Forward

Anna M. Bremmer, CVS, LEED AP, CPTC facilitates value studies and proposal writing in the architecture, engineering, and construction (AEC) industry throughout the United States. With a bachelor of science in marketing and a minor in journalism, she has written proposals and reports for multidisciplinary engineering and design, environmental consulting, general contracting, and construction management firms since 1990. By 2000, she had accumulated a list of grammar and style guidelines (and frequent errors) specific to the AEC Industry, bridging them with established grammar and style guidelines.

Over time, she discovered a **problem**: many professionals in the AEC industry have, more-or-less, developed their own rules of thumb within their organizations—without regard to the fact that there are recognized authorities that have already established guidelines accepted by publishers and professional editors nationwide. The **danger**: improper grammar and style can subtly undermine the credibility of even the most innovative value alternative or project approach, compelling team differentiator, or mere email. Further, it can affect the perception of a firm's overall work quality. The **question**: why on earth do AEC professionals "rebuild the wheel" if they don't have to? The **answer** is simple: finding the answers in the guides can be akin to trying to find the spelling of a word in a dictionary—a time-consuming, if not impossible, task when the spelling isn't known in the first place. Then, add deadline pressure!

The Gregg Reference Manual, Chicago Manual of Style, and AP Style Guide are considered to be most credible sources for business writing and style in the United States. Microsoft and Apple have elected to develop their own style guides for the software industry that have infiltrated their applications with styles that conflict with each other as well as the business industry standards, creating inconsistency and confusion. **AEC is not the software industry.** Therefore, the author chooses to rely on tried-and-true standards.

To save AEC professionals the time required to review multiple guides, Anna has developed The AEC Grammar and Style Guide and is sharing it with you because she wants to make your life easier, while supporting the standards of professionalism in the U.S. AEC industry. It is designed such that it is **searchable**, making it easy to find what the user is seeking—even if it is the improper usage. It clearly presents side-by-side comparisons of correct and incorrect usage to inform the user. Most importantly, it uses endnotes with exact citations from credible references. Though the author includes guidance from her own experience, she has not "made up the rules"—the guidelines are from established authorities, AEC clients, AEC industry professional organizations, etc. When published guides conflict, the author has sought a majority agreement across multiple guidelines, dictionaries, and websites.

With the 2010 update of Chicago, the 2011 updates of Gregg and Associated Press, and the 2010 update of the R.S. Means Construction Dictionary, this

revision of the AEC Grammar and Style Guide for Champion Proposals® includes the latest usage available.[i] If you should find an error herein that can be verified and corrected via citation of the credible guides above, please email it to anna@bremmer-inc.com, so that this guide can continuously be improved.

2

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
A and An Used With Abbreviations, etc.	- a statement of qualifications - an SOQ - a right-of-way - an ROW (because it would be pronounced aloud *arr-oh-double-you,* not *row* as in a boat) - a rural improvement district - an RID (when typed or spoken because it would be pronounced *arr-eye-dee,* not *rid* as getting rid of something) - a historic event[ii]	- a SOQ - a ROW - a RID - an historic event (newscasters use this incorrectly all the time, especially on the East Coast)	Abbreviations that are pronounced letter by letter—for example, *IBM, Ph.D., p.m.*—are called initialisms. Abbreviations that are pronounced as words—for example, *ZIP* (code), *AIDS*—are called acronyms. Consider these two expressions: *CT scan* and *CAT scan.* Both refer to a procedure used by radiologists (computerized axial tomography). *CT* is an initialism and *CAT* is an acronym. Occasionally, an abbreviation may have two acceptable pronunciations—for example, *URL* (which stands for uniform resource locator and refers to a specific web address for an individual or an organization). When URL is pronounced *yoo-arr-ell,* it is an initialism; when pronounced *erl,* it is an acronym. As another example, consider *ROTC*: when pronounced letter by letter, this abbreviation is an initialism; when pronounced *ROT-see,* it is an acronym. The use of *a* or *an* before an abbreviation will depend on whether the abbreviation is regarded as an initialism (and pronounced letter by letter) or is considered an acronym (and pronounced as a word).[iii] Use the article *a* before all consonant sounds, including sounded *h* (as in *hat*), long *u* (as in *use*), and *o* with the sound of *w* (as in *one*): - a CPA - a UN resolution - an AT&T product - an EPA ruling - an FTC ruling - an NBC newscast - an ROI objective[iv] - an HMO - a UFO - a NATO member - an AA meeting - an NAACP convention - an HIV test - an MS symptom[v]
Abbreviations—Credentials Following Names	- Susan Smith, PE - Sam Smith, AICP	- Susan Smith P.E. - Sam Smith, A.I.C.P.	Do not include periods within abbreviation credentials following names.[vi]

Subject	Correct Usage	Incorrect Usage	References and Notes
Abbreviations—Latin—i.e., e.g., and et al.	▪ He has two important duties: i.e., attending the meetings and distributing the minutes. ▪ Many of the components, e.g., the motor and batteries, are…	▪ He has two important duties, e.g., attending the meetings and distributing the minutes. ▪ Many of the components, i.e., the motor and batteries, are… ▪ He has two important duties i.e., attending the meetings and distributing the minutes. ▪ He has two important duties, i.e. attending the meetings and distributing the minutes.	▪ **i.e. = that is**; abbreviation of Latin, id est[vii] ▪ **e.g. = for example**; abbreviation of Latin, exempli gratia[viii] ▪ **et al.** = and other people; abbreviation of Latin, et alii[ix] Always insert a comma after i.e. and e.g. [x] Note: the punctuation preceding these abbreviations must either be a comma, semi-colon, colon, or an en-dash. **More Examples of Correct Usage[xi]—Remember to Use a Consistent Pattern** a. He says he will help; i.e., he will help if you ask him to. b. Many of the components, e.g., the motor, are manufactured in the U.S. c. Many of the components–e.g., the motor, are manufactured in the U.S. d. Many of the components (e.g., the motor) are manufactured in the U.S. Note: Though parenthesis will set-off a list of examples, the author prefers patterns a. and b., as it helps avoid excessive use of parenthesis. Be consistent within documents.

Subject	Correct Usage	Incorrect Usage	References and Notes
Abbreviations—Order of First Introduction in Documents	▪ U.S. Army Corps of Engineers (USACE)	▪ USACE (U.S. Army Corps of Engineers)	Introduce the abbreviation the first time it is used in the body of a document. Use the abbreviation in the remainder of the document. Because there are complex guidelines for which comes first, such as using the acronym before the spelled-out version if the reader is familiar with the term, the author recommends that the abbreviation should always follow the spelled-out version, assuming the reader(s) may not be familiar with it. Consistency is the goal. It's just too time consuming to flip this around for any given document, and risky to make assumptions about readers' knowledge of terms. Note: **The full name of a client should be used within the title of a project example**, rather than its abbreviation. Then, the abbreviation may be used in the project description without an introduction, creating a smoother flow. Note: Because documents often must stand alone, such as a resume or a project description, the abbreviation should be introduced once in each document. This is especially true when submitting information as a subconsultant. If it is part of a whole document (not an attachment), the introduction of the abbreviation should only be made the first time it is used. Note: lengthy documents with many abbreviations may require a glossary, but avoid excessive use of "alphabet soup" within a document, as it can be highly distracting to have to constantly refer to a glossary. Sometimes it is better to spell-out some abbreviations, especially if the term is only used a few times in the document.

Subject	Correct Usage	Incorrect Usage	References and Notes
Abbreviations—Period Usage	- United States of America (U.S.A.)[xii] - United States of America (USA)[xiii] - United States (U.S.)[xiv] - United States foreign policy (U.S. foreign policy)[xv] - the United States government (the U.S. government)[xvi] - U.S. Air Force (USAF)[xvii] - U.S. Army Corps of Engineers (USACE)[xviii] - U.S. Department of Agriculture (USDA)[xix] - United States Navy, U.S. Navy, Navy[xx] - a.m. (See Time—a.m. and p.m. below.)	- US - US foreign policy - US government - US Air Force, U.S.A.F. - C.O.E., USACOE, Corps - US Department of Agriculture (U.S.D.A.) - US Navy, U.S.N., USN - AM, A.M.	Spell out "U.S." when used as a noun, e.g., the United States. Use U.S. only as an adjective, e.g., the U.S. Postal Service (USPS). In running text, spell out "United States" as a noun [if not acting as an adjective when preceding a noun, e.g., U.S. government"].[xxi] The name United States is usually abbreviated when it is part of the name of a government agency. When used as an adjective, the name is often abbreviated, though not in formal usage. When used as a noun, the name is spelled out.[xxii] U.S.A. and USA: The Gregg Reference Manual and Associated Press Stylebook disagree. Because the AEC industry serves many government agencies and U.S. is used as an adjective in their names, the author recommends using U.S.A. in documents to maintain consistency. When abbreviating the United States or the United Nations, it is customary to include periods. Note: **Always check the RFP, RFQ, or the client's website for the client's usage of its own name.** **It's also a good idea to check *and use* the name the client has given to a project you are including as an example in a proposal or SOQ—usually as used in the contract. If your client doesn't recognize the name of its own project mentioned in your proposal, it is bad all around.**
Abbreviations—Plural	- project managers (PMs) - certified public accountants (CPAs) - departments of transportation (DOTs) - statements of qualification (SOQs) - requests for proposal (RFPs) - Seattle Mariners (the Ms); the three Rs	- project managers (PM's) - certified public accountants (CPA's) - departments of transportation (DOT's) - statements of qualification (SOQ's) - requests for proposal (RFP's) - the M's; the three R's	Possessives use apostrophes; plurals do not. Add an "s" to make an abbreviation plural.[xxiii] Capital letters and abbreviations ending with capital letters are pluralized by adding "s" alone, e.g., "four Cs, five VIPs, HMOs, VCRs, DVDs, FAQs." [xxiv] Capital letters used as words, numerals used as nouns, and abbreviations usually form the plural by adding "s."[xxv] Note (and author's pet peeve): **A response to a request for qualification (RFQ) is a statement of qualification (SOQ). A response to a request for proposal (RFP) is a proposal.** (AEC firms typically do not submit RFPs or RFQs to clients.) Avoid repeating words within abbreviations, e.g., "ATM Machine."

