting-out (um)
fivefold
five-ply (um)
five-pointed (um)
fixed-wing (um)
flagbearer
flagpole
flagpost
flag-raising (um)
flagship
flag-signal (v)
flagstaff
flak jacket
flame-cut (v)
flameout (n)
flameproof
flamethrower
flammable
flareback (adj, n)
flareout (adj, n)
flareup (adj, n)
flashback (adj, n)
flashbulb
flashcard
flashgun
flashlamp
flashpoint
flatback (bookbinding)
flatbed
flat-bottomed (um)
flatcar
flatfoot
flat-footed
flathead
flatiron
flatout (n, um)
flat-rolled (um)
flattop
flat-topped (um)
flatwoods
fleabite
flea-bitten (um)
fledgling
fleet-footed (um)
fleur-de-lis
flexitime
flier
flightcrew
flight hour
flightline
flightpath
flight test (adj, n)
flight-test, -ed, -ing
flight time
flip-flop
flip-up (adj, n)
floodgate
floodlamp
floodlight
floodlighting
flood plain
floodtide
floodwall
floodwater
floorboard
floorlamp
floor-length
floormat
floor plan
floorspace
floorwalker
flotation
flour mill
floursack
flowchart
flowerbed
flowerpot
flowmeter

flowoff (adj, n)
flowsheet
flowthrough
fluo (cf)
all one word
fluoro (cf)
all one word
flush-cut (um)
flush-decked (um)
fluvio (cf)
all one word
flyaway
flyback
flyball
flyblown
fly-by-night (adj, n)
flycatcher
fly-fish (v)
fly fishing
flying boat
flying fish
flyleaf
flypaper
flytrap
flyweight
flywheel
focus, focuses
focused, -ing
fog-hidden (um)
foghorn
fold-in (adj, n)
foldout
foldup (adj, n)
folklore
folksong
follow-on (adj, n)
followthrough (adj, n)
followup (adj, n)
follow up (v)
foodborne
foodgrain
foodgrower
food-processing (adj)
foodstore
foodstuffs
foolhardy
foolproof
foot-and-mouth (adj)
football
footbath
footbrake
footbridge
foot-candle
foot-dragging
footfall
footgear
foothill
foothold
footlocker
footloose
footnote (n, v)
footnoting
footpad
footpath
footplate
foot-pound
foot-pound-second
footprint
footrace
footrail
footrest
foot-second
foot soldier
footsore
footstep
footstool
foot trail
footwalk
footwall
for (pref)
all one word
forbid, forbade, forbidding
forced labor
force-on-force (adj)
force projection
force protection
forcewide
fore (cf)
fore-and-aft (n, um)
fore-edge
foresee
rest one word
foreign exchange (adj, n)
forest-covered (um)
forest land
forestside
forgettable
forgo (do without)
forego (precede)
foregone conclusion
forklift
fork-tailed (um)
format, -ted, -ting
formfitted
formula, formulas
forsake
forswear, forswore
forte
forthcoming
forthright
forthwith
fortuneteller
forum, forums
forward (ahead)
foreword (preface)
forward-deploy (v)
forward-leaning (um)
forward-looking (um)
foul-looking (um)
foulmouthed
foulup (adj, n)
fountainhead
fourfold
four-footed (um)
four-masted (um)
four-master
four-ply (um)
fourscore
foursome
foursquare
four-star (adj)
fourth-quarter (adj)
four-wheel drive (n)
four-wheel-drive (um)
four-wheeled
foxhole
foxhound
foxtailed
fracto (cf)
all one word
frameup (adj, n)
framework
Francophile
Francophone
freeborn
freedom fighter
free enterprise (adj, n)
free-fall
free-for-all
freehand (drawing)
freehanded
freehold
freelance

freelancer
freeloader
free market (adj, n)
free-market-oriented (um)
freemasonry
free port
free-spoken (um)
freestanding (um)
freethinker
freethinking
free trade (adj, n)
freeway (highway)
freewheel (um, v)
freewheeling
free will (n)
freewill (adj)
freeze-dry (v)
freezeout (adj, n)
freezeup (adj, n)
freight car
freight room
fresh-looking (um)
fresh-painted (um)
freshwater (adj)
fresh water (n)
front-end (adj)
frontline
front-loading (um)
front man
fronto (cf)
  fronto-occipital
  fronto-orbital
  rest one word
front page
frontrunner
frontrunning
frontseat
front-wheel (um)
frostbite
frost-free (um)
frost-killed (um)
frostline
frostproof
fruitcake
fruit fly
fruit-growing
frying pan
fueled, fueling
fueler
fuel line
fuel oil
fullback
full-bellied (um)
fullblooded
fuller's earth
fullface
fulfill, -ed, -ing, -ment
full-fledged
full-grown (um)
full load
full-speed (adj, adv)
full-strength (adj, adv)
full-time (adj, adv)
fundraiser
fundraising
fungus, fungi
funneled, -ing
funnel-shaped (um)
fur-clad (um)
furcoat
fur-lined (um)
fur-trimmed (um)
fuse
  fuze (mechanical or electrical)
fuselage
fuseplug

G

gainsay
galact(o) (cf)
  all one word
gallbladder
galley proof (printing)
galvano (cf)
  all one word
gamboled, -ing
game changer
game-changing (um)
game plan
gangboss
gangplank
garrote
gasbomb
gas-driven (um)
gases
gasfield
  but oil and gas fields, natural gas field
gas-fired (um)
gas-flow (adj)
gas-heated (um)
gaslamp
gaslight
gaslit
gasline (machine)
  gas line (queue)
gaslock
gas main
gas mask
gasmeter
gastro (cf)
  gastro-omental
  rest one word
gas well
gasworker
gasworks
gatekeeper
gatepost
gauge
Gaullist policies (etc)
gauss
gearbox
gearcase
gear-driven (um)
gear-operated (um)
gearshift
gearwheel
gelatin
gemcutter
gem-set (um)
gemstone
general purpose (adj, n)
genius, geniuses
geo (cf)
  geolocation
  geopolitics
  geotag
  all one word
german silver
germ-free (um)
gerrymander
getaway (adj, n)
getoff (adj, n)
get-together (adj, n)
getup (adj, n)
ghetto(s)
ghostwrite
ghostwriter
gigabyte
gilt-edge (um)
give-and-take (adj, n)
give away (v)
giveaway (adj, n)

glacio (cf)
all one word
glamorous
glamour
glassblower
glasscutter
glassmaking
glassworks
glauco (cf)
all one word
glidepath
glideslope
globetrotting
glosso (cf)
all one word
glove box
gluc(o) (cf)
all one word
glycero (cf)
all one word
glyco (cf)
all one word
go-ahead (adj, n)
goalpost
go-around (adj, n)
goatherd
go-back (adj, n)
go-between (n)
gocart
godchild
goddaughter
godfather
godless
godmother
godparent
godsend
godson
go-fast (adj)
go-getter
go-getting (adj, n)
goings-on
gold-filled (um)
gold-inlaid (um)
goldleaf
gold mine
goldplate
gold-plated (um)
goldsmithing
goodbye
good-faith (adj)
good-for-nothing (n, um)
good-natured (um)
good offices
good-quality (adj)
goodwill
go-off (adj, n)
gooseflesh
gooseneck
goosepimples
gossipmonger
gothic type
government-in-exile
government-owned (um)
governmentwide
grab-all (adj, n)
grab bag
grabhook
grainfield
gram-molecular
gram-negative (um)
gram-positive (um)
grandchild
grandfathered
grandstand
grandstanding
grant aid
grant-in-aid
grapeseed
grapevine
grapho (cf)
all one word
grass-covered (um)
grassroots (nonliteral)
gravedigger
graveled, -ing
graveside
gray
gray arms
gray-haired (um)
gray-market (um, v)
grayout (adj, n)
great-aunt
greatcoat
Greater London (etc)
great-grandchild (etc)
great-power (adj)
great-uncle
greenback (adj, n)
greenbelt (community)
greenhorn
greensand (geology)
greenwood (forest)
green wood (literal)
greyhound
gridiron
ground-attack (um)
ground-based (um)
groundbreaking
groundburst
ground-controlled
intercept
ground crew
ground-effect machine
ground force(s) (adj, n)
groundmass
ground-mobile (um)
ground rules
ground shock
groundspeed
ground station
ground support
groundswell
ground test (adj, n)
ground-test, -ing (v)
ground war
groundwave
groundwater
groundwork
group-connect (v)
groupthink
groveled, -ing
grownup (n, um)
gruesome
guarantee (n, v)
guaranty (n) (law)
guarantor
guardhouse
guard post
guardrail
guerrilla (warfare)
guesswork
guesthouse
guest worker
guided-missile (adj)
guideline
guidepost
guide rail
gun-barrel (adj)
gunblast
guncotton
guncrew
gundeck
gunfight

gunfighting
gunfire
gun-for-hire (um)
gunlock
gunmaking
gun mount
gunplay
gunpoint
gunpowder
gunrack
gunrunner
gunrunning
gunship
gunshot
gun-shy (adj)
gunsight
gunsmith
gunstock
gunwale
gutless
gymno (cf)
all one word
gyneco (cf)
all one word
gypsy
gyro (cf)
gyro horizon
gyro mechanism
rest one word

H

habeas corpus
habitue
hacksaw
hadith
hailstone
hailstorm
hairband
hairbreadth
hairbrush
haircut (n)
hairdo
hairdresser
hairline
hairpin
hairsplitting
hajj(es)
hajji
halal
half-and-half (n, um)
half-afraid
half-alive
halfback (football)
half-baked (um)
half-bound (um)
half brother
half-clear
halfcocked
half-dark
half-day (adj)
half-dozen (adj)
halfhearted
half hour
half-hourly (um)
half-life
half load
half-loaded (um)
half-mast
half measure
half-mile (adj)
half-miler
half-monthly (um)
half moon
half-on (adj, n)
halfpace
halfpenny
half-ripe (adj)
half sister
half-speed (adj)
halfstaff
half-strength (adj)
halftime
halftone (printing)
halftrack
half-true
half-truth
halfway
half-weekly (um)
half-yearly (um)
hallmark
halo(s)
ham-fisted (adj)
ham-handed (adj)
hamstring
hamstrung
hammerhead
hammerlock
hammertoe
handbag
handball
handbill
handbook
hand-bound (um)
handbrake
hand-built (um)
hand-carry (v)
handcart
hand-carve (v)
handclap
handclasp
hand-clean (v)
hand-courier (v)
handcrank
handcuff
hand-cut (v)
hand-fed (v)
handgrenade
handgrip
handguard
handgun
hand-held (um)
hand-high (um)
handhold
handicap, -ped, -ping
hand-in-hand (um)
handkerchief
hand-knit (v)
handlebar
hand-letter (v)
handmade
hand-me-down (adj, n)
handmix (v)
handoff (adj, n)
hand off (v)
handout (adj, n)
hand out (v)
handover (n)
handpick (v)
handpicked
handprint
handrail
handsaw
hand-selected
handset
handshake
hands-off (adj)
hands-on (adj)
handspring
handspun
hand-stamp (v)
handstand
handstitch

hand-tailored (um)
handtool
hand-tooled (um)
handwoven
hand-wringing
handwrite (v)
handwritten
hangdog
hang glider
hangnail
hangout (adj, n)
hangup (adj, n)
happy-go-lucky
hara-kiri
harass
harbormaster
harborside
hard-and-fast
hard-baked (um)
hard-bitten (um)
hard-boiled (um)
hardcase
hard-charging
hardcopy
hardcore
hardcover
hard currency (adj, n)
hard drive (n)
hard-driving (um)
hardhat
hardheaded
hard-hit (um)
hard-hitting (um)
hard line (n)
hardline (adj)
hardliner (n)
hardnose
hardpan
hard-pressed (um)
hard-set (um)
hardship
hardstand
hard-surface (um)
hardtack
hard-target (adj)
hardtop (auto)
hard up
hardware
hardwired
hard-won (um)
hard work
hard-working (um)
has-been (n)
hashmark
hashtag
hatband
hatpin
hatrack
haulback (n)
have-not (adj, n)
haversack
hawkbill
hawk-nosed (um)
hawsepipe
hayloft
haymarket
haystack
haywire
H-bar
H-beam
H-bomb
headache
headachy
headband
headcloth
headcount
headdress
headfirst
headgear
headhunter
headlamp
headlight
headline
headlock
headlong
head of state
head-on (adj, adv)
headphone
headquarters
headrest
headroom
headscarf
headset
headspace
headspring
headstand
headstart
headstock
headstream
headstrong
heads-up (adj, n)
headwaiter
headwaters
headway
headwind
health care (adj, n)
healthful (producing health)
  healthy (in good health)
heartache
heartbeat
heartbreak
heartburn
heartfelt
heartland
heartsick
heartstring
heartthrob
heat-resistant (um)
heat-sensitive (um)
heatstroke
heat-treating (um)
heavy-duty (um)
heavyhanded
heavy-lift (adj)
heavyset
heavy water (n)
heavy-water (adj)
heavy-water-moderated
heavyweight (adj, n)
hecto (cf)
  all one word
hedgehog
hedgehop
height-finding (adj)
heir apparent
helicopter-borne (um)
helio (cf)
  all one word
helix, helices
helpmate
help page
helter-skelter
hema (cf)
  all one word
hemi (pref)
  all one word
hemo (cf)
  all one word
hempseed
henceforth
henceforward
hepato (cf)
  all one word

