

NGWA Style Guidelines

NGWA word usage:

borehole	One word.
corehole	One word.
downhole	One word.
drill hole	Two words.
e-mail	Hyphenated. Same for any other “e” product, e.g., e-newsletter, e-zine. Note: e-mail addresses should be typed in all lower case.
ground water	Always two words and unhyphenated, unless it is part of a proper name that specifies a different configuration.
in situ	Two words, lower case, no italics.
salt water	Two words.
sea water	Two words.
water table	Two words and never written as “ground water table”.
Web site	Two words, Web is always in upper case when in reference to the World Wide Web.

Punctuation:

article/paper titles	Use Upper Case for Important Words, lower case for connectors and most prepositions, and no ending punctuation. Example: Ground Water Contamination and Remediation: A Case Study
abbreviations	In general, capitalize abbreviations that are derived from the first letter of each word in a phrase. Note that even though an abbreviation is capitalized, the corresponding long name is not, unless it is a proper name. For example, point of entry would not be capitalized, but POE would.
&	The ampersand symbol—&—is NOT to be used unless it is used in a proper name such as <i>Ground Water Monitoring & Remediation</i> . Never write “...the red, green, & blue....”
commas	Use serial commas. This means using commas as separators when listing three or more items in a sentence. “The red,

green, and blue colors on a computer monitor....” NOT “red, green and blue”.

People:

bylines Lead author first, followed by designation if any, and company affiliation. For folks from the same company that can be listed together, the company name only need be listed once. If there are groups of folks from different companies, separate company groupings by semicolons. Follows are some examples:

John Smith, Ph.D., Geothermal Inc.

Andrew Smith, Ph.D., Ann A. Jones, Ph.D., and Darren Jones, Ph.D., Ohio University

Thomas Scott, Richard Door, Ph.D., MGWC, PE, and Samuel Morris, PG, Environmental Corp.; Todd Little, Brown Co. Inc.; Mitch Morris and Melody House, Design Studios Inc.; Larry Thompson, Daryl Smith, and Harley John, Myriad Corp.

personal designations Ph.D., M.S., and other academic degree designations use periods, others such as PE and MGWC do not. Please note: do not use Dr. and Ph.D. with the same name; NGWA preference is to use the Ph.D. after the person’s name rather than a title beforehand.

personal titles Titles are capitalized only if they are used before the person’s name, i.e., NGWA President Joe Smith—but Joe Smith, NGWA president. Exceptions to this are when the title appears as part of a formal byline or signature, or in a listing.

second references In the second reference of the same person, use the last name only. Exception: when you are writing about Tom Smith and Joe Smith, the second references would be T. Smith and J. Smith, respectively.

Companies/organizations:

Co. Not Company in the case of a company name.

Corp. Not Corporation in the case of a company name.

Inc. Is not proceeded by a comma in a company name, i.e., Style Inc., NOT Style, Inc.

Jr.	No comma beforehand, i.e., Jimmy Jones Jr., NOT Jimmy Jones, Jr.
U.S. EPA	Use periods in “U.S.” in this abbreviation, but no periods in “EPA”.
USGS	NGWA style uses U.S. Geological Survey when written out.

Miscellaneous NGWA style usage:

dates	Spell out the day of the week and month when used in a sentence. For example, “On Monday, November 28, 2005, the style guide was created.” Use commas as separators, except when no specific day is used, i.e., “October 2005” NOT “October, 2005”.
numbers	Spell out one through nine; 10 and higher should be in numeric form. Exceptions: (1) If the opening word in a sentence is 29, it is spelled out “Twenty-nine...” (2) All units of measurement (inch, meter, gallon, pound, etc.) use numerals beforehand, i.e., 3 inches.
states	When used in a mailing address, abbreviate states according to the proper postal code, i.e., OH instead of Ohio. However, when using a state name in a sentence, it is spelled out in its entirety. “He visited California to...” NOT “He visited CA....” Also if a city and state name are used in a sentence, add a comma after the state. For example, “He visited Las