Subject	Correct Usage	Incorrect Usage	References and Notes
Addresses—City, State Format in Documents	▪ City, ST ▪ City, State ▪ Washington ▪ In the state of Washington[xxvi] ▪ Washington State University (Washington State)	▪ Wash. ▪ Wa. ▪ Washington state	If the title of a project example includes the location, use the postal code abbreviation of the state, e.g., "City, ST." [xxvii] Use "City, State" within paragraphs.[xxviii] Note: it is not necessary to repeat the location, e.g., "City, State" within the project description paragraph, if the paragraph is preceded by the project example title, e.g., "Project Name, City, ST—Client Name." It is redundant and uses excessive space. Use two-letter USPS state code only when a city precedes a state, e.g., Seattle, WA. Spell out state names in all other cases. Note: Washington State is a university. Washington can also be confused with Washington, D.C. The state of Washington or Washington state is the clearest way to distinguish them.[xxix]

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Addresses—Format in Databases for Mailing (USPS)	▪ PO BOX 1234, SEATTLE WA 98100-0000	▪ P.O. Box 1234, Seattle, WA 98100-0000	For databases and mailing, use the USPS standard, which includes no commas or periods. Use one space between the state and zip code.

For databases and mailing, use the USPS standard, which includes no commas or periods. Use one space between the state and zip code.

Though the USPS standard uses full caps to address envelopes, the **addresses included within documents should appear in upper and lower case**. Also within documents, include a comma after the city name. Example:

PO Box 1234, Seattle, WA 98100-0000.

Note (author's pet peeve): **Include a signature block in your emails with your contact information—for new messages and replies.** Because MS Outlook converts raw email addresses to contact names only in email distributions, it can make it a real hassle to track someone down. This is fundamental email etiquette. For both new emails and replies, include, at a minimum:

- Name, Credentials
- Title
- Company Name
- Telephone #
- Email Address

Note (another author's pet peeve): Using an image as a **signature block within emails**, where the company name, address, telephone numbers, website URL, etc. are contained within the image may look nice, but it is a real inconvenience for those who are trying to enter the information into their MS Outlook contacts. Information cannot be copied and pasted, which would save time and reduce propensity for error. It is also frustrating when the company logo does not make it clear how the company name would appear within text.

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
And, &, and /	▪ consulting and engineering ▪ operations and maintenance (O&M)[xxx] ▪ park and ride (see Terms Commonly Used in the AEC Industry below) ▪ time and materials (T&M)	▪ consulting & engineering ▪ consulting/engineering ▪ operations & maintenance ▪ park & ride ▪ time & materials	Use the ampersand (&) when it is part of a company's formal name or composition title, e.g., Procter & Gamble. The ampersand should not otherwise be used in place of "and," except for some accepted abbreviations, e.g., B&B and R&B[xxxi] Spell-out the word "and." Do not use an ampersand (&).[xxxii] A company name should appear in the exact way the company, itself, uses it. It only takes a few seconds to check the company's usage of its name on its website. Avoid using the **slash (/)** in place of "and." The slash is used to express alternatives, e.g., "on/off switch, a go/no-go decision." [xxxiii] A slash most commonly signifies alternatives.[xxxiv] In certain contexts it is a convenient (if somewhat **informal**) short-hand for "**or**."[xxxv] One of the author's early mentors used to say, "A slash is a lazy man's 'and.' " For all of these reasons, the author recommends not using a slash at all, except as in place of "per." It [a slash] is also used to replace "per," such as dollars per linear foot ($/lf).[xxxvi]
Capitalization—All-Caps (a.k.a. Full Caps)	▪ Do not use all-caps.	▪ DO NOT USE ALL-CAPS.	"Do not use all-capital letters to give a word or phrase special emphasis. The use of all-caps for that purpose is typically overpowering . . . the use of all-caps in email messages is considered 'shouting.' "[xxxvii] Capitalizing an entire word or phrase for emphasis is rarely appropriate.[xxxviii] See also Capitalization—Headlines. **Another reason to never use all-caps** is that plural abbreviations in all-caps can be confusing. For example, departments of transportation (DOTs) is clear, where DOTS could stand for something else entirely. Note: DOT's is singular-possessive. The word following the possessive abbreviation would belong to the CD, e.g., "The DOT's policy is on its website." Note: Use only lower-case "s" with plurals. See also "Abbreviations—Plural."

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Capitalization —Compass Directions	• Pacific Northwest • Western United States • west of the Rockies • We traveled west	• Pacific NorthWest • West of the Rockies • We traveled West	Capitalize north, south, east, west, and derivative words when they designate definite regions or are an integral part of a proper name, e.g., in the North, down South, out West, back East, the far East, the Middle East, the West Coast, the Eastern Seaboard. Do not capitalize these words when they merely indicate direction or general location.[xxxix] Compass points and terms derived from them are lowercased if they simply indicate direction or location, e.g., pointing north, a north wind, a northern climate, to fly east, in the southwest of France, southwesterly.[xl] In general, lowercase north, south northeast, northern, etc., when they indicate compass direction; capitalize these words when they designate regions, e.g., East Coast, the North-east, Texas Panhandle, Western states. Settlers from the East went to the West.[xli]

Subject	Correct Usage	Incorrect Usage	References and Notes
Capitalization —General	- architect - construction manual - contractor - city - cities of Seattle and Bellevue - King and Pierce counties - comprehensive plan; City of Seattle Comprehensive Plan; the City of Seattle's comprehensive plan - engineer - federal - owner - state, state of Washington - architecture, engineering, construction management, inspection services	- Architect - Construction Manual - Contractor - City - Cities of Seattle and Bellevue - King and Pierce Counties - Comprehensive Plan - Engineer - Federal - Owner - State - Architecture, Engineering, Construction Management, Inspection Services	**Capitalize only proper names. Use bold for emphasis, if it is needed, but don't overuse.** Note about bold: When too many words are emphasized, none stand out.[xlii] **Capitals for emphasis.** Initial capitals, once used to lend importance to certain words, are now used only ironically.[xliii] Capitalization of owner, architect, engineer, contractor, etc. should be done only in legal or contract documents and legal or contract-related correspondence, not in general correspondence, reports, or marketing materials. Capitalize the names of documents only if the full name of the document, including a proper name, is used. Services are not proper names.

Capitalization—Headlines	• Project Schedule and Budget • Energy Efficiency Is Key to Savings	• PROJECT SCHEDULE AND BUDGET (See also Capitalization—All-Caps) • Project Schedule And Budget • Energy Efficiency is Key To Savings	Headlines (a.k.a. titles and headings) should never be set in all-capital letters. All-caps take up too much room and are hard to read. See Capitalization—All-Caps. Do not use MS Word's Capitalize Each Word function alone for headlines. It incorrectly capitalizes everything and requires correcting those words that should not be capitalized.

Gregg Reference Manual:

In a heading or title, capitalize all the elements, except articles, short prepositions, and short conjunctions.[xliv]

Capitalize all words with four or more letters. Also capitalize words with fewer than four letters, except: a, an, the, and, as, but, if, or, nor, at, by, for, in, of, off, on, out, to, and up.[xlv]

Capitalize hyphenated words within a headline, including the first letter of the word following the last hyphen, e.g., "Up-to-Date."[xlvi]

When using title-style capitalization, **capitalize**:

- The first and last word, regardless of the part of speech
- The second word in a hyphenated compound (except for Built-in and Plug-in)
    - High-Level Events
    - 32-Bit Addressing[xlvii]

Be sure to **capitalize short verb forms: "is" and "be,"** e.g., "[The] Redevelopment Proposal Is Not Expected to Be Approved."[xlviii]
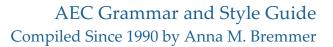
Note: Chicago sections 8.157–8.159 include a far more complex set of rules that are next to impossible to memorize, so the author has chosen to follow Gregg.

The "In Lieu Of" Controversy

The Oxford American Dictionary, the Cambridge Dictionary, Dictionary.com, and Merriam Webster online define "lieu" as a noun. However, "in lieu of" is a preposition+noun+preposition, making it a complex preposition.[xlix] If it is between the first and last words of a **headline, it should be capitalized as "in Lieu of,"** since "lieu" is a word with four or more letters.

Subject	Correct Usage	Incorrect Usage	References and Notes
			Note that neither Microsoft Manual of Style or Apple Style Guide capitalize four-letter prepositions (and appears to treat "lieu" as a preposition), thus, they would not capitalize the "lieu" in the headline. The author of this guide does not lend the same credibility to those style guides.
Capitalization—Roles and Titles	- project manager - project manager Susan Smith - Susan Smith, project manager - The project manager will verify that…	- Project Manager - Project Manager Susan Smith - Susan Smith, Project Manager - The Project Manager will verify that…	Do not capitalize job titles within paragraphs when then they stand alone, except within internal procedures manuals and internal documents. Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (typically replacing the title holder's first name), e.g., President Lincoln, Governor Quinn.[l] In the AEC industry, the person's first name is almost **never** replaced by his or her title, e.g., Project Manager Smith. Titles of company officials, e.g., president, or occupational titles, e.g., project engineer, should not be capitalized when they follow or replace a personal name.[li] A title used alone, in place of a personal name, is capitalized only in such context as a toast or formal introduction…, e.g., in a quotation such as "Ladies and Gentlemen, the Prime Minister."[lii] Some companies choose to capitalize these titles in all their communications because of the great respect the officials command within the company. However, this practice confers excessive importance on people who are neither public officials nor eminent dignitaries and it should be avoided.[liii]

13

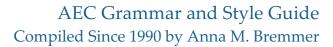| Subject	Correct Usage	Incorrect Usage	References and Notes
Compound Adjectives and Modifiers (Phrasal Adjectives)—Using Hyphens	• the 1,000-sq-ft building • the 1,000-square-foot building • the building is 1,000 sf, the building is 1,000 square feet • a ten-story building, a building ten stories high • small-business owners • two-million-ton shipment • state-of-the-art equipment • a high-performance, low-cost, easy-to-use PC[liv] • small- to mid-sized companies • privately owned[lv]	• the 1,000 sq ft building • the 1,000 SF building • the building is 1,000-sf • a ten story building • small business owners • two million ton shipment, two-million ton shipment • state of the art equipment • a high performance, low cost, easy to use PC • small to mid sized companies • privately-owned	A phrasal adjective (also called a compound modifier) is a phrase that functions as a unit to modify a noun. A phrasal adjective follows these basic rules: (1) Generally, if it is placed before a noun, you should hyphenate the phrase to avoid misdirecting the reader. There may be considerable difference between the hyphenated and the unhyphenated forms. For example, compare "small animal hospital" with "small-animal hospital." (2) If a compound noun is an element of a phrasal adjective, the entire compound noun must be hyphenated to clarify the relationship among the words, e.g., "time-clock-punching employees." (3) If more than one phrasal adjective modifies a single noun, hyphenation becomes especially important, e.g., "state-inspected assisted-living facility." (4) If two phrasal adjectives end in a common element, the ending element should appear only with the second phrase, and a suspension hyphen should follow the unattached words to show that they are related to the ending element, e.g., middle- and upper-class operagoers."[lvi] A compound adjective consists of two words that function as a unit and express a single thought.[lvii] Hyphenate the elements of a compound adjective that occurs before a noun. The words that make up the compound adjective are not their normal order or a normal form and require hyphens to hold them together.[lviii] Exceptions: A number of compounds like "real estate" and "high school" do not need hyphens when used as adjectives before a noun, because they are well-established compound nouns and easily grasped as a unit.[lix] Use hyphens to link all the words in the compound except the adverb "very" and all adverbs ending in "ly"[lx] Note: sophisticated writing avoids the use of the word "very" to express degree of emphasis or importance. Importance should be able to be expressed without the use of the word "very."