hepta (cf)
all one word
herculean task (etc)
hereafter
hereby
herefrom
herein
hereof
hereon
hereto
heretofore
herewith
herringbone
hetero (cf)
all one word
hexa (cf)
all one word
H-hour
hiccup
hide-and-seek (adj, n)
hideaway (adj, n)
hidebound
hideout (adj, n)
hi-fi
high-altitude (um)
highball
highborn
highbred
highbrow (nonliteral)
high-caliber (um)
high-class (um)
high-density (um)
high-energy (um)
high-explosive (um)
higher-than-market (um) (etc)
higher-up (n)
highflier (n)
highflying (um)
high frequency (n)
high-frequency (um)
highhanded
high-hat (v)
high-intensity (um)
highlander
high-level (um)
highlight (nonliteral)
high-minded (um)
high point
high-power (um)
high-precision (um)
high-pressure (um, v)
high-priced (um)
high proof
high protein (adj)
high-quality (um)
high-ranking (um)
high-reaching (um)
high-rise
highroad
high school (adj, n)
high seas
high-speed (um)
high-strung (um)
high-tech (um)
high-technology (um)
high-tension (um)
high-up (um)
high-value (um)
high water
high water mark
hijack
hijacker
hillside
hilltop
hill tribe
hindcast
hindleg
hindmost
hindrance
hindquarter
hindsight
hipbone
hip-hop (adj, n)
hippo (cf)
all one word
hipshot
histo (cf)
all one word
hit-and-miss (adj)
hit-and-run (adj)
hitchhiker
hit-or-miss (adj)
Hizballah
hoarfrost
hobbyhorse
hocus-pocus
hodgepodge
hogback
hognose (machine)
hog-nosed (um)
hog's-back (geology)
hogshead
hogsty
hog-tie (v)
hogwash
holdall (adj, n)
holdback (adj, n)
hold-clear (adj, n)
holddown (adj, n)
holdfast (adj, n)
holdoff (adj, n)
holdout (adj, n)
holdover (adj, n)
hold time
holdup
holland cloth
hollow-ground (um)
holo (cf)
all one word
home-baked (um)
home base (n)
home-based (v)
homebody
homebred
homebrew
homebuilder
homebuilding
home buyer
homecoming
home-fed (um)
homefront
homegrown
homeland
homelife
homemade
homeo (cf)
all one word
homeowner
homepage
homeplate
home port (n)
home-port (v)
home rule
homesick
homespun
homestead
homestretch
hometown
homeward
homo (cf)
all one word
homologue
honey-colored

honeycomb
honeydew
honeymoon
honeypot
honeytrap
honorbound
hoodwink
hoofbeat
hoofprint
hook-nosed (um)
hookup (adj, n)
hop point
hopscotch
horehound
hormono (cf)
all one word
hornbill
hornblower
hornpipe
horseback
horseflesh
horsehair
horsehead
horsehide
horsehoof
horsemeat
horseplay
horsepower-hour
horsepox
horserace
horse sense (n)
horseshoe
horsethief
horsetrading (nonliteral)
horsewhip
hostage taker
hostage taking
host country
host name
host nation
hotbed
hotblood
hot-blooded (um)
hot-cold
hotdog
hotfoot
hothead (n)
hotheaded
hothouse
hot-launched
hotline (nonliteral)
hotlink
hot-mix (um)
hotpatch
hotplate
hot-press (v)
hot-pursuit (adj)
hotrod (nonliteral)
hot-roll (v)
hot-rolled (um)
hotspot
hot-swap (v)
hot swap (n)
hotwork (v)
hourglass
housebreaking
housebroken
housebuilder
housebuilding
house call
housecleaner
house-cleaning (adj)
houseguest
household
housekeeping
housetop
housetrailer
housewares
housewarming
housewife
housework
hover craft
however
howsoever
how-to (adj, n)
H-piece
hubcap
hull-less
humanitarian assistance
humankind
human rights (adj, n)
human-source (adj)
humdrum
humpback
Humvee
hunchback
hundredfold
hundredweight
hunger strike
hung-up (um)
hunter-killer (adj, n)
hush-hush
hush money
hushup (adj, n)
hydro (cf)
hydroelectric
hydroplant
hydropower
hydro station
rest one word
hygro (cf)
all one word
hyper (pref)
hyper-Dorian (etc)
hyperlink
rest one word
hypo (cf)
all one word
hypothesis, hypotheses
hypotenuse

I

I band (etc) (adj, n)
I-bar
I-beam
iceberg
iceblind
ice blindness
iceblock
icebound
icebreaker
icecap
ice-clad (um)
ice-cold (um)
ice-covered (um)
ice cream
icefall
icefield
ice fishing
icefloe (island)
iceflow (current)
ice-free
icemaking
icemelt
icepack
ice shelf
ice skate (n)
ice-skate (v)
ice-skating
ice storm
ice water
ID (n, v)

ideo (cf)
  ideounit
  rest one word
I-iron
ill-advised (adj)
ill-advisedly
ill-defined (adj)
ill-fated (adj)
ill health
ill-prepared (adj)
ill-timed (adj)
ill-treat (v)
ill-use (v)
ill will
imam
impaneled, -ing
impel, -led, -ling
imperiled, -ing
import-export
impostor
in (pref/cf)
  inactive (um)
  in-and-out (um)
  inasmuch
  in-being (um)
  incountry (um)
  indepth (um)
  infighting
  inflight (um)
  in-house
  in-law (n)
  inmigration (um)
  inport (um)
  inservice (um)
  inshore
  insofar
  intheater (um)
  rest one word
in absentia
inbox
inch-deep (um)
inch-long (um)
inch-pound
incur, -red, -ring
index, indexes
india ink
indigo(s)
Indo-European (etc)
industrywide
in extenso
in extremis
infantryman
infer, -red, -ring
inferable
inference
information gathering
information sharing
infra (pref)
  infrared
  infra-axillary
  infrastructure
  rest one word
ingenious (skillful)
  ingenuous (simple)
ink-black (um)
inkjet
inkpot
inkspot
inkstain
inkstand
inkwell
in loco parentis
inner circle
inner-city (adj)
ino (cf)
  all one word
input, -ting
insect-borne (um)
insignia
in situ
install, -ed, -ing, -ment
installation
instant-message (adj, v)
instant message (n)
instill, -ed, -ing
intelligence collection
intelligence gathering
intelligence sharing
inter (pref)
  inter-American (etc)
  interchange
  intersperse
  rest one word
inter alia
inter alios
interceptor
interment (burial)
  internment (jail)
intern
Internet
intervener
intifada
in toto
intra (pref)
  intra-atomic (etc)
  intracoastal
  intranet
  rest one word
intransigent (adj, n)
intro (pref)
  all one word
in vitro
in vivo
ipso facto
ipso jure
I-rail
ironclad
ironfisted
iron-free (um)
ironhanded
iron-lined (um)
iron lung
ironmaking
iron-red (um)
ironside
ironworking
ironworks
Islamization
island-born (um)
iso (cf)
  isooctane
  iso-osmosis
  rest one word

J

jackhammer
jack-in-the-box
jackknife
jack-of-all-trades
jackpot
jackrabbit
jackscrew
jackstay
jailbreak
jampacked
jawbone
jawbreaker
jaywalk
J-bolt
jeep (vehicle type, not trade name)
jellybean
jellyroll

jet aircraft
jet airliner
jet bomber
jetliner
jetport
jet-powered (um)
jetprop
jet-propelled (um)
jet propulsion
jet set
jetstream
jetwash
jeweled, -ing, -er
jewel-studded (um)
jigsaw
jihad
jobholder
jobseeker
joint-force (um)
joint-service (um)
joint-use (um)
joint-venture (um)
joule
joulemeter
journeyman
joyride
joystick
judgment
judgeship
jujitsu
jump off (v)
jumpoff (adj, n)
jump-start
jungle-clad (um)
jungle-covered (um)
juniormost
junk mail
junkpile
jury box
jury-fixing (um)
jury-rigged (um)
just-completed (um) (etc)
juxta (cf)
  juxta-articular
  rest one word

K

keelblock
keelhaul
keel-laying (um)
keel line
keepsake
kerato (cf)
  all one word
kerosene
kettledrum
key-activated (adj)
keyhole
keylock
keynote
keypunch
keyring
keyword
kickback (adj, n)
kick-in (adj, n)
kickoff (adj, n)
kickout (adj, n)
kick-start
kidnap-for-ransom (um)
kidnapped, -ping
kidnapper
kilo (pref)
  kilobyte
  kilogram-meter
  kilohertz
  kilovoltampere
  kilowatt-hour
  rest one word
kindhearted
kingbolt
kingmaker
kingpin
kiss-off (adj, n)
knapsack
knee-deep (um)
knee-high (um)
knee-jerk (adj)
kneepad
knifepoint
knockabout (adj, n)
knockdown (adj, n)
knock-kneed (um)
knockoff (adj, n)
knock-on (adj, n)
knockout (adj, n)
knothole
know-all (adj, n)
know-how (adj, n)
know-it-all (adj, n)
knowledgeable
know-little (adj, n)
know-nothing (adj, n)
knucklebone
kolkhoz(es)
kopek
kosher
K-ration
K-term

L

labeled, -ing
labor-intensive (um)
laborsaving
labor union
lackluster
laid-off (um)
laid-up (um)
laissez faire
lakebed
lakefront
lakeshore
lakeside
lameduck (nonliteral)
lampblack
lamppost
lampshade
lampstand
land-attack (adj)
land base
land-based (um)
landborne
landbound
landfall
landfast
landfill
landform
landgrab
landgrabber
land-grant (um)
landholding
landline
landlocked
landlord
landmark
landmass
landmine
land-mobile (um)
landowner

landownership
landowning
land-poor (adj)
landscape
landside
landslide
land tax
landward
lapbelt
laptop
large-scale (adj)
lash-up (adj, n)
lasso(s)
last-cited (um)
last-ditch (adj)
last-minute (adj)
last-named (um)
latchbolt
latchkey
latecomer
late-June (etc) (um)
late-model (adj)
lath (wood)
  lathe (machine)
latter-day (adj)
lattermost
laughingstock
launch crew
launching ways (singular and plural)
launch-on-tactical-warning (adj, n)
launch on tactical warning (v)
launch-on-warning (adj, n)
launch on warning (v)
launch pad
launch site
launch stand
launch weight
laureled
law-abiding (um)
law-and-order (adj)
lawbreaker
lawmaking
lawsuit
layaway (adj, n)
layback (adj, n)
lay-by (n)
laydown (adj, n)
layman
layoff (adj, n)
layout (adj, n)
layover (adj, n)
layperson
layup (adj, n)
lay up (v)
laywoman
L-bar
L-beam
L-block
leader line
lead-filled (um)
lead-gray (um)
lead-in (adj, n)
leadline
lead line (medical, nautical only)
leadoff (adj, n)
leadout (adj, n)
leadtime
lead-up (adj, n)
lead up (v)
leakthrough
lean-to (adj, n)
leapfrog
leap year
leaseback (adj, n)
leasehold
leather-bound (um)
leather-covered (um)
leatherworking
leavetaking
lee shore
leeward
left-bank (v)
left-click (n, v)
left field
left-hand (adj)
left-handed (um)
left-leaning (adj)
leftmost
left-of-center (um)
left-sided (um)
leftwing (adj)
left wing (n)
leftwinger
lend-lease
Leninist doctrine (etc)
lens, lenses
lepto (cf)
  all one word
less developed (etc)
letdown (n, um)
letter bomb
letterhead
letter-perfect (um)
letterpress
letterwriting
letup (n)
let up (v)
leuc(o) (cf)
  all one word
leveled, -ing
leveler
levelheaded
libeled, -ing
liberal-minded (um)
lieutenant colonel
lieutenant governor
lieutenant-governorship
lifebelt
lifeblood
lifeboat
life cycle
lifeguard
life insurance (adj, n)
lifejacket
lifelike
lifeline
lifelong
liferaft
lifering
lifesaver
lifesaving
life-sized (adj)
lifespan
lifestyle
lifetime
lifevest
liftoff (adj, n)
light-armed (um)
light-clad (um)
lighter-than-air (um)
lightface (printing)
light-footed (um)
light-producing (um)
lightship
light water (n)
light-water (adj)
lightweight (adj, n)
light-year
likable

like-minded (um)
limekiln
linchpin
line-of-sight (um)
lineup (adj, n)
line up (v)
linkup (adj, n)
link up (v)
lionhearted
lipread
lipservice
liquefy
liquid-fueled (adj)
liquid-propellant (adj)
liquid-propelled (um)
litho (cf)
  litho-offset
  rest one word
little-known (um)
little-used (um)
livable
live-fire (um)
live load
livestock
live wire
  livewire (nonliteral)
living costs
loadmeter
loadout (adj, n)
loath (adj)
  loathe (v)
lockjaw
locknut
lockon (adj, n)
lock on (v)
lockout (adj, n)
lockstep
lockup (adj, n)
locker room
locus, loci
lodestar
lodestone
lodgment
logbook
loggerheads
login (adj, n)
log in (v)
logjam
logout (adj, n)
log out (v)
logsheet
logo (cf)
  all one word
lone-wolf (um)
long ago (adv, um)
long-awaited (um)
long-bed (truck)
longbow
long-distance (adj)
long-drawn (um)
longfelt
long-haired (um)
longhand (nonliteral)
long-handled (um)
long-lasting (um)
long-lived (um)
long-past (um)
long-pending (um)
longplaying (um)
long-range (um)
long-run (adj)
longstanding (adj)
long-term (adj)
longtime
longwave (radio)
longways
longwinded
look-alike
look angle (n)
lookdown (adj, n)
lookdown-shootdown (adj)
look-in (adj, n)
lookout (adj, n)
lookthrough (adj, n)
lookup (adj, n)
look up (v)
loophole
looseleaf
loose-tongued (um)
lopsided
loudmouthed
loudspeaker (radio)
loud-voiced (um)
louver
low-altitude (um)
lowborn
lowboy
low-built (um)
lowdown (n, um)
low Earth orbit
low-enriched uranium
lowercase (printing)
lower-class (um)
lower-grade (um)
lower-income (um)
lower-level (um)
lower-middle-class (um)
lowermost
low-end (adj)
low-fat (um)
low frequency (n)
low-frequency (um)
low-income (um)
low-intensity (um)
low-key (adj)
lowland (adj, n)
low-level (adj)
low-lying (um)
low-observable
  (adj, n)
low-power (um)
low-pressure (um)
low-priced (um)
low-quality (um)
low-ranking (um)
low-technology (um)
low water
L-shaped
L-square
lukewarm
lumberjack
lumber room
lumberyard
lunchtime
luster
lying-in (adj, n)

M

macadamized road
mach 2 (etc)
machine building (n)
machine-building (um)
machine-finished (um)
machinegun
machine-hour
machine-made (um)
machine shop
machine tool
machine work
machismo (n)
macho (adj)
macro (cf)
  all one word

madam, mesdames
madcap
made-over (um)
made-up (um)
madras cloth
madrassa(s)
magneto (cf)
  magneto-optics
  rest one word
mailbag
mailbox
mail-order (um)
mainframe
mainland
main line (literal)
  mainline (nonliteral)
mainmast
mainsail
mainsheet
mainspring
mainstay
mainstream (nonliteral)
maintop
main yard
major-domo
major-leaguer
major-minor
make-believe (adj, n)
makefast (n)
makeshift
makeup (adj, n)
make-work
making up
mal (cf)
  all one word
malware
manageable
manager-director
man-day
maneater
maneuver
manhandle
manhole
man-hour
manic-depressive
manifold
manila envelope
man in the street
mankind
manmade (adj)
man-of-war
man-portable (um)
manpower
mantel (shelf)
  mantle (cloak)
many-colored (um)
man-year
manyfold
many-sided (um)
mapmaker
mapreading
marijuana
markdown (adj, n)
marketplace
markoff (adj, n)
markshot
markup (adj, n)
marshaled, -ing
marshaler
martial law
marveled, -ing
marvelous
Marxism
mashup (adj, n)
mason jar
mass-casualty (um)
mass-produce (v)
master at arms
mastermind
master of ceremonies
master's degree
masterstroke
masthead
matchhead
matchstick
matrix, matrices
matter-of-fact (adj)
maxi (pref)
  all one word
maximum, maximums
maybe (adv)
May Day (1 May)
  mayday (distress call)
M-day
meager
mealtime
mean-spirited (um)
mean time (astronomical)
  meantime (meanwhile)
meanwhile
measurable
meatpacking
mecca (center of interest, not the city)
mechanico (cf)
  all one word
medaled, -ing
medalist
medieval
medio (cf)
  all one word
medium, media
medium and high altitudes
medium- and high-altitude (adj)
medium-to-high altitude (n)
medium- to high-altitude (adj)
medium-sized (um)
meetingplace
mega (cf)
  megabyte
  megadose
  megaproject
  all one word
megalo (cf)
  all one word
meltdown (n, um)
meltwater
member-state (adj)
member state (n)
memento(s)
memorandum, memorandums
merchant ship
meso (cf)
  all one word
messhall
messkit
mess-up (adj, n)
meta (pref)
  metadata
  metatag
  all one word
metalammonium
metal-clad (um)
metal-coated (um)
metal-cutting (um)
metaled, -ing
metal-lined (um)
metalworker
metalworking

metalworks
meter-amperes
meter-kilogram
meter-kilogram-second
metier
metro (cf)
  all one word
Metro Manila (etc)
Metropolitan Moscow (etc)
  but Moscow
    metropolitan area (etc)
micro (cf)
  microblog
  microorganism
  all one word
mid (cf)
  midair
  mid-American (etc)
  mid-April (etc)
  midday
  mid-decade
  mid-18th century (n) (etc)
  mid-18th-century (adj) (etc)
  mid-1980 (etc)
  mid-1980s (etc)
  mid-1980s-style (adj)
  mid-ice
  midinfrared
  midlevel
  midmorning
  mid-Pacific (etc)
  midrange
  midstage
  midterm
  mid-to-late 1980 (etc)
  midyear
  rest one word
middle age
middle-aged (um)
middle-class (um)
Middle East (adj, n)
  Middle Eastern (adj)
middle ground
middle-income (um)
middleman
middlemost
middle-of-the-roader
middle-sized (um)
middleweight
midi (pref)
  all one word
mild-mannered (um)
mileage
mile-long (adj)
milepost
mile-wide (adj)
Military Departments (U.S.)
military-political (um)
Military Services (U.S.)
militiaman
militia member
millennium, millennia
milli (cf)
  milligram-hour
  rest one word
millimeter wave
millpond
millpost
millrace
millstream
mill wright
minable
mincemeat
mindreader
mindreading
mindset
mineclearing
minefield
minehunter
minehunting
minelayer
minelaying
mineship
minesweeper
minesweeping
minethrower
mine warfare (adj, n)
mineworks
mini (pref)
  miniempire
  mini-state
  rest one word
minimum, minimums
minimum-security (adj)
minister-counselor
minor-leaguer
minutia (rarely used),
  minutiae (plural)
MIRVed
mis (pref)
  all one word
mischiefmaking
missile defense (adj, n)
missile-equipped (um)
missile support (adj, n)
missile suspension (adj, n)
mission-critical (um)
mist-covered (um)
miter
miter box
miter-lock (v)
mixup (n)
mixing room
mizzenmast
mobile erector-launcher
mobile missile (adj, n)
mockup (adj, n)
modeled, -ing
modeler
modus operandi,
  modi operandi
modus vivendi,
  modi vivendi
mold
molehill
molotov cocktail
mollusk
molt
moneybag
moneychanger
money-laundering (um)
moneylender
moneymaking
moneysaving
mono (cf)
  mono-ideistic
  mono-ion
  rest one word
monogrammed, -ming
monsieur, messieurs
monthend
monthlong (adj)
month-old (adj)
moonbeam
moonglow
moonlight
moonrise
moonset
moonshine
moonstruck
mopping-up (um)
mopup (adj, n)
mop up (v)

moratorium,
  moratoriums
moreover
Morse code
mortise
most-favored-nation (um)
most-sought-after (um)
mothball(ed)
moth-eaten (um)
mother-in-law
motherland
mother ship
moto (cf)
  all one word
motorbike
motorboat
motorbus
motorcade
motorcoach
motorcycle
motor-driven (um)
motordrome
motor pool
motorship
motor torpedo boat
mountain-high (um)
mountainside
mountaintop
mouthful
mouthpiece
movable
moviegoer
moviemaking
much-needed (um)
muckrake (v)
muckraker (n)
mudbank
mud-colored (um)
mudflat
mudflow
mudguard
mudhole
mudslinging
muezzin
mujahid, mujahideen
  but follow source's spelling if part of a group name
mullah
multi (cf)
  multifiber
  multifamily
  multi-ply (several plies)
  multipurpose
  multistory
  multiton
  all one word
multiple-launch rocket system
multiple-purpose (adj)
multiple rocket launcher
musclebound
musico (cf)
  all one word
music teacher
mustache
myria (cf)
  all one word
mytho (cf)
  all one word

N

nailhead
nail-studded (um)
naive
naivete
name-calling (um)
name-dropping (um)
nameplate
namesake
nano (cf)
  nanotechnology
  all one word
narco (cf)
  narcotrafficker
  narcotrafficking
  all one word
narrow-band (adj)
narrow-beam (adj)
narrow-body (adj, n)
narrow gauge (adj, n)
narrowminded
nation-state
nationwide
native-born (um)
natural gas (adj, n)
natural gas field
navy-blue (um)
nearby
near-Earth orbit
Near East (n)
  Near Eastern (um)
near-infrared (um)
near miss
near-real time (n)
near-real-time (um)
nearsighted
near success
near-term (um)
neckband
neckbone
neck-deep (um)
neck-high (um)
necktie
needlepoint
needle-sharp (um)
need to know (n)
need-to-know (adj)
ne'er-do-well
neo (cf)
  neofascist
  neo-Greek (etc)
  neo-Nazi (etc)
  rest one word
neon light
nerve-racked (um)
nerve-racking
net-centric (adj)
nettlesome
network
net worth
neuro (cf)
  all one word
never-ending (um)
nevermore
nevertheless
newborn
newcomer
new-fashioned (um)
newfound
new-made (um)
newscast
newscaster
newsclip
news editor
news feed
newsletter
newsmagazine
newsmaking
newspaper
newspeople

newsphoto
newsprint
newsreader
newsreel
newssheet
newsstand
newsstory
newsweekly
newsworthy
newton
next-generation (adj)
next of kin
nickel
nickelplate
nickel-plated (um)
nickeltype
nickname
nightclub
night editor
night-fly (aviation) (v)
night-flying (um)
nightlife
nightlong (um)
night school
night shift
nightstick
nighttime
night-vision (um)
nightworker
nimbostratus
ninefold
nine-lived (um)
nitpick, -ing
nitro (cf)
  nitro-hydro-carbon
  rest one word
no-account (adj, n)
noble-minded (um)
noblesse oblige
nobody
no-confidence (um)
no-fault (adj)
no-first-use (um)
no-fly zone (adj, n)
no-go (adj, n)
no-good (n, um)
no-hitter (n)
noisemaker
noisemaking
no man's land
nom(s) de guerre
nom(s) de plume
non (cf)
  non-air-transportable
  nonaligned
  non-civil-service
  noncommissioned
  noncommunist
  non-Communist Party
  noncontrol
  non-DIA (etc)
  nondivisional
  non-European (etc)
  nonferrous
  non-intelligence-related
  nonlifelike
  nonmilitary
  nonMIRVed
  non-missile-equipped
  non-mission-capable
  nonnegotiable
  nonnuclear
  non-nuclear-weapon state
  non-nuclear-powered
  non-nuclear-related
  nonoceangoing
  nonoil
  non-oil-producing
  nonoperational
  non-party-member
  non-rare-earth
  non-scientific and technical
  non-self-propelled
  non-self-sustaining
  non sequitur (etc)
  nonstate
  nonuse-of-force (adj)
  non-U.S. NATO forces
  as prefix, one word
nonesuch
nonetheless
no-no
  no-no's (plural)
no-nonsense (adj)
noonday
northbound
north-central
northeast
northeastern
north end
northernmost
northgoing
north-northeast
north-northwest
north shore
north-sider
northward
northwest
nosecone
nosedive
nosedown (adj, n)
nose-high (um)
nosering
nose tip
noseup (n, um)
nosewheel
no-show (adj, n)
notebook
note-taking (um)
note paper
noteworthy
notwithstanding
nouveau riche,
  nouveaux riches
no-war/no-peace
nowhere
nuclear-armed (um)
nuclear-capable (um)
nuclear delivery (adj, n)
nuclear-free zone
nuclear power (adj, n)
nuclear-powered (um)
nuclear strike (adj, n)
nuclear-warfighting (um)
nuclear weapons (adj, n)
nuclear-weapons-free zone
nuclear weapon state
nucleo (cf)
  all one word
nucleus, nuclei
number-one (um) (etc)

O

oarlock
oasis, oases
obkom
oblast
occur, -red, -ring
occurrence
oceanborne
oceangoing
oceanside
ocean-spanning (um)
oceanwide
ocher
octo (cf)
  all one word
octopus, octopuses
odd-looking (um)
odd number
odd-numbered (um)
off-and-on (um)
off-balance
off-base (um)
offbeat
off-campus
offcenter (um)
off chance
offcolor (adj)
off day
off-duty (um)
offense
offered, -ing
offguard
offhand
off-hours
officeholder
officeseeker
office-seeking (um)
officeworker
off-limits (um)
offline
offload
offprint
off-putting
off-ramp
off-road
offscreen
off-season
offset
offshoot
offshore
offside
offsite
offstage
off-the-rack (um)
off-the-record (um)
off-the-shelf (um)
off-track
off-white (um)
off year
oftentimes
ohm-ammeter
ohmmeter
oilcan
oilcloth
oil-driven (um)
oil-fed (um)
oilfield
oil-forming (um)
oil-producing (um)
oil-rich
oil sands (adj, n)
oil shale (adj, n)
oil-soaked (um)
oilspill
oil workers
oil well
old-fashioned (um)
old-guard (adj)
old-line (adj)
oldstyle (printing)
oldtime
oleo (cf)
  oleo gear
  oleo oil
  oleo strut
  rest one word
olivewood
Olympics
  Olympic Games, the games
  Summer Olympics
  Winter Olympics
ombudsman, ombudsmen
omni (cf)
  omni-ignorant
  rest one word
on (cf)
  on-again/off-again
  on-and-off (adj, n)
  onbase (adj, n)
  onboard (adj, n)
  on call (n)
  oncall (um)
  on-demand (um)
  ongoing
  onhand (adj, n)
  online (adj, n)
  onscene
  onshore
  onsite (adj, n)
  onstation (adj, n)
  onstream
  rest one word
once-over
one-armed (um)
one-eyed (um)
onefold
one-half (etc)
one-handed (um)
one-man/one-vote
one-on-one
oneness
one-piece (um)
oneself
one-sided
one-sidedness
one-striper
onetime (former)
one-time (single instance) (um)
one-two-three
one-way
on-ramp
on-the-job (um)
onward
open-air (um)
open-armed (um)
open-backed (um)
opencut (mining)
open-door (um)
open-ended (um)
openhanded
open house
openminded
open-ocean (adj)
open pit (adj, n)
open-source (adj)
open source (n)
opt-in (adj, n)
optoelectronics
orbited, ing
orderly room
order-of-battle (um)

ordinance (law)
  ordnance (weapons)
organo (cf)
  all one word
ortho (cf)
  all one word
out (cf)
  out-and-out (um)
  outfight
  out-loud (um)
  outmaneuver
  outmigration
  out-of-area (um)
  out-of-date (um)
  out-of-door(s) (um)
  out-of-state (um)
  out-of-the-way (um)
  as prefix, one word
outbox
outer-city (um)
outermost
outer space
outfit, -ted, -ting
outward-bound (um)
outyear
ovenbaked
ovendried
over (cf)
  overabundance
  overactive
  overage (older) (n, um)
  overage (surplus)
  overall
  overfishing
  overhaul
  overriding
  over-snow vehicle
  over-the-counter (um)
  rest one word
oxcart
oxhide
oxy (cf)
  all one word