Subject	Correct Usage	Incorrect Usage	References and Notes
Dates	- June 26, 2025 - June 2025 - The meeting will be held June 26.	- June 26th, 2025 - June, 2025 - The meeting will be held June 26th. 03/06/25	Express complete dates in a month-day-year sequence, e.g., March 6, 2009. In United States military correspondence and in letters from foreign countries, the complete date is expressed in day-month-year sequence, e.g., 6 March 2009. The form 3/6/09 is acceptable on business forms and in informal letters and memos. Avoid this form, however, if there is any chance your reader could misinterpret it as a day-month-year sequence.[lxi] Use the date standard of the client or the client's country, i.e., month-date-year, date-month-year. If the client is in the U.S. and its preference is unknown, it is recommended to use U.S. date standards in lieu of European standards for date references in correspondence, marketing documents, and schedules. Do not use a comma between a month and year, e.g., June 2003.[lxii] Do not use the form March 6th or March sixth, even though those versions reflect the way the date would sound when spoken aloud.[lxiii] Always use Arabic figures without "st," "nd," "rd," or "th,"[lxiv] e.g., "Jan. 2 was the coldest day of the month. His birthday is May 8."[lxv] Note About File Naming: The International Organization for Standardization (ISO) recommends an all-numeral style consisting of year-month-day (i.e., from largest component to smallest) hyphenated, e.g., January 19, 2025 appears as 2025-01-19. Among other advantages, this style allows dates to be sorted directly in an electronic spreadsheet and other applications.[lxvi]
Decades, Centuries, Eras	1990s, '90s, '00s[lxvii] - the mid-1990s - from 1998 to 2001[lxviii] 1600s, 1900s, 2000s - Common Era (CE), Before the Common Era (BCE), Anno Domini (AD), Before Christ (BC)[lxix]	1990's, 90's, 00's - the mid 1990's - from 1998–2001 1600's,1900's, 2000's - C.E., B.C.E., A.D., B.C.	Possessives use apostrophe-s. A decade is not possessive. It represents a range of years. "Chicago calls for no apostrophe to appear between the year and the "s," e.g., the 1980s and 1990s (or, less formally, the '80s and '90s)."[lxx] "Use Arabic figures to indicate the decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter "s," e.g., the 1890s, the '90s…the mid-1930s."[lxxi] Use figures, without commas, e.g., 1975. Use an "s" without an apostrophe to indicate spans of decades or centuries, e.g., the 1890s, the 1800s.[lxxii]

Subject	Correct Usage	Incorrect Usage	References and Notes
Dollar Figures	$1 million $1 billion $1.25 million; $1,250,000 $4.6 billion; $4,600,000,000	$1M, $1 Million $1B, $1 Billion $1 M, $1 B $ 1 million; $1million $ 1 billion; $1 million dollars	**M vs. MM vs. million.** Using "M" to represent large numbers can create confusion, because M represents thousands in Roman style and millions in metric style. People who work in the financial industry typically use different abbreviations to express millions and billions. One common practice is to use B to indicate billions and MM to indicate millions, reserving M to indicate thousands. Do not use these special abbreviations unless you are sure your readers will understand your intended meaning.[lxxiii] **Large monetary amounts.** Sums of money of more than one hundred dollars are normally expressed by numerals or, for numbers of a million or more, by a mixture of numerals and spelled-out numbers, even for whole numbers, e.g., a ten-year, $250 million contract, an additional $7.3 billion.[lxxiv] **Spacing.** Do not leave any space after these symbols when they are followed by a figure: $ or #.[lxxv] Use consistent style within documents. Choose a format, e.g., $1,520,000 or $1.52 million. Note: Do not include the word "dollars" following a dollar sign, e.g., $25 dollars. It is redundant.

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Education—Degrees and Credentials Following Names	• BS, MS, PhD • LEED AP • Sue Smith, PhD, PE • John Smith, PE, CVS, LEED AP	• B.S., M.S., Ph.D. • LEED™ AP • Sue Smith PhD PE	Use these abbreviations only following the person's full name.[lxxvi] Abbreviate without periods, but with commas following a person's name.[lxxvii] When used after a name, an academic abbreviation is set off by commas.[lxxviii] Note: Eliminating the periods also saves room on organizational charts, especially when a person has many designations, e.g., John Smith, PE, CVS, LEED AP. Combining degrees and credentials. Generally, in proposals, only a PhD is included following a person's name and before their professional designation because of the commonality of bachelor's and master's degrees. Keep non-PhD degrees in the education section of resumes and bio paragraphs. Note: By 2009, the U.S. Green Building Council eliminated the use of the trademark symbol for LEED. Use LEED AP in lieu of LEED™ AP.[lxxix] As recently as 2010, an occasional erroneous verbal reference to "LEEDS" could still be heard. This needs to be immediately, privately, and politely corrected, as the improper use can damage the speaker's credibility on the subject of sustainability.
Education—Degrees in Sentences and Bio Paragraphs	• He holds a bachelor of science in engineering. • He holds a bachelor of arts in English. • She holds a master of science in biology. • She holds a doctor of science in structural engineering from Oregon State University in 2009.	• He holds a BS in engineering. • He holds a Bachelor of Arts in English. • He holds a bachelor's degree in engineering. • She holds a master's degree in biology. • She holds a MS degree. • Sue holds a PhD.	Names of degrees, fellowships, and the like are lowercased when referred to generically (. . . master of business administration).[lxxx] Use these abbreviations only following the person's full name.[lxxxi] Spell out degrees when used within a sentence. Capitalize only proper names. English is a language; a proper name. Science, engineering, and biology are not proper names. Avoid the use of "bachelor's" and "master's" to identify the degree. Do not use "bachelors" or "masters." Avoid the use of "degree." It is typically redundant, e.g., "master of science degree."

Subject	Correct Usage	Incorrect Usage	References and Notes
Lists—Bullet Lists; Vertical Lists Punctuated Following a Sentence	Your application must include the following documents: ▪ a full resume ▪ three letters of recommendation ▪ all your diplomas Your application must include the following documents: a. A full resume b. Three letters of recommendation c. All your diplomas	Your application must include the following documents: ▪ a full resume, ▪ three letters of recommendation, and ▪ all your diplomas. Your application must include the following documents: a. a full resume b. three letters of recommendation c. all your diplomas	Like so many MS Word functions, it is generally a good idea to ignore (and correct) MS Word's automated capitalization of the first letter to the right of a bullet, but accept it when it is part of a numbered or lettered list. A vertical list is best introduced by a complete grammatical sentence, followed by a colon (but, see Vertical Lists Punctuated as a Sentence). Items carry no closing punctuation unless they consist of complete sentences. If the items are numbered, a period follows the numeral and each item begins with a capital letter.[lxxxii] **Another Example[lxxxiii]—When Listed Items are Full Sentences** Use the control panel on your printer to manage basic settings: a. Control toner usage by turning EconoMode on or off. b. Adjust print quality by changing the Resolution Enhancement setting. c. Manage printer memory by changing the Image Adapt setting. Note: numerically and alphabetically numbered lists imply an order of importance. Bullets can slightly minimize potential sensitivities associated with implied importance, but order is still everything.
Lists—Vertical Lists Punctuated as a Sentence	John Smith reported that ▪ a fundraising campaign director was being sought; ▪ the salary, about $50,000 a year, would be paid; and ▪ the campaign would be launched in the spring of 2005.	John Smith reported that: ▪ a fundraising campaign director was being sought ▪ the salary, about $50,000 a year, would be paid ▪ the campaign would be launched in the spring of 2005	In a numbered [or bulleted] vertical list that completes a sentence begun in an introductory element and that consists of phrases or sentences with internal punctuation, semi colons may be used between items, and a period should follow the final item. Each item begins with a lowercase letter. A conjunction ("and" or "or") before the final item is optional. Such lists, often better run in to the text, should be set vertically only if the context demands that they be highlighted.[lxxxiv] Note: **If used in this sentence form, no colon follows "that," "included," or including."** John Smith reported that a fundraising campaign director was being sought; the salary, about $50,000 a year, would be paid; and the campaign would be launched in the spring of 2005.