P

pacemaker
pace-setting (um)
packhorse
packsaddle
packup (adj, n)
padlock
page-for-page (um)
page proof
page view
painkiller
painstaking
paintball
paintbrush
paintmixer
paintstained (um)
paleo (cf)
  paleo-Christian (etc)
  rest one word
pallbearer
pan (cf)
  Pan-American,
    Pan-Asian,
    Pan-Islamic (etc)
  Pan American Union
  panchromatic
  Panhellenic
  pantheism
  rest one word
paneled, -ing
panic-stricken (um)
panto (cf)
  all one word
paperback
papercutter
papermill
paper-thin (um)
paperweight
para (cf)
  para-anesthesia
  paramilitary
  rest one word
paralleled, -ing
parceled, -ing
parenthesis,
  parentheses
par excellence
parimutuel
part-finished (um)
parti (cf)
  all one word
particle beam weapon
partnership
part owner
part-time (adv, um)
part-timer (n)
part way
party giver
partygoer
party line
partywide
passageway
passcode
passenger car
passer(s)-by
passkey
pass-in-review (adj, n)
passout (adj, n)
passphrase
passport
passthrough (adj, n)
pass through (v)
password
password-protect (v)
past-due (um)
pasteurize
pastureland
pat-down (adj, n)
pathbreaker
pathfinder
patho (cf)
  all one word
patri (cf)
  all one word
patrol, -led, -ling
Patton tank
pawnbroker
payback (adj, n)
paycheck
payday
paydirt
paygrade
payload
payoff (adj, n)
payout (adj, n)
payroll
peacekeeping
peace-loving (um)
peace-building (um)
peacemaking
peacetime
peacoat

pea-green (um)
peakload (n, um)
peanut
pea-sized (um)
peat-roofed (um)
pebble-strewn (um)
peddler
peeloff (adj, n)
peephole
peer-to-peer (adj)
pegleg
penciled, -ing
pendant (n)
  pendent (hanging)
  pendant number (ship)
penknife
penmanship
pen name
pennyworth
penta (cf)
  penta-acetate
  rest one word
pent-up (um)
peptalk
per capita
percent
percentage
percentile
per centum
per diem
perestroyka
peri (pref)
  peri-insular
  rest one word
periled, -ing
permafrost
permit, -ted, -ting
per se
persona non grata
persulfide
pestridden (um)
petaled, -ing
petro (cf)
  petro-occipital (etc)
  rest one word
pharmaco (cf)
  pharmaco-oryctology
  rest one word
pharming
phased-array (adj)
phasedown (adj, n)
phase down (v)
phase-in (adj, n)
phase in (v)
phasemeter
phaseout (adj, n)
phase out (v)
pheno (cf)
  all one word
phenomenon, phenomena
philistine
philo (cf)
  philo-French (etc)
  rest one word
phishing
phono (cf)
  all one word
phony
phospho (cf)
  all one word
photo (cf)
  photo atlas
  photo interpretation
  photo-offset
  photooxidation
  photoreconnaissance
  rest one word
phreno (cf)
  all one word
physico (cf)
  all one word
physio (cf)
  all one word
pianoforte
pickax
picket line
picklock
pick-me-up (adj, n)
pickoff (adj, n)
pickover (adj, n)
pick over (v)
pickpocket
pickup (adj, n)
pick up (v)
picture book
piece goods
piece de resistance
piecemeal
piece rate
piecework
pieceworker
pierside
piezo (cf)
  piezo-oscillator
  rest one word
pigeonhole
piggyback
pikestaff
piledriver
pile-driving (um)
pileup (adj, n)
pilot boat
pilot light
pinball
pinch-hit (v)
pinch-hitter
pinfeather
pinhole
pinhook
pinpoint
pinprick
pinup (adj, n)
pinwheel
pipe bomb
pipedream
pipefitter
pipefitting
pipelayer
pipelaying
pipeline
pipe smoker
pipestem
pipet
pistol-whip (v)
pistonhead
pitch-black (um)
pitchblende
pitch-dark (um)
pitchfork
pitchout (adj, n)
pitchup (adj, n)
pitfall
pitot tube
placecard
placekick
place name
plague-infested (um)
plain-clothed (adj)
plainclothes (um)
plainclothesman
plain-looking (um)
plain-spoken (um)
plaintext

planeload
plane-parallel (um)
planetable (surveying)
plani (cf)
all one word
plano (cf)
all one word
plantlife
plaster of paris
plateau, plateaus
plate glass
plate proof (printing)
plate-roll (v)
plate-rolled (um)
platy (cf)
all one word
play-act (v)
playback (adj, n)
playdown (adj, n)
play down (v)
playground
playlist
playoff (adj, n)
plaything
pledger
pleo (cf)
all one word
pleuro (cf)
all one word
plow
plowhand
plowhorse
plowshare
plug-in (adj, n)
plug in (v)
plus or minus
plus-up
pluto (cf)
all one word
pneumato (cf)
pneumato-hydato-genetic (um)
rest one word
pneumo (cf)
all one word
pocketknife
pocket-sized (um)
pocket-veto (v)
pockmark
pockmarked (um)
podcast
podium, podiums
pointblank
point defense
point man
point person
poison-dipped (um)
polearm
poleax
pole-shaped (um)
polestar
pole-vault (v)
policymaker
policymaking
politico (cf)
politico-orthodox (etc)
rest one word
pollwatcher
poly (cf)
all one word
pommeled, -ing
pontoon (civilian and military)
Ponzi scheme
poor-quality (adj)
poppy farming
poppyfield
poppyseed
pop-up (adj, n)
pop up (v)
pork-barrel (adj)
port call
portfire
portfolio
porthole
portmanteau
portside
post (cf)
postattack
postaudit
post bellum
postblast
postboost
postcard
post-Christian (etc)
post diem
post-free (um)
postgraduate
posthaste
post hospital (military)
posthostilities
post meridiem
postmodern
postmortem
post office
postreentry
post school (military)
poststrike
post-target-tracking
posttest
posttreaty
postwar
as prefix, one word
potash
potato field
potbellied
potboiler
pothole
potlatch
potluck
potpourri
potshot
poultry-raising (um)
pound-foolish (adj)
pound-foot
powder-blue (um)
powder house
powder mill
powder room
power base
power broker
power-driven (um)
powerhouse
powerline
power-operated (um)
powerpack
powerplant
power play
power-projection (um)
power-sharing (um)
powerstation
practice (n, v)
praiseworthiness
praiseworthy
pre (pref)
preattack
predétente
predetermine
preexamine
preexisting
pre-Incan (etc)
preindependence
pre-martial-law (etc)
pre-position (v)
preseries
rest one word

précis (singular and plural)
precision-guided (um)
prefer, -red, -ing
preferable
preference
premier (first in status)
  premiere (first performance)
present-day (um)
president-elect
president pro tempore
press agent
press-forge (v)
press-gang (n, v)
press-made (um)
pressplate
press proof (printing)
presstime
pretense
preter (pref)
  all one word
preventive
price-cutting (um)
price-fixing (um)
pricelist
price-sharing (um)
price-support (um)
pricetag
prima facie
prime minister
prime-minister-
  designate
  but Prime Minister-
  designate Jones (etc)
prime-ministerial
prime-ministership
prime-ministry
prime mover
prime-time (um)
printout (n)
printshop
prisoner of war (n)
prisoner-of-war (um)
private-sector (um)
prizefighter
prizewinner
prizewinning
pro (cf)
  pro-African (etc)
  pro forma
  progovernment
  pro-opposition
  pro rata
  proreform
  proregime
  pro-state
  pro tem
  pro tempore
  prowar
  as prefix, one word
proffer, -ed, -ing
profit-and-loss (um)
profited, -ing
profitmaking
profit-sharing (um)
program, -med, -ming
programmer
programmable
programmatic
prologue
proof of life (n)
proof-of-life (um)
proofread
proofsheet
propel, -led, -ling
propellant (n)
  propellent (adj)
prophecy (n)
  prophesy (v)
propjet
propwash
protector
protege
protester
proto (cf)
  proto-Egyptian (etc)
  rest one word
provincewide
pseudo (cf)
  pseudo-official
  pseudo-owner
  pseudo-peace-loving
  rest one word
psycho (cf)
  psycho-organic
  rest one word
publicity-conscious (um)
publicly
public-minded (um)
public-sector (um)
public-spirited (um)
public works
pullback (adj, n)
pull-down (adj)
pull down (v)
pull-in (adj, n)
pulloff (adj, n)
pull-on (adj, n)
pullout (adj, n)
pull-push (um)
pullthrough (adj, n)
pullup (adj, n)
pulse Doppler
pulsewidth
pummeled, -ing
pump house
pump-priming (adj)
pump station
purebred
pure line (biological)
purse strings
pushbutton
pushcart
pushoff (adj, n)
pushover (adj, n)
push-pull (um)
push-to-talk (adj, n)
pushup (adj, n)
putback (n, um)
putoff (n, um)
put-on (n, um)
putout (n, um)
put-up (n, um)
pyro (cf)
  all one word

Q

Q-boat
Q-fever
quadri (cf)
  quadri-invariant
  rest one word
quality control (adj, n)
quality-of-life (um)
quandary
quarreled, -ing
quarterback
quarter-cut (um)
quarterdeck
quartermaster
quartermaster general
quarter-miler
quarter-phase (um)
quarterstaff

quasi (cf)
  quasi-judicial
  quasi-military
  all hyphenated
queue, queued, queuing
quick-change (um, v)
quick-drawn (um, v)
quickfreeze (um, v)
quicklime
quick-reaction (adj)
quick-response (adj)
quicksand
quickset
quicksilver
quickstep
quick time
quick-witted (um)
quid pro quo(s)
quisling
quixotic
quonset hut
Quran

R

rabble-rouser
racecourse
racehorse
racetrack
racket (all meanings)
radar cross section
radar-imaging (um)
radarscope
radar tracking
radio (cf)
  radio amplifier
  radio antenna
  radio channel
  radio communication(s)
  radio control
  radioelectronic
  radio engineer
  radio engineering
  radiofrequency
  radioisotope
  radio link
  radio navigation
  radio range
  radio receiver
  radio-relay
  radio set
  radio station
  radiotelegraph
  radiotelephone
  radio transmitter
  radio tube
  radio wave
  rest two words
radiumtherapy
radius, radii
radix, radixes
ragtag
railborne
railcar
railguard
railhead
rail line
rail-mobile (um)
rail net
railroad
rail shed
railsplitter
rail spur
rail train
railway
railyard
rainbow
raincheck
raincoat
raindrop
rainfall
rainforest
rainmaking
rainproof
rainshower
rainspout
rainstorm
rainwash
rainwater
raison(s) d'être
Ramadan
ramjet
ramrod
ramshackle
rangefinder
rangehead
rank and file (n)
rank-and-file (adj)
rapid fire
rapid-reaction (um)
rapid transit
rappel, -led, -ling
rapporteur
rapprochement
rare-earth (um)
ratable
rate-cutting (um)
rate-fixing (um)
ratepayer
rate-raising (um)
ratesetting
rat-infested (um)
rat race
rattlesnake
rattrap
raveled, -ing
rawboned
rawhide
razor-sharp (um)
razzle-dazzle
raykom
rayon
re (pref)
  re-cover (cover again)
  re-create (create again)
  re-cross-examination
  redirect
  reengineer
  reentry
  reequip
  reevaluate
  reexport
  re-form (form again)
  re-ice
  reignite
  re-ink
  reman
  re-present (present again)
  reprocess
  re-redirect
  rest one word
reachback (adj, n)
read ahead
reading room
readme file
readout (n)
read-through (adj, n)
ready-built (um)
readymade
ready reference