18

Subject	Correct Usage	Incorrect Usage	References and Notes
Lists—Within Sentences (Lists Run in to Text)	For the duration of the experiment, the dieters were instructed to avoid (a) meat, (b) bottled drinks, (c) packaged foods, and (d) nicotine.	For the duration of the experiment, the dieters were instructed to avoid a. meat, b. bottled drinks, c. packaged foods, and d. nicotine. For the duration of the experiment, the dieters were instructed to avoid a.) meat, b.) bottled drinks, c.) packaged foods, and d.) nicotine.	If numerals or letters are used to mark the divisions in a run-in list, enclose them in parenthesis.[lxxxv] When each item in a list consists of a complete sentence or several sentences, the list is best set vertically.[lxxxvi]

19

| Measurements and Their Abbreviations in Technical Usage | - foot, feet (ft)[lxxxvii]
- inch, inches (in)[lxxxviii]
- linear foot, linear feet (lf)[lxxxix]
- square foot, square feet (sq ft)[xc]
- square inch (sq in)[xci]
- square yard (sq yd)[xcii]
- cubic yard (CY)[xciii]
- ton (tn)[xciv]
- 25 percent discount
- The 256-foot-long bridge
- The bridge is 256 feet in length; the bridge is 256 feet long.
- The inside wall height is 8 ft 6 in
- an 8-foot ceiling[xcv]
- 2 pounds | - ft., '
- in., "
- l.f., LF
- sq. ft., SF
- sq. yd., SY
- cu. yd., cy
- 25-percent discount, 25% discount*
- The bridge is 256 foot long, the 256-ft-long bridge
- The inside wall height is 8 ft, 6 in
- an 8 foot ceiling
- two pounds | **Feet and inches vs. ' and ".** Proper symbols for foot and inch are prime (') and double prime ("), not the single (') and double (") quotation mark.[xcvi] Though the prime symbol can be found within the Arial font symbol set, rarely would someone spend the time to use this correctly. Therefore, the author recommends not using the apostrophe, quotation mark, ', or " to denote feet or inches. Today's font sets only have "smart" or "curly quotes" available, so achieving a non-curly prime is next to impossible.

Abbreviations. While Chicago still uses in., ft., yd., sq. in., sq. ft., sq. yd., cu. ft., and cu. yd.,[xcvii] the author defers to Gregg, the RS Means Illustrated Construction Dictionary, and the most common usage in the AEC industry.

Abbreviate units of measure when they occur frequently, as in technical and scientific work, on invoices and other business forms, and in tables. Units of measure are now commonly abbreviated without periods. The abbreviations are the same for the singular and the plural. Units of measure consisting of two words are written with spaces, but without periods, e.g., sq in.[xcviii]

Percent. Express percentages in figures, and spell out the word "percent," e.g., "My client expected a 25 percent discount." (Not: 25-percent discount.) *Exception: The % symbol may be used in tables, on business forms, and in statistical or technical material.[xcix]

English Length/Area
Mile (mi)
Yard (yd)
Foot (ft or ')
Inch (in or ")
Square mile (sq mi *or* mi²)
Square yard (sq yd *or* yd²)
Square foot (sq ft *or* sf²)
Square inch (sq in *or* in²)
English Volume
Cubic yard (cu yd *or* yd³)
Cubic foot (cu ft *or* ft³)
Cubic inch (cu in or in³)
English Weight |

The English units superscripts are mathematical: Square mile (sq mi *or* mi^2), Square yard (sq yd *or* yd^2), Square foot (sq ft *or* sf^2), Square inch (sq in *or* in^2), Cubic yard (cu yd *or* yd^3), Cubic foot (cu ft *or* ft^3), Cubic inch (cu in or in^3).

Subject	Correct Usage	Incorrect Usage	References and Notes
			Metric Length
			Kilometer (km)
			Hectometer (hm)
			Dekameter (dam)
			Meter (m)
			Decimeter (dm)
			Centimeter (cm)
			Millimeter (mm)
			Micrometer (μm)
			Metric Area
			Square kilometer (sq km *or* km²)
			Hectare (ha)
			Are (a)
			Square centimeter (sq cm *or* cm²)
			Metric Volume
			Cubic meter (m³)
			Cubic decimeter (dm³)
			Cubic centimeter (cu cm *or* cm³)
			Metric Mass/Weight
			Metric ton (t)
			Kilogram (kg)
Names— Formal vs. Casual	▪ Sam R. Smith ▪ Sam	▪ Mr. Sam R. Smith ▪ Mr. Smith ▪ Smith	See notation re: gender neutrality in Pronouns — Their vs. His or Her Although titles such as Ms., Mr., etc. convey formality and gender, they can also feel unfamiliar and aloof. Using a person's full name, then referring to them by first name is a casual business style that conveys familiarity, warmth, and humanity—important to proposals. Including the person's credentials following their name reinforces credibility. While a second reference to the person uses the last name in journalistic style, the author does not recommend it for use in AEC proposals.

| Numbers, Quantities | • one, two, three, four, five, six, seven, eight, nine, ten
• 11, 12, 13
• 6 sf
• 10,000[c]
• 1,000
• 82,513.14
• Twenty-three people attended the meeting.
• two 5-story buildings
• sixty $5 bills, 150 five-dollar bills[ci]
• 500 four-page leaflets[cii]
• …40-plus age group | • 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
• eleven, twelve, thirteen
• six sf
• 10000
• 1000
• 82513.14
• 23 people attended the meeting.
• 2 5-story buildings
• 60 $5 bills, 150 $5 bills
• 500 4-page leaflets | Spell out numbers from 1 through 10; use figures for numbers above 10, e.g., "I would like ten copies of this article." This rule applies to both exact and approximate numbers. [ciii]

Use all figures—even for numbers 1 through 10 (as in this sentence)—when they have technical significance or need to stand out for quick comprehension. This all-figure style is used in tables, in statistical material, and in expressions of dates (May 3), money ($6), clock time (4:00 p.m.), proportions and ratios (a 5-to-1 shot), votes (a 6–3 decision), academic grades (95), and percentages (8 percent).[civ]

This style is also used with abbreviations and symbols (12 cm, 8°F, our No. 1 sales rep), with numbers referred to as numbers (think of a number from 1 to 10), with highway designations (U.S. Route 1 or I-80), and with technical or emphatic references to age (a tristate clinical study of 5-year-olds), periods of time (a 6-month loan), measurements (parcels over 3 pounds), and page numbers (page 1).[cv]

Chicago: In most numerals of one thousand or more, commas are used between groups of three digits, counting from the right. In scientific writing, commas are often omitted from four-digit numbers.[cvi] Gregg: When numbers run to five or more figures, use commas to separate thousands, hundreds of thousands, millions, etc., in whole numbers.[cvii]

Note: The author defers to Chicago and includes commas for numerals of one thousand or more.

Always write decimals in figures. [cviii] When a decimal stands alone (without a whole number preceding the decimal point), insert a zero before the decimal point. Reason: The zero keeps the reader from overlooking the decimal point.)[cix]

…use words for numbers at the beginning of a sentence, for most ordinals (our twenty-fifth anniversary), for fractions (one-third of our sales)…[cx]

Compound numbers under 10 should alternate between spelling out and using numerals for clarity, e.g., two 5-story buildings. See Compound Adjectives above.

Use commas to set off thousands of units. |

Subject	Correct Usage	Incorrect Usage	References and Notes
			When two numbers come together and one is part of a compound modifier, express one of the numbers in figures and the other in words. As a rule, spell-out the first number unless the second number would make a significantly shorter word.[cxi]

23

Subject	Correct Usage	Incorrect Usage	References and Notes
Possessives— Nouns and Names Ending in "s"	▪ Kris's background includes… ▪ Dallas's business district ▪ Peter Jennings' newscasts ▪ The Smiths' home ▪ The Corps' leadership ▪ Jesus' life [cxii] [cxiii] ▪ Jesus's life (the author pronounces it "geez-uhs-ehz" and would spell it this way, in agreement with Chicago. [cxiv]	▪ Kris' background includes… ▪ Dallas' business district ▪ Peter Jennings's newscasts ▪ The Smiths's home ▪ The Corps's leadership (this would actually be pronounced "corpse's" as if a corpse was leading something— particularly challenging if one is dead…)	Okay, the rules for this are next to impossible to follow on paper, as there is disagreement across the most respected sources—it's really based in pronunciation. Some stylebooks recommend a single apostrophe for Biblical or classical names like Jesus and Achilles, but 's for names like James and Charles; others say, "Treat all names ending in s the same." Disagreement on the issue of apostrophe-s vs. plain apostrophe goes all the way to the Supreme Court. Justice Clarence Thomas believes that the possessive form of a name like his should be formed by adding only an apostrophe: "Justice Thomas' opinion." Referring to the case Kansas v. Marsh (2006), Thomas wrote "Kansas' statute," but his colleague Justice Souter wrote "Kansas's statute."[cxv] Generally, if a new syllable is formed in the pronunciation of the possessive, add an apostrophe plus s, e.g., your boss's approval, the witness's reply, Mr. and Mrs. Morris's tickets, Congress's intention. If the addition of an extra syllable would make a word ending in an *s* hard to pronounce, add the apostrophe only, e.g., Jesus' parables, Achilles' heel. **Individual differences in pronunciation will affect the way some of these possessives are written…listen to your own pronunciation.**[cxvi] Chicago has moved away from the *s'* approach to the *s's* approach: Some writers and publishers prefer the system, formerly more common, of simply omitting the possessive "s" on all words ending "s"—hence "Dylan Thomas' poetry," "Etta James' singing," and "that business' main concern." Though easy to apply and economical, **such usage disregards pronunciation and is therefore not recommended by Chicago**.[cxvii] A quick note on plural Jesus: Though very rarely used, Jesuses is the plural form, e.g., "Different-looking Jesuses are the result of cultural centricity."