real estate
real-time (um)
real time (n)
real-world (um)
rear-area (um)
rear end
rear-guard (um)
rearmost
rear service
rear services area
rearview (um)
rebel, -led, -ling
reconnaissance
reconnoiter
recordbreaker
recordbreaking
recordkeeping
recordmaking
recti (cf)
  all one word
recto (cf)
  all one word
recyclable
red carpet
redeye
red-haired (um)
redhanded
redhead(ed)
red-hot (um)
red line (literal)
redline (nonliteral)
redtape (nonliteral)
reduced-observable (adj, n)
refer, -red, -ring
referable
referendum, referendums
refueled, -ing
refusenik
regionwide
regime protection
reinforce
releasability
religio (cf)
  all one word
remodeler
remote control (adj, n)
remote-controlled (adj)
remote-sensing (um)
renaissance
rent-free
repair shop
repairway
reparable
repellant (n)
  repellent (adj)
representative at large
representative-elect
requester
research study
research worker
resino (cf)
  all one word
responder (electronics)
rest home
restroom
résumé
retro (cf)
  retrofire
  retrofit
  retro-ocular
  retro-operative
  retrorocket
  rest one word
reveled, -er, -ing
reverse-engineer (v)
reverse-engineering
rheo (cf)
  all one word
rhino (cf)
  all one word
rhizo (cf)
  all one word
rhod(o) (cf)
  all one word
rhomb(o) (cf)
  all one word
ricefield
ricegrowing
riceland
rice water
ridge line
ridgetop
rifleshot
right-angle (um, v)
right-angled (um)
right away
right-click (n, v)
right field
right-hand (adj)
right-handed (um)
rightmost
right-of-way
right-to-work (adj)
rightwing (adj)
right wing (n)
rightwinger
rig-up (adj, n)
rim-deep (um)
rimfire
rimlock
ringbolt
ring-in (adj, n)
ringlead (v)
ringleader
ring-off (adj, n)
ring-shaped (um)
ringside
ringtone
ring-up (adj, n)
ringworm
riot control
ripcord
ripsaw
riptide
rip-up (adj, n)
risque
rivaled, -ing
riverbank
riverbed
riverborne
river bottom
river-crossing (um)
riverflow
river-formed (um)
riverfront
riverhead
riverine
riverside
roadblock
roadbound (um)
roadbuilding
roadhead
roadhog
roadmap
road-mobile (um)
road scraper
road show
roadside
road-test (v)
roadway
road-weary (um)
rockbottom (nonliteral)
rock-climbing (um)

rockfall (n)
rockfill
rockpile
rockslide
rock wool
rod-shaped (um)
roentgen
roentgeno (cf)
all one word
rollabout (adj, n)
rollback (adj, n)
rollcall
roll-fed (v)
rolling-stock (adj)
roll-off (adj, n)
roll-on (adj, n)
roll-on/roll-off (adj, n)
rollout (adj, n)
rollout-to-launch (um)
rollover (adj, n)
rolltop
rollup (adj, n)
roman candle
roman numeral
roman type
roofgarden
rooftop
root-cutting (um)
roothold
rootstock
ropewalk
roughcast (um, v)
rough-cut (um)
roughhewn
roughhouse
roughing-in (um)
rough-legged (um)
roughshod
rough-sketch (v)
roundabout (adj, n)
round-faced (um)
roundhead
round-made (um)
roundnose (tool)
roundout (adj, n)
roundrobin (petition)
roundtable (panel)
round-the-clock (um)
round-topped
round trip (adj, n)
roundup (adj, n)
round up (v)
rowboat
rubberband
rubber-lined (um)
rubber plant
rubber-set (um)
rubberstamp (nonliteral)
rubdown (adj, n)
ruble
rulemaking
rule of law (n)
rule-of-law (um)
rule of thumb
ruling-party (adj)
rumormonger
runabout (n, um)
runaround (adj, n)
runaway (adj, n)
runback (n, um)
runby (n)
rundown (n, um)
run-in (adj, n)
run in (v)
runner(s)-up
running mate
runoff (n, um)
run-on (adj, n)
runout (n, um)
runthrough (n, um)
runup (n, um)
run up (v)
runway
runway-penetrator (um)
rush hour
Russo (cf)
Russo-Chinese (etc)
rest one word
rust-brown (um)
rustproofing
rust-resistant (um)
rust-stained (um)

S

saccharin (n)
saccharine (adj)
saccharo (cf)
all one word
sackcloth
sacro (cf)
all one word
saddlebag
saddlesore
safe-conduct (adj, n)
safecracker
safecracking
safe-deposit (adj)
safeguard
safehaven
safehold
safehouse
safekeeping
sailboat
sailcloth
sailmaking
salable
salesclerk
salesmanship
salespeople
salesperson
sales tax
salt-cured (um)
saltpan
saltpeter
saltpond
saltshaker
saltwater
saltworks
salvo(s)
samizdat
sanatorium, sanatoriums
sandaled, -ing
sandbag
sandbank
sandbar
sandblast
sandblown
sand-buried (um)
sand-cast (um, v)
sand dune
sandglass
sandhill
sandlot
sandpaper
sandpit
sandspit
sandstorm
sandtable
sandy-bottomed (um)
sangfroid
sanitarium, sanitariums
sans serif

sarco (cf)
all one word
satellite-borne (um)
savable
savanna
save-all (adj, n)
savior
sawdust
sawmill
sawtooth
saw-toothed (um)
say-nothing (adj, n)
say-so (n)
S-bend
S-brake
scaleback (adj, n)
scaledown (adj, n)
scaleup (n)
scale up (v)
scalloped, -ing
scandalmongering
scapegoat
scarecrow
scaremonger
scar-faced (um)
scenesetter
schizo (cf)
all one word
school-age (um)
schoolbag
school board
schoolbook
schoolboy
schoolbus
schoolchildren
schoolday
schoolgirl
schoolroom
schoolteacher
but high school teacher
school-trained (um)
schoolwork
schoolyard
school year
scientifico (cf)
all one word
scoreboard
scorecard
scorekeeping
scoresheet
scout car
scrapbook
scrap heap
scrap iron
scrap paper
scratch pad
scratch test
screen name
screenplay
screensaver
screenshot
screenwriter
screwcap
screw-driven (um)
screwdriver
screwhead
screwjack
screw propeller
screw-threaded (um)
screw-turned (um)
screw wheel
scroll bar
scrollwheel
scrubland
scuttlebutt
sea base
sea-based (um)
seabeach
seabed
seaboard
seaborne
seacoast
seacraft
seadrome
seafaring
seafloor
seafood
seafront
seagoing
seakeeping
sea lane
sea level
sealift
sea lines of
communication
sea lion
seam-welded (um)
seance
seaplane
seaport
seapower
seaquake
search and rescue
searchlight
searchplane
seascape
seashell
seashore
seasick
seaside
seatbelt
sea test
sea time (clock)
seawall
seaward
seawater
seaway
sea wing
seaworthiness
seaworthy
second-best
second-class (um)
second-degree (um)
second-generation (um)
second-guess (v)
second-half (adj)
secondhand (adj, adv)
second in command
second-largest (adj)
secondline (adj)
secondmost
second-most-powerful
second-quarter (adj)
second-ranking (um)
second-rate (um)
second-rater
secretary general
secretary-generalship
secretaryship
secretary-treasurer
secret service
secret society
seedbed
seesaw
seismo (cf)
all one word
self (cf)
self-centered
as reflexive pref, use hyphen
self-defense
selfhood
selfless

self-motivated
selfness
self-propelled
selfsame
self-trained
selloff (adj, n)
sellout (adj, n)
semi (pref)
semiannual
semiarid
semi-armor-piercing
semiautomatic
semi-Christian (etc)
semidesert
semi-idleness
semi-indirect
semi-independent
semi-land-mobile
semiofficial
semitrailer
semi-winter-hardy
rest one word
sendoff (adj, n)
sendout (adj, n)
seniormost
senso (cf)
all one word
septi (cf)
all one word
serious-minded (um)
service-connected (um)
serviceman
servicemember
service life
servicewide
servoamplifier
servocontrol
servomechanism
servomotor
servosystem
sesqui (cf)
all one word
set-aside (n, um)
setback (n, um)
set back (v)
setdown (n, um)
set down (v)
set-in (n, um)
set in (v)
setoff (n, um)
set off (v)
set-on (n, um)
setout (n, um)
setpiece
setscrew
settler
set-to (n, um)
setup (n, um)
set up (v)
sevenfold
seven-up (n)
severalfold
sewage (waste)
sewerage (drain system)
shadowbox
shadowboxing
shadowgraph
shadow line
shakedown (adj, n)
shake down (v)
shakeout (adj, n)
shake out (v)
shakeup (adj, n)
shake up (v)
shallow-draft (um)
shamefaced
shameworthy
shantytown
shaped-charge (adj)
shapeup (adj, n)
sharecropper
shareholder
sharia
sharia council
sharia court
sharia law
sharp-angled (um)
sharp-cut (um)
sharp-edged (um)
sharpshooter
sharpshooting
sharp-witted (um)
shaykh
sheep farm
sheepherder
sheepherding
sheepland
sheepshearing
sheepskin
sheetrock
shelf life
shelf plate
shellback
shellburst
shellfire
shellfish
shell game
shellhole
shell-like
shellproof
shellshocked
shelter half
shield-shaped (um)
Shiism
Shia, Shiite (adj, n)
shinbone
shinguard
shipboard
shipborne
shipbreaker
shipbroker
shipbuilder
shipbuilding
ship-day
shipload
shipowner
ship-rigged (um)
shipshape
shipside
shipwreck(ed)
shipyard
shirtband
shirtwaist
shock wave
shoehorn
shoelace
shoestring
shoo-in
shootdown (adj, n)
shoot down (v)
shootoff (adj, n)
shootout
shopkeeping
shoplifter
shoplifting
shop-made (um)
shopowner
shoptalk
shopwindow
shopworn
shore-based (um)
shore boat
shoreland

shore leave
shoreline
shoreside
shortchange (v)
short circuit (n)
short-circuit (v)
short-circuited (adj)
shortcoming
shortcut
shortfall
shorthand (writing)
short-handed (adj)
short-lived (um)
short-range (adj)
shortrun (adj)
short run (n)
shortsighted
shortstop
short-term (adj)
short-to-long (adj)
short ton
shortwave (radio)
shotgun
shotput
shoulder-high (um)
shoveled, -ing
showboat
showboating
showcase
showdown
showman
showoff (adj, n)
showpiece
showplace
showstopper
showthrough (printing) (adj, n)
showup (adj, n)
shredout (n, um)
shriveled, -ing
shura
shutaway (n, um)
shutdown (n, um)
shuteye (adj, n)
shut-in (n, um)
shutoff (n, um)
shutout (n, um)
shuttlecock
sic
sickbay
sickbed
sick leave
sicklist
sidearms
sideband
sideburns
sidecar
side-cut (um)
side effect
sidehill
sidekick
sidelap
side light (literal)
sidelight (nonliteral)
side line (literal)
sideline (nonliteral)
sidenote
sideplate
side road
sidesaddle
sideshow
sideslip
sidesplitting
sidestep
sideswipe
sidetrack
sidetrip
sidewalk
sideward
sideways
sidewinder
sightread
sightreading
sightseeing
signaled, -ing
signalman
signal-processing (um)
signal tower
sign-in (adj, n)
sign in (v)
signoff (adj, n)
sign-on (adj, n)
sign-out (adj, n)
sign out (v)
signpost
signup (adj, n)
sign up (v)
silk screen
silkworm
silo-based (um)
silver-backed (um)
silver-haired (um)
sliverplate
silver-plated (um)
silverpoint (drawing)
silver-tongued (um)
silverware
simple-minded (um)
simulcast
sine qua non(s)
single-breasted (um)
single-decker
single-edged (um)
singlehanded
single-loader
single-minded (um)
single-mindedly (adv)
single-mindedness (n)
single-phase (um)
single-seater
single-track (adj)
single-use (um)
singsong
sinkhole
Sino-Japanese (etc)
siphon
sirocco(s)
S-iron
sister-in-law
sitdown (adj, n)
site map
sit-in (adj, n)
situp (adj, n)
six-cylinder (um)
sixfold
six-ply (um)
six-shooter
six-wheeler
sizable
sizeup (adj, n)
skeptic
ski, skis
skillful
skill set
skindeep
skinflint
skipjack
skullcap
sky-blue (um)
sky-high (um)
skyjack
skyjacker
skylight
skyline
skyrocket
skyscape
skyscraper

skyward
skywave
skywriting
slab-sided (um)
slapdash
slapdown (adj, n)
slaphappy
slapstick
slaveholding
slaveowner
slave trade
Slavo-Hungarian (etc)
sledgehammer
sleepwalking
sleetstorm
slideknot
slide rule
slideshow
slingshot
slipcase
slipcover
slipknot
slip-on (adj, n)
slip proof (printing)
slipproof
slipring
slipsheet
slipshod
slipstream
slip-up (adj, n)
slipway
slowdown (adj, n)
slow-footed (um)
slowgoing (adj)
slow-motion (adj)
slow time
slowup (adj, n)
slow-witted (um)
sluice gate
slumdweller
slumlord
small arms (n)
small-arms (adj)
small-boat (adj)
small business
small businessman
small-caliber (um)
smallpox
small-scale (adj)
smalltalk
smalltown (adj)
small-unit (adj)
smart aleck
smart-alecky (adj)
smart card
smartphone
smart set
smashup (adj, n)
smear culture
smoke-blinded (um)
smokebomb
smoke-dried (um)
smoke-filled (um)
smokepot
smokeproof
smokescreen
smokestack
smolder
smoothbore
smooth-tongued (um)
smooth-working (um)
snackbar
snail mail
snail-paced
snail's pace
snakebite
snake-bitten (um)
snakepit
snap-on (adj, n)
snapout (adj, n)
snapshot
snap-up (um)
sniveled, -ing
snowball
snowbank
snowblind
snow blindness
snow-blocked (um)
snowblower
snowcapped
snowclad (um)
snow cover
snow-covered (um)
snowdrift
snowfall
snowflake
snowline
snowmelt
snow-melting (um)
snowmobile
snowpack
snowplow
snowscape
snowshoe
snowstorm
snowsuit
snow-topped (um)
snow-white (um)
so-and-so
soapbox
soap opera
sober-minded (um)
sob story
so-called (um)
social-networking (adj)
social network (n)
social work
social worker
socio (cf)
  socio-official
  socioeconomic
  rest one word
sod house
softball
soft-boiled (um)
soft coal
softcopy
soft goods
softhearted
soft-pedal (v)
soft-power (um)
soft sell (n)
soft-sell (adj, v)
soft-shelled (um)
soft-soap (nonliteral) (v)
soft-soaped
soft-spoken (um)
soiree
solid-propellant (adj)
solid-state (adj)
somebody
someday
somehow
someone (anyone)
  some one (distributive)
someplace (adv)
something
sometime (adj, adv)
some time (n)
sometimes (adv)
somewhat
somewhere
son-in-law

sonobuoy
soon-to-be (um)
sore point
sorry-looking (um)
so-seeming (um)
so-so
soul-searching (um)
sound-absorbing (um)
sound field
soundingboard
sound-minded (um)
soundoff (adj, n)
soundproof
soundtrack
sound wave
sourfaced
sour grapes
southbound
south-central
southeast
southeast-bound
south end
southernmost
southgoing
southpaw
south side
south-sider
south-southeast
south-southwest
southward
southwest
soybean
space age
space-based (um)
spacebar
spaceborne
spacecraft
spaceflight
space key
space launch
space mine
space plane
spaceship
space station
space suit
space-time
space tracking (adj, n)
space walk
spam
spammer
Spanish-Arab
Spanish-born (um)
Spanish-speaking (um)
spare-parts (um)
spare room
spark plug (literal)
sparkplug (nonliteral)
spearhead
spear phishing
spear-shaped (um)
special forces
special-interest (um)
special operations
special-purpose (um)
specter
spectra (cf)
all one word
spectrum, spectra
speechwriter
speechwriting
speedboat
speedtrap
speedup (adj, n)
speed up (v)
speed writing
spellbinding
spellbound
spell-check (v)
spell-checker (n)
spendthrift
spent-fuel (adj)
Spetsnaz
spheno (cf)
spheno-occipital
rest one word
spider web (n)
spiderweb (um, v)
spillover (adj, n)
spill over (v)
spillway
spinoff (adj, n)
spin off (v)
spinup (adj, n)
spin up (v)
spiraled, -ing
spirituous (liquor)
spitfire
splashdown (adj, n)
splash down (v)
split second
splitup (n, um)
spoilsport
spokesman
spokesperson
spokeswoman
spoon-fed (um)
spoon-shaped (um)
sportsmanlike
spot check (n)
spot-check (v)
spot-checked (um)
spotwelded (um)
spray-washed (um)
spread-eagle (adj, v)
spreadout (n, um)
spread-set (v)
spreadsheet
springboard
spring fever
springhead
springtime
spur line
spyglass
spyhole
spyware
square-bottomed (um)
square-built (um)
square deal
square-headed
square meter
square-rigged (um)
square root
square-set (um)
squeeze-in (adj, n)
squeezeout (adj, n)
squeeze play
S-ray
S-shaped
stackup (adj, n)
stadium, stadiums
staff member
stagecoach
stagehand
stage-manage
stage-managing
stage-struck (um)
staging area
stainless steel
staircase
stairstep
stakeout (n)
stalemate
stalking horse

stanch (v) (stop)
  staunch (adj) (steadfast)
standalone (adj, n)
standard bearer
standard gauge (adj, n)
standard operating procedure
standard time
standby (adj, n)
stand by (v)
standdown (adj, n)
stand down (v)
standfast (adj, n)
stand fast (v)
stand-in (adj, n)
stand in (v)
standoff (adj, n)
stand off (v)
standoffish
standout (adj, n)
stand out (v)
standpat (adj, n)
stand pat (v)
standpipe
standpoint
standstill (adj, n)
stand still (v)
standup (adj, n)
stand up (v)
starboard
star-spangled (um)
startup (adj, n)
start up (v)
state-aided
statehood
state of the art (n)
state-of-the-art (um)
state of the union
state of war (n)
state-of-war (adj)
state-owned
stateroom
state's evidence
stateside
statesman
statesmanlike
stateswoman
statewide
stationary (fixed)
  stationery (paper)
station house
stationmaster
station wagon
stato (cf)
  all one word
statue (sculpture)
  stature (height)
  statute (law)
status quo
statute book
statute mile
stay-at-home (adj, n)
staysail
steamboat
steam-driven (um)
steam engine
steamer-borne (um)
steamer line
steamfitter
steamfitting
steam heat
steamline
steampipe
steamplant
steampower (n)
steam powerplant
steam-propelled (um)
steamroll (v)
steamroller (adj, n)
steamship
steam table
steel-cased (um)
steelclad
steel-framed (um)
steel-hard (um)
steelhead
steelmaking
steel mill
steelplate
steel-producing (um)
steel wool
steelworker
steelworks
steep-rising (um)
steep-walled (um)
stempost
stenciled, -ing
stenciler
steno (cf)
  all one word
stepchild (etc)
stepdown (adj, n)
step-in (adj, n)
stepladder
stepoff (adj, n)
step-on (adj, n)
stepped-up (um)
steppingstone
step-up (adj, n)
step up (v)
stereo (cf)
  all one word
sterncastle
stern-faced (um)
stern-looking (um)
sternmost
sternpost
stern wheel
stern-wheeler
stick-in-the-mud (nonliteral)
stickout (adj, n)
stickpin
stick-to-it-iveness
stickup (adj, n)
stiff-backed (um)
stiff-necked (um)
stillborn
still life
still-lingering (um) (etc)
still-to-be- (um)
stimulus, stimuli
stir-up (adj, n)
stockholder
stockholding
stock-in-trade
stockpile
stockpot
stock-still (um)
stocktaking
stockyard
stokehold
stone-cold (um)
stonecutter
stonecutting
stone-dead (um)
stone-deaf (um)
stonehand (printing)
stonemason
stone proof (printing)
stone wall (n)
stonewall (nonliteral) (v)
stopclock
stopcock
stopgap

stoplight
stopoff (adj, n)
stop off (v)
stopover (adj, n)
stop over (v)
stopwatch
storage room
storefront
storm-swept (um)
storm-tossed (um)
storyboard
storyteller
storytelling
storywriting
stouthearted
stoutheartedness
stovepipe
stowaway (adj, n)
stow away (v)
slowdown (adj, n)
straightaway
straight-backed (um)
straight-cut (um)
straightedge
straight-edged (um)
straight face
straight-faced (um)
straightforward
straight-legged (um)
straight line
straight-lined (um)
straight-out (n, um)
straight time
straight-up (um)
straitjacket
straitlaced
stranglehold
S-trap
straphanger
strap-on (adj)
strap on (v)
strato (cf)
all one word
stratum, strata
straw-built (um)
strawhat
strawman (nonliteral)
straw-roofed (um)
straw vote
streambank
streambed
streamflow
streamline
streamlined
streamside
streetcar
streetsmart
streetwise
stretchout (adj, n)
strikebreaker
strike-in (adj, n)
strikeout (adj, n)
strikeover (adj, n)
strip mine (n)
strip-mine (v)
striptease
strong-arm (adj, v)
strongback (nautical)
strong-backed (um)
strongbox
stronghearted
stronghold
strongman (nonliteral)
strong-minded (um)
strongpoint (military fortification)
strong point (personal forte)
strong-willed (um)
stuckup (n, um)
stumblingblock
stylebook
style guide
style manual
style sheet
stylus, styluses
sub (pref)
subarctic
subbalance
subbasement
subcommittee
sub-Himalayan (etc)
submachinegun
subpolar
subpoena, -ed
sub rosa
Sub-Saharan Africa (n)
Sub-Saharan African (um)
subspecies
substandard
sub-subcommittee
subsystem
rest one word
subject matter expert
subject-object
subter (pref)
all one word
succor
such-and-such
suck-in (adj, n)
sugar beet
sugarcane
sugar-coat (v)
sugar-coated (um)
sugar-cured (um)
sugar mill
sulfa (cf)
all one word
sulfo (cf)
all one word
sulfon (cf)
all one word
sulfureted, -ing
summer school
summertime (season)
sun-baked (um)
sunbath (n)
sunbathe (v)
sunbeam
sunblind
sun blindness
sunburn
sunburst
sun-cured (um)
sundial
sundown
sun-dried (um)
sun-dry (v)
sunglare
sunglass
sunglow
sunlamp
sunlit
Sunna
Sunni
sunray
sunrise
sunset
sunshade
sunshine
sunspot
sunstroke
sun-synchronous (um)
suntan

sunup
super (pref)
  supercharger
  super-Christian (etc)
  superegoist
  superhigh frequency (n)
  superhigh-frequency (um)
  superhighway
  supermarket
  superpower
  supersensitive
  super-superlative
  rest one word
supra (pref)
  supra-auditory
  supra-Christian (etc)
  supranational
  rest one word
sur (pref)
  all one word
sure-fire (um)
sure-footed (um)
sure thing
surface ship (adj, n)
surface water
surveil, -led, -ling
surveillance
survivability
swallow-tailed (um)
swandive
swansong
swapout (adj, n)
swayback (adj, n)
sway-backed (um)
sway-brace (v)
swearing-in (adj, n)
sweatband
sweepback (aviation) (adj, n)
sweepforward (aviation) (adj, n)
sweepstakes
sweepthrough (adj, n)
sweptback (n, um)
sweptforward (n, um)
sweptwing (n, um)
swift-footed (um)
swift-running (um)
swimsuit
swingbar
swing shift
swingstock
swingwing
switchback
switchblade
switchboard
switch box
switchgear
switchplate
switch tower
switchyard
swiveled, -ing
swiveleye
swivel-eyed (um)
swordplay
S-wrench
syllabus, syllabuses
symposium,
  symposiums
sylvan
syn (pref)
  all one word
sync, -ed, -ing
synchrocyclotron
synchromesh
synchrotron
synopsis, synopses
Syro-Arabian (etc)
syrup

T

tableau, tableaus
tablecloth
table-shaped (um)
tablespoon
tabletop
taboo
tailfirst
tailgate
tail-heavy (um)
tailhook
tailormade
tailpipe
tailrace
tailspin
tailstock
tail-up (n, um)
tailwheel
tailwind
take-all (n)
takeaway (adj, n)
take away (v)
takedown (adj, n)
take down (v)
take-home (adj, n)
take home (v)
take-in (adj, n)
take in (v)
takeoff (adj, n)
take off (v)
takeout (adj, n)
take out (v)
takeover (adj, n)
take over (v)
takeup (adj, n)
take up (v)
taleteller
talking-to (n)
tally board
tally room
tank car
tankship
tapdance
tape-record (v)
tape-tied (um)
taproot
tap-tap
targeted, -ing
targetable
targeter
tariff-protected (um)
tarp-covered (um)
tar-paved (um)
tarpot
task force
taskmaster
tasseled, -ing
tattletale
tax collector
tax dodger
tax-exempt (um)
tax form
tax-free (um)
taxi, taxis
taxibus
taxicab
taxied, -ing
taximeter
taxistand
taxpayer
taxpaying
tax-supported (um)
T-beam
T-boat
T-bone

tea-colored (um)
teacup
teakettle
teammate
teamplay
teamplayer
teamwork
teapot
teardown (adj, n)
tear down (v)
teardrop
teargas, -sed (v)
tear gas (adj, n)
tearline
tear-off (adj, n)
tear-out (adj, n)
tear-stained (um)
teaspoon
technique
techno (pref)
  technobabble
  technological
  technophobia
  all one word
technology transfer
teenage (adj)
teenager
teetotaler
tele (cf)
  telecommunication(s)
  all one word
teleo (cf)
  all one word
telltale
telo (cf)
  all one word
temporo (cf)
  temporo-occipital
  rest one word
tender boat
tenderfoot
tender-footed (um)
tenfold
tenpenny (nail)
tentpole
terminus, termini
terra cotta
terra firma
territorywide
test bed
test-fire (v)
test-fly (v)
test-launch (v)
test range
tete-a-tete
tetra (cf)
  all one word
text (n, v)
textbook
text box
text-message (adj, v)
text message (n)
thanksgiving (gratitude)
thatch-roofed (um)
theater
theatergoing
theaterwide
thenceforth
then-ruling (um)
then-troublesome (um) (etc)
theo (cf)
  all one word
theologico (cf)
  all one word
thereabout(s)
thereafter
thereat
thereby
therefore
therefrom
therein
thereof
thereon
thereto
thereupon
therewith
thermo (cf)
  all one word
thesis, theses
thickset (adj, n)
thickskinned
thick-wooded (um)
thick-woven (um)
think tank
thinset (um)
thinskinned
third-class (adj)
third-country (adj)
third-degree (adj)
third-generation (adj)
thirdhand (adj, adv)
third-party (adj)
third-quarter (adj)
third-rate (um)
third-rater
thoroughbred
thoroughfare
thoroughgoing
thought-out (um)
thought-provoking (um)
thousandfold
thralldom
threadbare
threadworn
three-cornered (um)
three-dimensional (adj)
  or 3-D
threefold
three-in-hand
threepenny (nail)
three-piece (um)
three-ply (um)
threescore
threesome
three-square
threshold
throughout
throughput
through road
throwaway (adj, n)
throw away (v)
throwback (adj, n)
throw back (v)
throw-in (adj, n)
throw line
throwoff (adj, n)
throw-on (adj, n)
throwout (adj, n)
throw weight (adj, n)
thrust-pound
thumb drive
thumbmark
thumb-marked (um)
thumbnail
thumbprint
thumbscrew
thumbs-up (adj, n)
thumbtack
thunderbolt
thunderclap
thundercloud
thunderhead
thundershower