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Possessives—Singular and Plural	▪ Client's = belonging to the client ▪ Clients' = belonging to the clients ▪ women's = belonging to the women ▪ woman's = belonging to the woman ▪ John's and Susan's resumes ▪ Sam and Judy's home ▪ Presidents' Day = day of the presidents ▪ Valentine's Day = day of St. Valentine ▪ New Year's Day = day of the new year ▪ St. Patrick's Day = the day of St. Patrick	▪ President's Day = the day of just one president ▪ Valentines' Day = the day of the valentines ▪ New Years Day ▪ St. Patricks Day	The possessive of most singular nouns is formed by adding an apostrophe and an "s." The possessive of plural nouns (except for a few irregular plurals, e.g., children, that do not end in "s") is formed by adding an apostrophe only.[cxviii] As individuals, John and Susan each have a resume. As a single unit, Sam and Judy share a home. Possessives in holidays are usually singular, e.g., New Year's Eve, Mother's Day Valentine's Day, St. Patrick's Day. Exceptions: Presidents' Day, April Fools' Day, All Saints' Day. Some holiday names contain a plural form rather than a plural possessive, e.g., Armed Forces Day, Veterans Day, United Nations Day.[cxix]
Pronouns—Possessive vs. Contractions	▪ It's going to rain. ▪ The strength of the company lies in the strength of its people. ▪ Whose pen is this? ▪ Their project manager is John Smith.	▪ Its going to rain. ▪ The strength of the company lies in the strength of it's people. ▪ Who's pen is this? ▪ There project manager is John Smith.	Its = belonging to it. It's = contraction of it is. It's is a contraction for "it is" or "it has." Its is the possessive form of a neuter pronoun, e.g., "The company lost its assets."[cxx] Several [contractions] require special attention, specifically its (the possessive of it) and it's (it is), your (the possessive of you) and you're (you are); whose (the possessive of who) and who's (who is)…their (the possessive of they), there (in that place or in that way), and they're (they are).[cxxi]

Bremmer
Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Pronouns — Their vs. His or Her	▪ Employees may take breaks at their discretion. ▪ Every one of the team members should submit their report by Friday.	▪ Employees may take breaks at his or her discretion. ▪ Every one of the team members should submit his report by Friday.	Today, using binary pronouns (i.e., he, she, his, her) is not considered respectful to people identifying as non-binary genders, thus requiring the use of "they" in place of "he" or "she," "their" in place of "his" or "her', or and "them" "her," or "him." The accepted usage of **gender neutrality** will continue to evolve requiring grammarians and editors to stay abreast of trends. Even traditional style guides noted that the use of "he or she," "his or her," or "him or her." Could work in isolated cases, but was clumsy if repeated frequently in the same context. In any case, avoid the use of "he/she," "his/her," "him/her," "s/he," and similar constructions. [cxxii] Avoiding the problem: ▪ By making plural, "he or she" can be substituted by "their." [cxxiii] ▪ Reword to avoid a generic pronoun, e.g., "When a customer calls, ask him or her to leave his or her phone number" could read, "When a customer calls, be sure to ask for a phone number."[cxxiv]
Pronouns— Who, Whom	▪ The call is for whom *(him/her)*? ▪ Who *(he/she)* is calling? ▪ Jane is the one who *(she)* can best do the job.	▪ The call is for who? ▪ Whom is calling? ▪ Jane is the one whom can best do the job.	This uses a traditional mnemonic device, but the actual binary pronouns would be avoided in the written content. Use "whom" whenever "him," "her," "them," "me," or "us" could be substituted as the object of a preposition in the "whom" clause.[cxxv] In other words, "who" and "whom" are interchangeable with "he" and "him," and "she" and "her." (See columns at left.)

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Pronouns—I, Me, Her, Him	▪ If you have any questions, please call John or me. ▪ She and I went to the park. ▪ We went to the park. ▪ Judy and went to the park. ▪ The gift was for her and me. ▪ The gift was for Judy and me. ▪ She is taller than I am. ▪ She is taller than I.	▪ If you have any questions, please call John or I. ▪ If you have any questions, please call John or myself. ▪ Her and I went to the park. ▪ Me and her went to the park. ▪ The gift was for her and I. ▪ She is taller than me.	This uses a traditional mnemonic device, but the actual binary pronouns would be avoided in the written content. The author has not found any resources that would state, "Them and I went to the park," though "We went to the park" works. The challenge here is avoiding a plural if referring to one person. The only solution would seem to be using the person's name, even if it must be repeated or redundant. This entry is about "I" and "me." The "I" and "me" mystery is easily solved by deleting the other person in the sentence. For example: ▪ Please call me. ▪ She went to the park. ▪ The gift was for me. The following errors become clear: ▪ Please call I. ▪ Please call myself. ▪ Her went to the park. ▪ Me went to the park. Note: "I" should always be listed after the other pronoun. Also, just insert the missing word: ▪ Judy is taller than I am. "Judy is taller than me am" makes the error clear. In speaking, adding the "am" allows proper grammar without seeming too formal.

Subject	Correct Usage	Incorrect Usage	References and Notes
Pronouns—It, Our, Who, That	- XYZ Engineering's proposed staff; its proposed staff (possessive) - XYZ Engineering's strength; its strength - the person who spoke - She is the only one who can speak Japanese.[cxxvi] - He is the kind of student that should take advanced math.[cxxvii]	- It's proposed staff - the person that spoke - She is the only one that can speak Japanese. - He is the kind of student who should take advanced math.	**It.** XYZ Engineering is a company, an entity, not a person—an "it," not a "who." This is especially important when submitting marketing materials to a prime, who needs to refer to its subs. "Who" and "that" are used when referring to persons. Select "who" when the individual person or the individuality of a group is meant and "that" when a class or type is meant.[cxxviii] **"We" and "our" in proposals.** It used to be standard business usage to use a company as third person, e.g., "XYZ Engineering is committed to the success…" It is becoming more common for primes to use "our" and "we," e.g., "our team is committed to the success…" or "we are committed to the success…" in lieu of "the XYZ team is committed to the success…" This is tricky, because the voice may change back-and-forth between "its," "our," and "we." The author prefers to use the more personal, human language in cover letters, rather than the body of a proposal document, but is finding it used more and more in firm profiles, etc. **Subconsultants in third person.** The one thing that is an absolute: a prime submittal must be written such that subconsultants' information is used in third-person, e.g., "XYZ Engineering," "the firm," etc., because the proposal is written in the prime's voice, such that the prime refers to its subconsultants in third-person. Considerate subconsultants will provide prime consultants materials written in such a manner.

Subject	Correct Usage	Incorrect Usage	References and Notes
Proper Names, Company Names, Project Names	▪ Fort Richardson	▪ Ft. Richardson	In general, spell out formal names as the client does to confer respect. If the client abbreviates, spell out first followed by abbreviation in parenthesis. Company names should appear in the exact way the company, itself, uses them. Regularly verify how a company uses its name via its website. **Use project names consistently throughout proposal documents, including resumes.** Project names often evolve over time. Use the name as indicated in the project contract initially. Check clients' websites over time to verify the names of projects, as they use them. Use a consistent pattern for project names throughout proposal documents, e.g., "**Project Name, Location, ST—Owner Name**." Choose a pattern and stick with it. The reason the author uses this order is that the location that is important is the location of the project, not the location of the client, as "Project Name, Owner Name, Location" would imply.

29

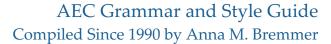| Punctuation—Hyphens, En-Dashes, Em-Dashes Ellipses, Semicolons in a Series, and Commas in a Series (Comma Before "and") | • four-foot-wide door

• 1999–2003; March 2–8; $5,000–$7,000

• The situation became critical—even dangerous.

• He stated, "The document . . . is adequate."

• The items included a flag pole; a red, white, and blue flag; and fasteners.

• The flag is red, white, and blue.

• We have a choice of copper, silver, or gold.

• I want to thank my parents, John, and Lisa. (John and Lisa are people being thanked in addition to the parents.)

• This book is dedicated to my parents, Madeleine Albright, and God. | • four–foot–wide door

• 1999-2003; March 2-8; $5,000-$7,000

• The situation became critical-even dangerous.

• The items included a flag pole, a red, white, and blue flag, and fasteners.

• The flag is red, white and blue.

• We have a choice of copper, silver or gold.

• I want to thank my parents, John and Lisa. (John and Lisa are the names of the parents.)

• This book is dedicated to my parents, Madeleine Albright and God. (I guess that would make you a demigod??? For that matter, is Madeline really your mother???) | **- Hyphen:** Use in compound words.

– En-Dash: Means "up to and including." Use an en-dash . . . to connect numbers in a range.[cxxix] Never use a hyphen to represent a dash.[cxxx]

In MS Word, select Insert, Symbols, Special Characters. Or, simply type "x - x," which MS Word automatically changes to "x – x" (with an en-dash), then delete the spaces before and after the en-dash in a global "replace" before spell-checking.

— Em-Dash: Use to add special emphasis.

Em-dashes are used to set off an amplifying or explanatory element . . .[cxxxi]

In MS Word, select Insert, Symbols, Special Characters. Or, simply type "x--x," which MS Word automatically changes to "x—x" (with an em-dash).

Note: Do not include space before or after a hypen, en-dash, or em-dash.

Ellipses: One space before and after each of the three periods within a sentence. No space before when an opening quotation mark precedes ellipsis marks. No space after when a closing quotation mark follows ellipsis marks.[cxxxii]

This is *not* achieved properly in MS Word, when typing "..." automatically changes to "…"

Semicolons in a complex series: "When items in a series themselves contain internal punctuation, separating items with semicolons can aid clarity."[cxxxiii] For example, "The defendant, in an attempt to mitigate his sentence, pleaded that he had recently, on doctor's orders, gone off his medications; that his car—which, incidentally, he won in the late-1970s on *Let's Make a Deal*—had spontaneously caught on fire; and that he had not eaten for several days."[cxxxiv]

Commas in a series: A majority of American style guides mandate use of the serial comma [a.k.a., Oxford comma] including APA style, The Chicago Manual of Style, The MLA Style Manual, Strunk and White's Elements of Style, and the U.S. Government Printing Office Style Manual. In contrast, the Associated Press Stylebook advises against it.[cxxxv]

"When a conjunction [e.g., and] joins the last two elements in a series of three or more [words], a |

Subject	Correct Usage	Incorrect Usage	References and Notes
			comma . . . should appear before the conjunction. Chicago strongly recommends this widely practiced usage, blessed by Fowler and other authorities, since it prevents ambiguity."[cxxxvi] "When three or more items are listed in a series and the last item is preceded by and, or, or nor, place a comma before the conjunction as well as between the other items."[cxxxvii] This is known as the Oxford comma or serial comma.
			Note: During the 1970s, a trend began in journalism, where the comma that joined the last two elements of a simple series was eliminated, e.g., "red, white and blue." The problem was that writers carried the practice into complex series, creating serious confusion. The author is pleased to see the official return of the comma in this case in the majority of grammar and style guides!!!
			NOTE: In 2018, a Maine superior court ruled against Oakhurst Dairy in a $5 million class action lawsuit, that hinged on a missing comma before "or" in Maine labor law.[cxxxviii] Moral of the story: include the comma in simple and complex series, as a matter of habit to eliminate ambiguity!