thunderstorm
thunderstruck
tick-borne
ticketholder
ticket seller
tidal wave
tideland
tidemark
tidetable
tidewater
tide-worn (um)
tieback (n)
tied, tying
tiedown (adj, n)
tie-in (adj, n)
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tie-on (adj, n)
tiepin
tieup (adj, n)
tie up (v)
tightfisted
tight-fitting (um)
tightlipped
tightrope
tightwad
tightwire
timberjack
timberland
time being
time bomb
timecard
timeclock
time-consuming (um)
timeframe
time-honored (um)
timekeep (v)
timekeeper
timekilling
timelag
timeline
timelock
timeout (adj, n)
timepiece
timesaver
timesaving
time-sensitive (um)
timeserver
time-share
timesheet
timeshift
timeshifting
timeslip
timeslot
timespan
time-stamp (v)
timetable
time-urgent (um)
timewaster
timewasting
timeworn
tinfoil
tinhorn
tin-lined (um)
tinpan
tinplate
tin-plated (um)
tin-roofed (um)
tintype
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tiptoe
tiptop
tip-up (um)
tiresome
T-iron
titer
tit for tat
titleholder
title-holding (um)
title page
title-winning (um)
T-jetty
to-and-fro
tobacco(s)
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today
to-do (adj, n)
toecap
toehold
toe-in (adj, n)
toenail
toeprint
toilsome
tollbar
tollbooth
toll bridge
tollgate
toll line
toll road
tolltaker
tommygun
tomorrow
tone box
tone-deaf (um)
toneup (adj, n)
tongue-lash (v)
tongue lashing
tonguetied
tongue twister
tongue-twisting (um)
tonight
ton-kilometer
ton-mile
ton-mileage
toolbag
toolbar
tool-grinding (um)
toolkit
toolshed
toolshop
toolsmith
tool steel
toolwork
toothache
tooth and nail
toothbrush
toothmark
toothpaste
toothpick
toothsome
top brass
topcoat
top cover
top-down (um)
top drawer
topflight (adj)
tophat
top-hatted (um)
topheavy
topknot
top-level (adj)
topline
topliner
topmark
topmast
topmost
topnotch (nonliteral)
topo (cf)
all one word
top-quality (adj)
topsail
top-secret (um)

topside (nautical)
topsoil
topsy-turvy
torchlight
torchlit
tormenter
torpedo boat
torpedo mine
torpedo room
torpedo tube
torquemeter
torsion bar (adj, n)
tossup (adj, n)
totaled, -ing
touch and go
touchback (adj, n)
touchdown (adj, n)
touchpad
touchscreen
touchup (adj, n)
tough-minded (um)
tough-skinned (um)
toward
towaway
toweled, -ing
towhead
to wit
townhall
town meeting
township
townside
townspeople
towpath
towrope
trackball
track-mobile (um)
trackside
tractor-trailer
trade board
tradecraft
trade-in (adj, n)
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trademark
trade name
tradeoff (adj, n)
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trade school
tradesman
tradespeople
tradesperson
tradeswoman
trade union
trade unionism
trade unionist
trade wind
trafficking
T-rail
trailblazer
trailblazing
trailbreaker
trail-marked (um)
trailside
trainborne
traincrew
training camp
training ship
trainload
trainmaster
trainwreck
trainyard
tramcar
tramline
trammeled, -ing
tram rail
tramway
tranquilize(r)
tranquillity
trans (pref)
  transalpine
  transatlantic
  trans-Canadian (etc)
  transcontinental
  transisthmian
  transpacific
  transship
  rest one word
trans fat
transfer, -red, -ring
transferable
transferal
transferor
transited, -ing
transit time
transmit, -ted, -ting
transmittal
transponder (electronics)
transporter-erector-launcher
transshipment
trapdoor
trapshoot
traveled, -ing
traveler
travelog
travel-worn (um)
trawlnet
treasure-filled (um)
treasure house
treasure-laden (um)
treatybound
treatybreaking
treatymaking
treaty-sealed (um)
tree-clad (um)
tree line
tree-lined (um)
tree-ripe (um)
treetop
tree trunk
trellis-covered (um)
trenchcoat
trenchfoot
trenchmouth
tri (cf)
  tricolor
  trifocal
  tri-iodide
  tri-ply (um)
  tripartite
  tripresidency
  triservice
  tristate
  rest one word
tribesman
tribespeople
trim-cut (um)
trinitro (cf)
  all one word
triphammer
triple-edged (um)
triplefold
triple play
tripwire
Trojan horse
trolley
trolley bus
trolley car
trolley line
trooplift
troopship
troop train
troop training (adj, n)
tropo (cf)
  all one word

trouble-free (um)
troublemaking
troubleshooter
troublesome
trouble spot
troweled, -ing
truckborne
truckdriver
but delivery truck driver (etc)
truckline
truckload
truckstop
truck tractor
truck trailer
true-blue (um)
trunkline
try-on (adj, n)
tryout (adj, n)
T-scale (score)
T-shape (n)
T-shaped
T-shirt
T-square
tube-fed
tube-feed (v)
tugboat
tug of war
tuneup (adj, n)
tune up (v)
tunnel-boring (um)
tunneled, -ing
tunneler
tunnel-shaped (um)
turbo (cf)
turbo-ramjet (um)
rest one word
turf-covered (um)
Turko-Greek (etc)
turnabout (adj, n)
turn about (v)
turnaround (adj, n)
turn around (v)
turnback (adj, n)
turn back (v)
turnbuckle
turncoat
turndown (adj, n)
turn down (v)
turned-back (um)
turned-down (um)
turned-in (um)
turned-on (um)
turned-out (um)
turned-over (um)
turn-in (adj, n)
turn in (v)
turnkey
turnoff (adj, n)
turn off (v)
turnout (adj, n)
turn out (v)
turnover (adj, n)
turn over (v)
turnpike
turnscrew
turnstile
turntable
turn-to (n)
turnup (adj, n)
turret deck
turret gun
turret ship
turtleback
twelve-fold
twenty-first
twentyfold
twenty-one
twice-born (um)
twice-told (um)
twice-reviewed
twin boat
twin-engine (adj)
twin-jet (adj)
twin-motor (um)
twin-screw (adj)
two-a-day (um)
two-faced (um)
twofold
two-handed (um)
twopenny (nail)
two-piece (adj)
two-ply (um)
two-seater
two-sided (um)
twosome
two-striper
two-thirds
two-up (adj, n)
two-way (adj)
two-wheeler
typecase
typecast
typeface
typescript
typeset
typesetting
typewrite (v)
typewriting
typo (cf)
all one word
tyro

U

U-boat
U-cut
Uighur
ulama (variant of *ulema*)
ulema
ultra (pref)
ultra-ambitious
ultra-atomic
ultra-English (etc)
ultrahigh frequency (n)
ultrahigh-frequency (adj)
ultrahigh-performance (adj)
ultrahigh-speed (adj)
ultrahigh-voltage (adj)
ultra-large-scale (adj)
ultralow frequency (n)
ultralow-frequency (adj)
ultraorthodox
ultrarightwing
ultrashortwave
ultrasonic
ultraviolet
rest one word
U-magnet
un (pref)
un-American (etc)
unapparent
uncalled-for (um)
undamaged
unheard-of (um)
un-ionized (um)
unMIRVed
unself-conscious
unsent-for (um)
unthought-of (um)
rest one word
under (pref)
underage (deficit) (n)
underage (too young) (adj, n)
under contract

undercover (um)
under cultivation (being tilled)
undercultivation (insufficient)
underdog
undergo
underground
under-ice (adj)
undermanned
under oath
under obligation
under orders
underpriced
under secretary
under-secretaryship
understrength (adj)
under suspicion
under-the-counter (um)
under way
underway (ship)
under-ice (um)
as prefix, one word
uni (cf)
unicellular
unilateral
uni-univalent
rest one word
union-made (um)
union shop
up-anchor (um, v)
up-and-comer
up-and-coming (um)
up and up
upbeat
upcountry
update
up-echelon (adj)
upend (v)
up-front (um)
upgrade
upgradient
upkeep
uplift
up-link
upload
uppercase (printing)
upper-class (um)
upperclassman
uppercrust (adj, n)
uppercut
upper hand
upper-income (um)
upper-middle-class (um)
uppermost
uprange
uprate
upriver
upstairs
upstate
upstream
upswing
uptake
uptight (adj, n)
up-to-date
uptown
uptrend
upturn
upward
upwind
U-rail
used-car (um)
user-friendly (um)
user name
U-shaped
utopia
U-tube
U-turn

V

value added (n)
value-added (um)
valve-grinding (um)
vandriver
vanguard
vanpool
vapor-filled (um)
variable rate mortgage
vaseline
vase-shaped (um)
V-connection
V-curve
vector-borne
V-E Day
veld
V-engine
venthole
venturi tube
veranda
verbatim
vermilion
vertebra, vertebrae
very-high frequency (n)
very-high-frequency (adj)
very-low frequency (n)
very-low-frequency (adj)
vice admiral
vice-admiralty
vice chairman
vice-chairmanship
vice chancellor
vice consul
vice-consulate
vice-consulship
vice governor
vice-governorship
vice minister
vice-ministry
vice-presidency
vice president
vice-president-elect
but Vice President-elect Smith
vice-presidential
vice regent
vice versa
videotape (n, v)
videotape recording
video teleconference
viewfinder
viewpoint
vine-covered (um)
virtuoso, virtuosos
visa, -ed, -ing
vis-a-vis
V-neck
voicemail
voltammeter
volt-ampere
voltmeter
voltohmmeter
volt-second
vortex, vortexes
votable
vote-casting (um)
votegetter
vote-getting (um)
vote-rigging (um)
vowbreaker
V-shaped
V-type
vulcanize

W

wage earner
wage-earning (um)
wage scale
waistband
waistbelt
waistcoat
waist-deep (um)
waist-high (um)
wait-and-see (adj)
waiting list
waiting period
waiting room
waitlist
wake-up (adj, n)
walkaround (adj, n)
walkaway (adj, n)
walkie-talkie
walk-in (adj, n)
walk in (v)
walk-on (adj, n)
walk on (v)
walkout (adj, n)
walk out (v)
walkthrough (adj, n)
walkup (adj, n)
walk up (v)
walled-in (um)
walled-up (um)
wall-like
wallpaper
wallplate
war-disabled (um)
wardship
warfare
warfighting
war game (n)
war-game (adj, v)
wargaming (n)
warhead
warhorse (nonliteral)
warlike
war-made (um)
warmaking
warmblooded
warmed-over (um)
warmonger
warmup (adj, n)
warm up (v)
warpath
war plan
warranter
  warrantor (law)
warranty
warship
war-swept (um)
wartime
war-torn
war-waging (um)
war-wearied (um)
war weariness
war-weary (um)
war-winning (um)
washbasin
washcloth
washdown (adj, n)
washed-out (um)
washed-up (um)
wash-in (adj, n)
washoff (adj, n)
washout (adj, n)
wash out (v)
washrag
washstand
washup (adj, n)
wash up (v)
wastebasket
wastepaper
wastewater
watchband
watchdog
watchlist
watchman
watchstander
watchtower
watchword
waterbag
water-bearing (um)
water body
waterborne
watercolor
water-colored (um)
water-cool (v)
water-cooled (um)
watercourse
watercraft
water-cut
waterdrop
waterfall
water-filled (um)
waterflood
waterflow
waterfog
water-free (um)
waterfront
watergate
waterhead
waterhole
water-laden (um)
water level
waterline
water-lined (um)
waterlog
waterlogged
water main
waterman
watermark (as on
  stationery)
  but high water mark
waterpower
waterproof
waterproofing
water-rot (v)
water-sharing (um)
watershed
waterside
waterski
water-soak (v)
water-soaked (um)
water-soluble (um)
waterspout
waterstain
water table
watertight
waterwall
waterway
waterworks
watt-hour
wattmeter
watt-second
wave band
wave-cut (um)
waveform
waveguide
wave-lashed (um)
wavelength
wavemeter
wave-on (adj, n)
waveoff (adj, n)
wave-swept (um)
wave-worn (um)
wayback (adj, n)
wayfarer