31

Punctuation—Relative to Closing Quotation Marks and Parentheses			
	• Growing up, we always preferred to "bear those ills we have." [cxxxix] • "Thus conscience does make cowards of us all," she replied. [cxl] [cxli] • Take, for example, the first line of "To a Skylark": "Hail to thee, blithe spirit!" [cxlii] • I was invited to recite the lyrics to "Sympathy for the Devil"; instead, I read from the *New York Times*. [cxliii] • She yelled, "Timber!" [cxliv] • "What's the rush?" she wondered. [cxlv] • Fiorelli insisted on rewriting the paragraph. (His newfound ability . . . was a blessing and a curse.) • Submit the report by Friday (July 28).	• Growing up, we always preferred to "bear those ills we have". • "Thus conscience does make cowards of us all", she replied. • Take, for example, the first line of "To a Skylark:" "Hail to thee, blithe spirit!" • I was invited to recite the lyrics to "Sympathy for the Devil;" instead, I read from the *New York Times*. • She yelled "Timber!" • "What's the rush"? she wondered. • Fiorelli insisted on rewriting the paragraph. (His newfound ability . . . was a blessing and a curse). • Submit the report by Friday (July 28.)	**Which comes first with punctuation and a closing quotation mark?** **Periods and commas** in relation to quotation marks: Periods and commas precede closing quotation marks, whether double or single. (An apostrophe at the end of the word should never be confused with a closing single quotation mark.) This is a traditional style, in use well before the first edition of [Chicago] (1906). [cxlvi] Periods and commas always go inside the closing quotation mark. This is the preferred American style. [cxlvii] When a quoted statement occurs at the beginning of a sentence, omit the period before the closing quotation mark and use a comma instead. [cxlviii] **Colons and semicolons**—unlike periods and commas—following closing quotation marks. [cxlix] Semicolons and colons always go outside the closing quotation mark. [cl] **Question marks and exclamation points** follow closing quotation marks unless they belong within the quoted matter. [cli] At the end of a sentence, a question mark or an exclamation point goes inside the closing quotation mark when it applies only to the quoted material. [clii] **Parenthesis and brackets.** When an entire independent sentence is enclosed in parenthesis or square brackets, the period belongs inside the closing parenthesis or bracket. When matter in parentheses or brackets, even a grammatically complete sentence, is included within another sentence, the period belongs outside. Avoid enclosing more than one complete sentence within another sentence. [cliii] **Quotes within quotes.** A quotation within a quotation should be enclosed in a pair of single quotation marks. [cliv] When single and double quotation marks occur together, insert a space between the two marks to keep them distinct. [clv]

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
			Where the Closing Mark is Placed Relative to the Close of Quotation Marks, Parenthesis, or Brackets[clvi]

Closing Mark	With Double or Single Quotation Marks	With Parentheses or Brackets
Period	Inside	Inside or Outside (See Examples and Above)
Comma	Inside	Outside
Semicolon	Outside	Outside
Colon	Outside	Outside
Question Mark or Exclamation Point	Inside or Outside (See Examples and Above)	Inside or Outside (See Examples and Above)

Subject	Correct Usage	Incorrect Usage	References and Notes
Punctuation—Periods Within Run-In Headings; Periods Within Headings, Outlines, and Displayed Lists	▪ **Insuring Your Car.** Automobile insurance is a package of coverage.[clvii] ▪ 2.C.i. Project Experience ▪ 4.8. Qualifications	▪ **Insuring your car.** Automobile insurance is a package of coverage. ▪ Insuring your car: automobile insurance is a package of coverage. ▪ 2Ci Project Experience ▪ 4.8 Qualifications	Use a period after a run-in heading (one that begins a paragraph and is immediately followed by text matter on the same line) unless some other mark of punctuation, such as a question mark, is required.[clviii] Use periods after numbers or letters that enumerate items in an outline or a displayed list—unless the numbers or letters are enclosed in parentheses. Set a tab one or two spaces after these periods in order to achieve an adequate visual break between the numbers or letters and the items that follow on the same line.[clix] **Numbered Subheads.** Unless sections in a chapter are cited in cross-references elsewhere in the text, numbers are usually unnecessary with sub-heads. In general, subheads are more useful to a reader than section numbers alone. In scientific and technical works, however, the numbering of sections, subsections, and sometimes sub-subsections provides easy reference. There are various ways to number sections. The most common is double numeration or multiple numeration. In this system, sections are numbered within chapters, subsections within sections, and subsections within subsections. The number of each division is precedced by the numbers of all higher divisions, and all division numbers are separated by periods, colons, or hyphens. Thus, for example, the numbers 4.8 and 4.12 signify, respectively, the eighth section and the twelfth section of chapter 4.[clx]

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Punctuation—Spaces With—Period, Colon, and Slashes (/), Hyphens, and Dashes	• Use two spaces following the period at the end of a sentence. It provides a visual break between sentences. Many proportional fonts, needs two spaces between sentences. • Following a colon: use two spaces. • Use no spaces before/after a slash.[clxi] • Use no spaces before or after hyphens,[clxii] en-dashes, and em-dashes.[clxiii]	• Use two spaces following the period at the end of a sentence. It provides a visual break between sentences. • Following a colon: use two spaces. • before / after	This is an author preference: When using many proportional fonts, one space between sentences does not provide enough visual break. Although desktop processing software, such as **MS Word, uses proportional fonts—it does not use professional typesetting**, which is used in published works, such as books. (See also Text Alignment, Justification.) Proportional fonts (in which the width of the characters varies) . . . use only one space between the period and the start of the next sentence. With some proportional fonts—such as 11-point Calibri (the default for MS Word 2007)—the **use of only one space after the period may not always provide a clear visual break between sentences**.[clxiv] As a general rule, use one space after the period at the end of a sentence, but **switch to two spaces whenever you feel a stronger visual break between sentences is needed**. In all cases, the deciding factor should be the appearance of the breaks between sentences in a given document. . . . use one space if the text will have justified margins. [clxv] Note: See Text Alignment above, which describes the pitfalls of justified margins. **Slash spacing.** As a general rule, do not leave any space on either side of a slash." Try to avoid dividing an expression at the end of a line if the expression contains a slash. If absolutely necessary, type the slash at the end of the line (rather than at the start of a new line). [clxvi] Using multiple capital letters with numbers can be challenging to read and even harder to read when divided by a slash. If it is difficult to discern terms before and after a slash, consider using an en-dash (–) in place of "/," e.g., PN060192–FTW21.

Subject	Correct Usage	Incorrect Usage	References and Notes
Telephone Numbers	• 206-000-0000 • International Numbers: 039-64-9-555-1523[clxvii]	• (206) 000-0000 • 206.000.0000 • 206/000-0000 • 206 000 0000	When the area code precedes a phone number, there are several ways to treat the number. The style most commonly seen, especially in text material, uses a hyphen (with no space on either side) to connect the elements, e.g., 707-555-3998. The style that encloses the area code in parenthesis—(707) 555-3998—is also frequently used, but it does not work well in text material when the phone number as a whole has to be enclosed in parenthesis, e.g., "You can reach me by phone (777-555-3998)," but not " . . . by phone ((707) 555-3998."[clxviii] In a growing number of areas, it has become necessary to use the area code, even for local calls. In that case, enclosing the area code in parentheses is inappropriate, since the area code is now an essential part of the phone number.[clxix] When telephone numbers are displayed, e.g., in letterheads and on business cards, other styles are often seen. Some writers prefer to use a slash after the area code, e.g., 707/555-3998. Others simply leave spaces between the elements, e.g., 707 555 3998. And an up-and-coming style—707.555.3993—uses periods to separate the elements; because the periods resemble the dots in [email] addresses, this style is growing in popularity. [clxx] **For the sake of consistency and not wasting time reformatting varying styles to be consistent within proposals, the author recommends the use of the most common format, e.g., 707-555-3993.** Whatever format you choose, be consistent.

Subject	Correct Usage	Incorrect Usage	References and Notes
Tense—Past, Present, and Future	▪ XYZ Engineering provided structural design services on X project planned for completion in (future year). ▪ XYZ Engineering provided services on X project planned for completion in 1997 and completed in 1998.	▪ XYZ Engineering is providing structural design services on X project planned for completion in (future year). ▪ XYZ Engineering is providing services on X project planned for completion in 1997.	Many documents may need to express past, present, and future interchangeably. Project descriptions for marketing should be written in past tense, unless the project has a long duration or is ongoing. This saves future errors and adds efficiency to the proposal preparation process. Careful attention needs to be paid to project description tense. Master project descriptions need to be updated immediately upon project closeout.

| Terms Commonly Used in the AEC Industry | ▪ architect-engineer[clxxi] (A-E)
▪ architecture, engineering, and construction (AEC[clxxii]) industry
▪ as-built drawings[clxxiii] (using modifier)
▪ build-out
▪ charrette[clxxiv]
▪ closeout[clxxv]
▪ constructability[clxxvi]
▪ constructible
▪ design-build (DB)
▪ design-bid-build (DBB)
▪ design-build-operate (DBO)
▪ fast-track schedule
▪ groundwater[clxxvii]
▪ Hercules Engineering Solutions Consortium (HESCO) Barriers[clxxviii]
▪ *in situ*[clxxix]
▪ life cycle[clxxx]
▪ life-cycle cost (LCC)[clxxxi]
▪ life-cycle cost analysis (LCCA)[clxxxii]
▪ multidisciplinary [clxxxiii]
▪ multimodal
▪ multiphase
▪ off-site[clxxxiv]
▪ on-site[clxxxv]
▪ outbrief (USACE term for briefing at end) | ▪ A/E
▪ A/E/C
▪ as-builts
▪ charrette
▪ close-out, close out
▪ constructibility
▪ design/build (D/B)
▪ design/bid/build (D/B/B)
▪ design/build/operate
▪ ground water
▪ Hesco
▪ in-situ, insitu
▪ life cycle cost
▪ life cycle cost analysis
▪ lifecycle cost
▪ multidiscipline, multi-discipline, multidisciplined
▪ multi-modal
▪ multi-phase
▪ offsite
▪ onsite
▪ out-brief
▪ park & ride
▪ post study
▪ pre-construction
▪ pre-design
▪ prestudy
▪ punchlist; punch-list
▪ re-design
▪ re-develop
▪ right of way
▪ sitework
▪ stormwater
▪ sub-base
▪ subbasin
▪ sub-consultant
▪ sub-contractor | **In any submittal, it is critical to match the client's usage of any term in its RFQ or RFP.**

Note: The **AEC industry** and its related websites are split on the use of A/E/C vs. AEC. SMPS.org says A/E/C, while Zweig White says AEC. A slash ("/") expresses alternatives (see the section on And, &, /) and replaces "or." It is the author's opinion that a single industry is not expressed by a series of alternatives, i.e., "architecture/engineering/construction," which could mean "architecture or engineering or construction" but instead is a single concept, i.e., "the architecture, engineering, **and** construction industry." Therefore, this document recommends AEC.

Note: The term "as-built drawings" should be used in place of "as-builts" in all marketing and report documentation, but is considered acceptable in contract documents and specifications.

The **Design-Build** Institute of America (http://www.dbia.org) uses a hyphen between design and build. Enough said. See also reasoning immediately above re: the AEC industry. Design-build does not mean "design or build." The Construction Specifications Institute (http://www.csinet.org) also uses hyphens between design, bid, and build (design-bid-build).

There is mixed usage of D-B vs. DB and D-B-B vs. DBB. For the sake of simplicity, the author recommends eliminating the hyphens.

Please see the endnote discussion re: **preconstruction** below.

Note: The term "**fast-track** schedule" should not be used in place of "**accelerated** schedule." Fast-tracking means construction is begun on a portion of the work for which the design is complete, while design on other portions is underway. Schedule acceleration means expedited performance of construction work at a faster rate than anticipated in the original schedule. This is accomplished by increasing labor hours and other resources to recapture project delay.

Life cycle. The RS Means Construction Dictionary, American Heritage and Webster's use the stand alone term as two words, e.g. "life cycle." The majority of construction industry professional |

Subject	Correct Usage	Incorrect Usage	References and Notes
	- park and ride, park-and-ride facility - post-study - preconstruction [clxxxvi] - predesign[clxxxvii] - pre-study - punch list[clxxxviii] - rain garden[clxxxix] - redesign - redevelop - right-of-way[cxc] - site work[cxci] - storm water[cxcii] - subbase[cxciii] - sub-basin[cxciv] - subconsultant[cxcv] - subcontractor[cxcvi] - wastewater[cxcvii]	waste water	organizations on the Web (including the National Institute of Building Science, FHWA, etc.) that refer to "life-cycle cost" and "life-cycle cost analysis" do so with a hyphen, following standard use of two-word modifiers of a following noun. **Multi- vs. multi.** Avoid the use of "multi-" (with a hyphen) preceding a noun. Dictionaries contain dozens of words start with "multi," e.g., "multicultural," "multidisciplinary," "multifunction," "multimedia," "multimodal," "multiphase," etc.[cxcviii] **Park and Ride.**[cxcix] There is no consistent rule of thumb across AASHTO, FHWA, Caltrans, or WSDOT. The form varies greatly from "park and ride" to "park & ride," "park-and-ride," and "park n ride." Google search results show "park and ride" is found 3.8 times as often as "park & ride," both of which are used predominately over other forms. Therefore, the author recommends using "park and ride" for all boilerplate, resumes, and project descriptions with the understanding that each proposal must be edited to match a given client's preference. However, if it is being used as part of a compound adjective, it needs to have hyphens, e.g., "park-and-ride facility." Note: **Storm water** is two words. "Stormwater" does not appear as one word in the RS Means Construction Dictionary, Oxford American Dictionary, Webster's, or the American Heritage Dictionary. RS Means and the Oxford American Dictionary use it as two words. Further, the U.S. Environmental Protection Agency, which is the authority for the National Pollutant Discharge Elimination System (NPDES) and is author of the Storm Water Management Model (SWMM), uses "storm water" and does not use "stormwater" anywhere on its website. **An exception to "storm water."** Seattle Public Utilities (SPU) exclusively uses "stormwater." **It is always advisable to use a given client's standard within proposals and all documentation submitted to said client.**

Subject	Correct Usage	Incorrect Usage	References and Notes
Terms Commonly Used—Technology, Computer Terms	- email[cc] - Internet[cci] - intranet - online - JPEG, .jpg - portable document format (PDF), .pdf - web page - webcast - webmaster - website[ccii]	- e-mail - internet - Intranet - on-line - JPG - pdf - Webcast, web cast - Webmaster, web master - web site, Website	**Email vs. E-Mail.** In 2023, the usage of the hyphen was rarely mixed for compounds beginning with the prefix "e," e.g., "email" has now become the prevailing usage. In 2007, sources read as follows: Compound words beginning with the prefix "e" are usually hyphenated, e.g., e-commerce.[cciii] Initially presented as electronic mail, the term evolved into E-mail, and some conservative writers still write the word with a capital E. Writers on the cutting edge, who continually press for fewer hyphens and less capitalization, converted the term to email by 2011. Those occupying the middle ground in 2011 treated the word as e-mail, but with the passage of time . . . email may become the standard form.[cciv] And, it has. The trend toward closed compounds: with frequent use, open or hyphenated compounds tend to become closed (on line to on-line to online). Chicago's general adherence to *Webster's* does not preclude occasional exceptions when the closed spellings have become widely preferred by writers (e.g., website) and pronunciation and readability are not at stake.[ccv] **PDFs and JPEGs.** ".pdf" and ".jpg" are file extensions. When referring to these types of files within text, they should be used as PDF and JPEG.[ccvi] **Website and Other Internet-Related Terms.** In keeping with Chicago's recommendations, . . . generic terms that are capitalized as part of the official name of a system or an organization may be lowercased when used alone or in combination. In a departure, Chicago now considers "web" to be generic when used alone or in combination with other generic terms. Examples: Macintosh, PC, personal computer; the Internet, the net, an intranet; World Wide Web Consortium, the World Wide Web, the web, a website, a web page.[ccvii] The term "Web site" is still most commonly written as two words with a capital "W." However, along with a few other Web compounds, it has started to appear as a solid word without an initial cap, e.g., "website."[ccviii]

AEC Grammar and Style Guide
Compiled Since 1990 by Anna M. Bremmer

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
Text Alignment, Justification	This is a sample of right-ragged justification, where text is aligned at left. Columns of numbers without decimals should be aligned right.[ccix] 486 26 1,755 Columns of numbers with decimals should be aligned at the decimal.[ccx] 82,513.14 0.125 65.4321	This is a sample of full-justification, where text is aligned at both the right and left margins. Fully justified text is known for the problem of creating rivers of white and awkward spacing of letters within individual words. Ultimately, it makes it harder for the eye to track and reduces comprehension.	If you prepare a document with a justified right margin (so that every line ends at the same point), the width of a single space between sentences [and words] can vary from line to line.[ccxi] While full justification (aligning the lines of text at both the left and right margins) looks attractive, the insertion of extra space between words can sometimes produce unintended "rivers" of white space running vertically down through the text. Full justification can also produce significant variations in the space between sentences. More important, studies have demonstrated that text with ragged (unjustified) right margins are easier to read.[ccxii] To avoid the appearance of inconsistent spacing between words and sentences, all text in a manuscript [that which does not use professional typesetting] should be presented flush left (ragged right)—that is, lines should not be "justified to the right margin.[ccxiii]

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
That, Which	▪ We will review the report, which was sent to us last week. ▪ The report that was sent to us last week should provide the answers. ▪ The report was the one that I needed.	▪ The report was the one which I needed.	"Which" and "that" are used when referring to places, objects, and animals. "Which" is always used to introduce nonessential clauses, and "that" is ordinarily used to introduce essential clauses.[ccxiv] In other words, the word "which" and the clause that follows it should be able to be deleted from the sentence without changing the overall meaning of the sentence. In polished American prose, "that" is used restrictively to narrow a category or identify a particular item being talked about, e.g., "any building that is taller must be located..." "Which" is used nonrestrictively—not to narrow a class or identify a particular item but to add something about an item already identified, e.g., "alongside the officer trotted a toy poodle, which is hardly a typical police dog." "Which" should be used restrictively only when it is followed by a preposition, e.g., "the situation in which we find ourselves," Otherwise it is almost always preceded by a comma, a parenthesis, or a dash.[ccxv] Which is usually selective or limited; it asks for a particular member of a group, and the answer is limited to the group addressed or referred to, e.g., "Which explorers visited China?"[ccxvi]
Time—a.m. and p.m.	▪ a.m., p.m.	▪ AM, A.M., am	When referencing time of day, use lowercase with periods. Avoid the redundant "2:00 a.m. in the morning."[ccxvii] Chicago recommends lowercase a.m. (ante meridiem) and p.m. (post meridiem), though these sometimes appear in small capitals, with or without periods.[ccxviii] In books, journals, and similar publications, a.m. and p.m. usually appear in small caps without internal space. In other [non-published] material, a.m. and p.m. typically appear in lowercase without internal space . . . Avoid the use of all-caps.[ccxix] Note: AM = amplitude modification system of radio transmission.[ccxx]

Bremmer Consulting Inc.

Subject	Correct Usage	Incorrect Usage	References and Notes
When to Deviate From a Client's Incorrect Grammar, Style, and Usage Within an RFP			**It is worth a special note that, although it is important to defer to a client's usage of technical terms, such as "storm water," the author of this document refuses to defer to incorrect grammar, capitalization, and style often used by clients. As professionals, we must set the standard for our industry. When a client sees a superlatively written document, they are less likely to question usage details. Be brave and consistent in correct usage!**

[i] Since 2011, the Chicago Manual of Style (http://www.chicagomanualofstyle.org/home.html, which requires a membership!) and the Associated Press Stylebook have developed online resources. Due to the tremendous amount of stime and effort involved in researching each and every citation and footnote included in this guide, Ms. Bremmer is updating references over time, rather than doing a complete update.

[ii] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 362, paragraph 7.44. "*A*" and "*an*." The indefinite article *a*, not *an* is used in American English before words beginning with a pronounced h: a hotel, a historical study, but an honor, an heir.

[iii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 168, paragraph 501.b.

[iv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 358, paragraph 1101.

[v] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 491, paragraph 10.9.

[vi] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 177, paragraph 519.h. "Professional designations such as CPA…are commonly written without periods when they are used alone." *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 495-496, paragraph 10.21. "…Chicago recommends dispensing with periods, e.g., Fellow of the American Institute of Architects (FAIA).'

[vii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 383.

[viii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 383.

[ix] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 574, paragraph 1537.c.

[x] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 383.

[xi] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 52, paragraphs 181.a–181.c.

[xii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 172, paragraph 508. "Retain the periods in geographic names (such as U.S.A.)."

[xiii] *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 287.