waylaid
waylay
waymark
waypoint
wayside
way station
way-up (adj, n)
weak-eyed (um)
weak-kneed (um)
weakminded
weaponmaking
weapon system(s)
weasel-worded (um)
weatherbeaten
weather-borne (um)
weathercock
weather-hardened (um)
weather map
weather-marked (um)
weatherproof
weatherproofing
weatherstrip
weatherworn
web browser
webcam
webcast
web-crawling
web feed
web forum
web hosting
webinar
webmaster
webpage
web server
website
weed-choked (um)
weekday
weekend
weeklong (adj)
week-old (adj)
weighbridge
weigh-in (adj, n)
welder
well-armed (um)
well-being (n)
well-born (adj)
well-bred (adj)
well-clad (um)
well-deserving (um)
well-doer
well-doing (n, um)
well-drained (um)
well-drilling (um)
well-equipped (um)
well field
well-grown (um)
wellhead
wellhouse
well-informed (um)
well-kept (adj)
well-known (um)
well-looking (um)
well-off (adj)
well-positioned (um)
well-read (adj)
well-regarded (um)
well-set-up (um)
well-settled (um)
well-spoken (adj)
wellspring
well-thought-of (um)
well-thought-out (um)
well-to-do (adj)
well-trained (um)
well-wisher
well-wishing (um)
well-worn (um)
well water (adj, n)
welterweight
W-engine
westbound
west-central (um)
west end
western (direction)
Western (relating to countries of the West)
Western-government-backed (um)
West European (um)
Western Europe (n)
westernmost
west-facing (um)
westgoing
west-northwest
west-southwest
westward
wetland
wharf boat
wharfhand
wharfside
whatever
whatnot (n)
whatsoever
wheatfield
wheatgrower
wheatland
wheat-rich (um)
wheatstalk
wheelbarrow
wheelbase
wheelbox
wheelchair
wheel-cut (um)
wheeler-dealer
wheelhouse
wheelpower
wheelspin
wheelwright
whenever
when-issued (um)
whereabouts
whereafter
whereas
whereat
whereby
wherefore
wherefrom
wherein
whereof
whereon
whereto
whereunder
whereupon
wherever
wherewith
wherewithal
whet (stimulate)
whichever
whimsy
whipcord
whip hand
whiplash
whipsaw
whirlpool
whirlwind
whiskey(s)
whistlestop
white book (diplomatic)
whitecap (nonliteral)
whitecoat (n)
white-collar (nonliteral) (adj)
white flag
white goods

white-hot (um)
white lie
whiteout (um, v)
white paper
whitewash
whoever
wholehearted
wholesale
wholesome
whomsoever
whosoever
wide-angle (adj)
wide-area (adj)
wide-awake (adj)
wideband (adj)
wide-body (adj, n)
wide gauge
widemouthed
wide-open (um)
wide-ranging (um)
wide-scale (adj)
widespread
wide-spreading (um)
widthwise
WiFi
wiki
wild card
wildcat
wild-eyed (um)
wildfire
wild land
wildlife
wild man
willful
willpower
willy-nilly
windbag
windblown
windborne
windbreak
windbreaker
windchill
winddown (n, um)
wind down (v)
windfall
windflow
windjammer
windlass
windmill
window-cleaning (um)
window-dressing (um)
windowpane
windowshopping
windowsill
windpipe
windpower
windproof
windrow
windscreen
windshield
windsock
windspeed
windstop
windstorm
windstream
windswept
windup (n, um)
wind up (v)
windward
windworn
wing flap
wingless
wing-loading (um)
wingnut
wing-shaped (um)
wingspan
wingspread
wingtip
wingwalker
wingwall
winterkill
winterproof
winter-sown (um)
wintertime
winter wheat
wire-caged (um)
wire-cut (um)
wirecutter
wire-haired (um)
wireless
wire line
wirephoto
wirepuller
wiretap
wire-wound (um)
wisecrack
wise guy
wise man
wishbone
witch hunt
withdraw
withhold
within
without
withstand
woeful
wolfhound
wolfpack
woodblock
wood-built (um)
woodcut
wooden-hulled (um)
woodland
wood-lined (um)
woodlot
wood-paneled (um)
woodpile
wood-planing (um)
woodprint
woodpulp
woodshed
woodside
woodstock
wood-walled (um)
woodwork
woodworking
woolen
woolgatherer
woolgathering
wool-lined (um)
woolly
woolshearing
woolworking
wordbook
wordbuilding
word combination
wordcraft
word-for-word (adj, adv)
wordlist
word-of-mouth (adj, adv)
word of mouth (n)
word-perfect (um)
wordplay
word-processing (adj)
word processing (n)
workaday (adj, n)
workaround (adj, n)
workbench
workday
workflow
workforce
workhorse
work hour

working-class (adj)
working-level (adj)
workingman
workingwoman
workload
workman
workmanlike
workmanship
work order
workout (adj, n)
workplace
worksaving
worksheet
work shift
workshoe
workshop
worksite
workspace
workstand
workstation
workstream
worktable
worktime
workup (adj, n)
workweek
workyard
workyear
world-class (adj)
world consciousness
world line
world power
worldview
world-weary (adj)
worldwide
World Wide Web
worndown (um)
wornout (um)
worrywart
worshiped, -er, -ing
worst case
worthwhile
wraparound (adj, n)
wrap-up (adj, n)
wrap up (v)
wristband
wristbone
wristlock
wristwatch
writeback (adj, n)
write-in (adj, n)
write in (v)
writeoff (adj, n)
write off (v)
writeup (adj, n)
write up (v)
wrongdoer
wrong-ended (um)
wrong-minded (um)
wrong-thinking (um)
wrought iron
wrought-up (um)
W-shaped
W-surface
W-type

X

X-body
X-ed
X-ray
X-virus
X-shaped

Y

yardarm
yard-deep (um)
yard-long (um)
yardstick
yard-wide (um)
Y-chromosome
yearbook
yearday
yearend
year-hour (um)
yearlong (um)
year-old
year-round
yellowcake (uranium)
yellow fever
yes-man
yesteryear
Y-joint
Y-level
young-looking (um)
youth-centric (adj)
youthlike
Y-potential
Y-shaped
Y-track
Y-tube

Z

zakat
Z-bar
Z-chromosome
zeppelin
zero(s)
zero-day (adj)
zero-dimensional (um)
zero-emission (adj)
zero-gravity (um)
zero-option (um)
zero-sum (um)
zigzag
zinc-coated (um)
zinc-white (um)

APPENDIX: Metric and English Conversion Factors

Although an appendix is not an essential part of every book, the possibilities and uses of the device are many. Some kinds of material properly relegated to an appendix are explanations and elaborations that are not essential parts of the text but are helpful to a reader seeking further clarification; texts of documents, laws, and so forth, illustrating the text; and long lists, survey questionnaires, or sometimes even charts or tables. The appendix should not be a repository for raw data that the author was unable to work into the text.

—*The Chicago Manual of Style*

APPENDIX: Metric and English Conversion Factors

Conversion factors in boldface are exact. All others are approximate and are given to four significant figures.

Length/Distance

To Convert	*Multiply by*	*To Obtain*
millimeters	0.03937	inches
centimeters	0.3937	inches
meters	3.281	feet
meters	1.094	yards
kilometers	3281	feet
kilometers	0.6214	miles (statute)
kilometers	0.5400	miles (nautical)
inches	**25.4**	millimeters
inches	**2.54**	centimeters
feet	**0.3048**	meters
feet	**0.0003048**	kilometers
yards	**0.9144**	meters
miles (statute)	**1.609344**	kilometers
miles (nautical)	**1.852**	kilometers
miles (statute)	0.8690	miles (nautical)
miles (nautical)	1.151	miles (statute)

Area

To Convert	*Multiply by*	*To Obtain*
square centimeters	0.1550	square inches
square meters	10.76	square feet
square meters	1.196	square yards
square meters	0.0002471	acres
square meters	**0.0001**	hectares
square inches	**6.4516**	square centimeters
square feet	0.09290	square meters
square yards	0.8361	square meters
acres	4047	square meters
acres	0.4047	hectares
hectares	**10,000**	square meters
hectares	2.471	acres

Mass

To Convert	*Multiply by*	*To Obtain*
kilograms	2.205	pounds (avoirdupois)
metric tons	1.102	short tons
metric tons	0.9842	long tons
pounds (avoirdupois)	**0.45359237**	kilograms
short tons	0.9072	metric tons
long tons	1.016	metric tons

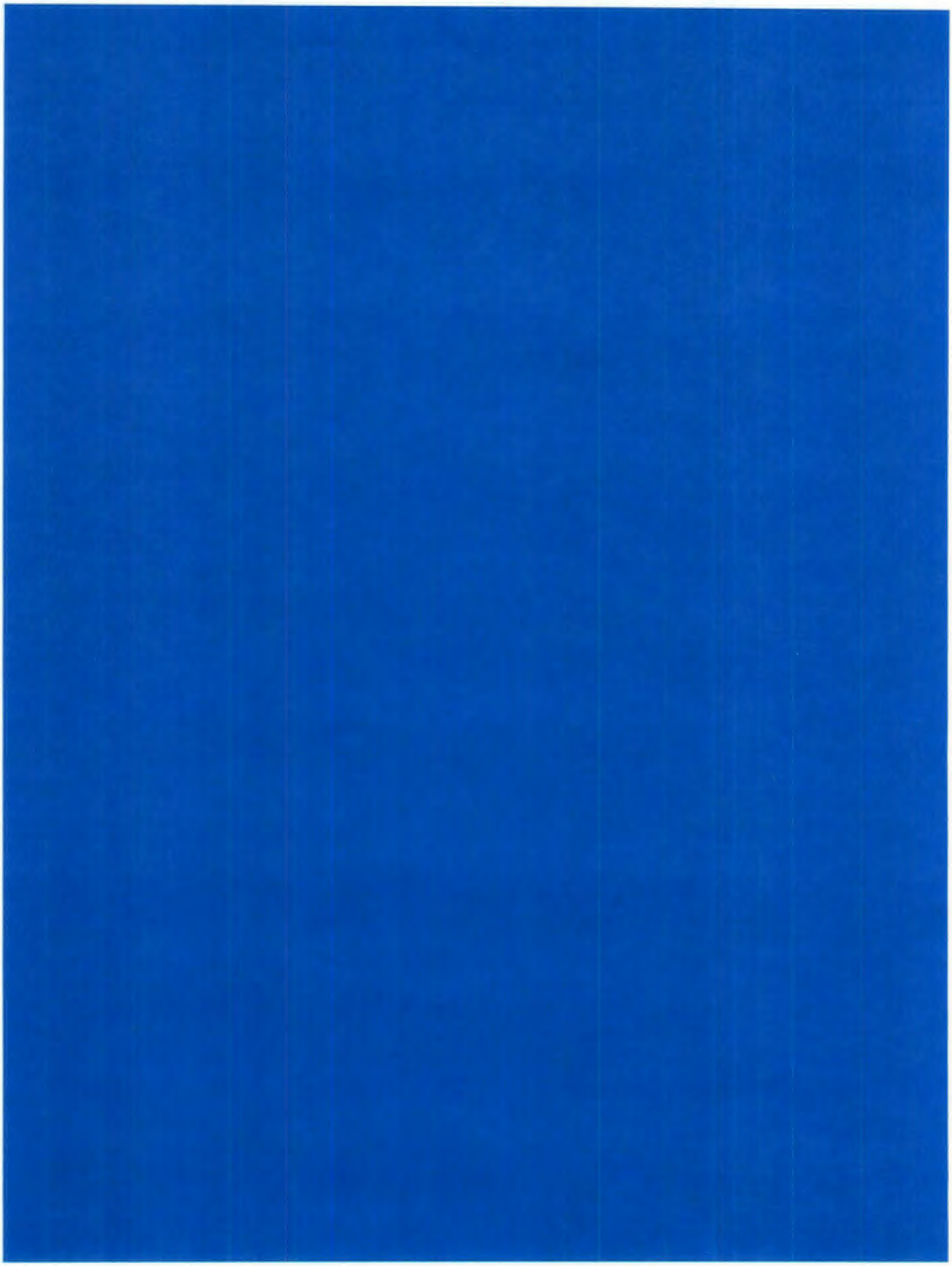
Volume

To Convert	*Multiply by*	*To Obtain*
liters	0.2642	gallons
liters	0.008386	barrels (U.S. liquid)
liters	0.006290	barrels (POL)
liters	**0.001**	cubic meters
cubic meters	**1000**	liters
cubic meters	264.2	gallons
cubic meters	35.31	cubic feet
cubic meters	8.386	barrels (U.S. liquid)
cubic meters	6.290	barrels (POL)
cubic meters	1.308	cubic yards
gallons	3.785	liters
gallons	0.1337	cubic feet
gallons	0.03175	barrels (U.S. liquid)
gallons	0.02381	barrels (POL)
gallons	0.003785	cubic meters
cubic feet	7.481	gallons
cubic feet	0.2375	barrels (U.S. liquid)
cubic feet	0.1781	barrels (POL)
cubic feet	0.02832	cubic meters
cubic yards	0.7646	cubic meters
barrels (U.S. liquid)	119.2	liters
barrels (U.S. liquid)	**31.5**	gallons
barrels (U.S. liquid)	4.211	cubic feet
barrels (U.S. liquid)	0.1192	cubic meters
barrels (POL)	159.0	liters
barrels (POL)	**42**	gallons
barrels (POL)	5.615	cubic feet
barrels (POL)	0.1590	cubic meters

Temperature

°C = (°F – 32) ÷ 1.8

°F = (°C × 1.8) + 32



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