[xiv] The abbreviation is acceptable as a noun our adjective for United States. *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 287.
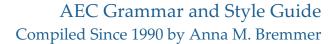
[xv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 182, paragraph 525.

[xvi] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 182, paragraph 525.

[xvii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 182, paragraph 525.

[xviii] The U.S. Army Corps of Engineers uses the acronym USACE, http://www.usace.army.mil/Pages/default.aspx, Apr. 21, 2011. Note: Though the graphic web page header states US Army Corps of engineers, its formal documentation contained within its website uses U.S. Army Corps of Engineers.

[xix] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 182, paragraph 525.

xx The U.S. Navy uses United States Navy, U.S. Navy, and Navy, http://www.navy.mil/swf/index.asp, Apr. 20, 2011. Note: Though the Navy website navigation buttons state US Navy, its formal documentation contained on the site uses U.S. Navy.

xxi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 500, paragraph 10.33.

xxii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 182, paragraph 525.

xxiii The author of this AEC Style Guide defers to *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 353, paragraph 7.14 and Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 210, paragraph 622, both of which indicate adding "s" creates a plural single-letter abbreviation, such as Seattle Mariners (Ms). In this case, the author does not defer to *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 217, which discusses plural single-letter abbreviations, indicating the use of apostrophe-s is used with single-letter abbreviations, such as the Seattle Mariners (M's), since Chicago and Gregg style is consistent with plural multiple-letter acronyms across all three guides.

xxiv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 210, paragraph 622.

xxv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 353, paragraph 7.14.

xxvi *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 294.

xxvii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 498-499, paragraph 10.28. "In bibliographies, tabular matter, lists, and mailing addresses, they [names of states] are usually abbreviated. In all such contexts, Chicago prefers the two-letter postal codes to the conventional abbreviations."

xxviii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 498, paragraph 10.28. "In running text [i.e., within a paragraph], names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city: for example, "Lake Bluff, Illinois . . .""

xxix *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 294.

xxx *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 368.

xxxi *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 15.

xxxii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 447, paragraph 1326.d (1).

xxxiii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 99, paragraph 295.a.

xxxiv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 340, paragraph 6.104.

xxxv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 340, paragraph 6.104.

xxxvi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 340, paragraph 6.107.

xxxvii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 93, paragraph 285.c.

xxxviii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 363, paragraph 7.48.

xxxix Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 124, paragraph 338.a and 338.b.

xl *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 403, paragraph 8.45.

xli *The Associated Press Stylebook and Briefing on Media Law 2011*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 85.

xlii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 106.

xliii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 363, paragraph 7.48.

xliv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 134, paragraph 363.a.

xlv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 132, paragraph 360.a.

xlvi Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 134, paragraph 363.a.

44

xlvii **Apple Style Guide** https://help.apple.com/applestyleguide/#/apsgb744e4a3 . For additional reference, see the Microsoft Style Guide at https://docs.microsoft.com/en-us/style-guide/capitalization.   **When using title-style capitalization, don't capitalize:**

- Articles (a, an, the), unless an article is the first word or follows a colon
- Coordinating conjunctions (and, but, or, nor, for, yet, and so)
- The word to in infinitives (How to Start Your Computer)
- The word as, regardless of the part of speech
- Words that always begin with a lowercase letter, such as iPod and iTunes
- **Prepositions of four letters or fewer** (at, by, for, from, in, into, of, off, on, onto, out, over, to, up, with except when the word is part of a verb phrase or is used as another part of speech (such as an adverb, adjective, noun, or verb)
  - Starting Up the Computer
  - Logging In to the Server
  - Getting Started with Your MacBook Pro

xlviii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 133, paragraph 360.b.

xlix Aarts, Bas, ***Oxford Modern English Grammar***, Oxford UP, 2011. p. 78. ISBN 978-0-19-953319-0. OCLC 663438373

l ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 393, paragraph 8.18.

li Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 114, paragraph 313.d.

lii ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 394, paragraph 8.18.

liii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 114, paragraph 313.d.

liv Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 261, paragraph 813.

lv ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. _____paragraph 5.91

lvi ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 227-228, paragraph 7.86.

lvii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 260, paragraph 813.

lviii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 261, paragraph 814.

lix Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 261, paragraph 814.

lx ***The Associated Press Stylebook and Briefing on Media Law 2011***, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 377.

lxi Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 142, paragraph 407.a–407.c.

lxii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 144, paragraph 410. "No commas are used when the month-year expression serves as an adjective, e.g., The May 2009 issue of *The Atlantic* carried an excerpt from the book."

lxiii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 142, paragraph 407.b.

lxiv ***The Associated Press Stylebook and Briefing on Media Law 2011***, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 79.

lxv ***The Associated Press Stylebook and Briefing on Media Law 2011***, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 182.

lxvi ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 477, paragraph 9.37.

lxvii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 145, paragraph 412.c. "…years often appear in abbreviated form, e.g., the class of '99."

lxviii Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 163, paragraph 459.b.

lxix ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 476-477, paragraph 9.35. "Chicago recommends full capitals and no periods." "Britain was invaded successfully in 55 BC and AD 1066."

lxx ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 476, paragraph 9.34.

lxxi *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 81.

lxxii *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 308.

lxxiii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 166, paragraphs 470.b and 470.c.

lxxiv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 473, paragraph 9.23.

lxxv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 192, paragraph 544.g.

lxxvi *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 3.

lxxvii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 494-495, paragraph 10.20. "Chicago recommends omitting periods of academic degrees, e.g., bachelor of science (BS), doctor of philosophy (PhD)." "David H. Pauker, JD, attended Northwestern University Law School."

lxxviii *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 3.

lxxix http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1988, Apr. 21, 2011.

lxxx *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 398, paragraph 8.28.

lxxxi *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 3.

lxxxii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 345, paragraph 6.124.

lxxxiii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 346, paragraph 6.124.

lxxxiv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 347, paragraph 6.125.

lxxxv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 344, paragraph 6.123.

lxxxvi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 345, paragraph 6.123.

lxxxvii *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 194.

lxxxviii *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 276.

lxxxix Abbreviation: **lf** = lightface, light framing, lineal foot, linear foot, low frequency. *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 312.

Definitions Note: **Lineal** = 1 in a direct line of descent or ancestry, i.e., *a lineal descendant*. 2 of, relating to, or consisting of lines; linear. [Late Middle English] **Linear** = 1 arranged in or extending along a straight or nearly straight line; consisting of or predominantly formed using lines or outlines, i.e., *simple linear designs*; involving one dimension only; able to be represented by a straight line on a graph; involving or exhibiting directly proportional change in two related quantities. 2 progressing from one stage to another in a single series of steps; sequential. [mid-17th Century] *The New Oxford American Dictionary*, Oxford University Press, Inc., New York, NY, 2005; p. 985

xc *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 469.

xci *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 469.

xcii *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 469.

xciii *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 83.

xciv *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. _____.

xcv When two numbers come together and one is part of a compound modifier, express one of the numbers in figures and the other in words. As a rule, spell-out the first number unless the second number would make a significantly shorter word." Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 162, paragraph 457.

xcvi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 525, paragraph 10.69.

xcvii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 525, paragraph 10.69.

xcviii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 185–186, paragraph 535.a.

xcix Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 159, paragraph 447.a.

c *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 481, paragraph 9.55.

ci Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 162, paragraph 457.

cii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 162, paragraph 457.

ciii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 138, paragraph 401.a.

civ Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 139, paragraph 402.b.

cv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 139, paragraph 402.b.

cvi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, pp. 481-482, paragraph 9.55.

cvii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 164, paragraph 461.a.

cviii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 158, paragraph 443.

cix Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 159, paragraph 444.

cx Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 139, paragraph 401.d.

cxi Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 162, paragraph 457.

cxii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 212, paragraph 631b.

cxiii *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 222, "Singular Proper Names Ending in S"

cxiv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 355, paragraph 7.21.

cxv https://www.dailywritingtips.com/possessive-of-proper-names-ending-in-s/

cxvi Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 212, paragraph 631.

cxvii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 355, paragraph 7.21.

cxviii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 353, paragraph 7.15.

cxix Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 221, paragraphs 651.a and 651.b.

cxx *The Associated Press Stylebook and Briefing on Media Law*, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 146.

cxxi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 217, paragraph 5.50.

cxxii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 327, paragraph 1052.a.

cxxiii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 327, paragraph 1052.b.

cxxiv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 328, paragraph 1053.a.

cxxv Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 335, paragraph 1061.d.

cxxvi Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 336, paragraph 1062.a.

cxxvii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 336, paragraph 1062.a.

cxxviii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 336, paragraph 1062.b.

cxxix Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 67, paragraph 217.a.

cxxx Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 67, paragraph 216.b.

cxxxi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 333, paragraph 6.82.

cxxxii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 104, paragraph 299.o.

cxxxiii *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 326, paragraph 6.58.

cxxxiv *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 326, paragraph 6.58.

cxxxv https://en.wikipedia.org/wiki/Serial_comma

cxxxvi *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 312, paragraph 6.18.

cxxxvii Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 43, paragraph 162.a.

cxxxviii https://www.cnn.com/2018/02/09/us/dairy-drivers-oxford-comma-case-settlement-trnd/index.html

cxxxix *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 309, paragraph 6.9.

cxl *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 309, paragraph 6.9.

[cxli] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 82, paragraph 253.a.

[cxlii] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[cxliii] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[cxliv] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[cxlv] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[cxlvi] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 309, paragraph 6.9.

[cxlvii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 79, paragraph 247.a.

[cxlviii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 82, paragraph 253.a.

[cxlix] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[cl] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 80, paragraph 248.a.

[cli] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 310, paragraph 6.10.

[clii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 80, paragraph 249.a.

[cliii] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 311, paragraph 6.13.

[cliv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 78, paragraph 245.a.

[clv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 79, paragraph 245.c.

[clvi] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 309, Table 6.1.

[clvii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 10, paragraph 108.

[clviii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 10, paragraph 108.

[clix] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 8, paragraph 106.

[clx] *The Chicago Manual of Style*, 16th Edition, University of Chicago Press, Ltd., London, 2010, pp. 28-29, paragraph 1.55.

[clxi] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 99, paragraphs 294.b. and 294.c. and p. 104, paragraph 299.q.

[clxii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 103, paragraph 299.g.

[clxiii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 103, paragraph 299.f.

[clxiv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 6, paragraphs 102.c and 102.d.

[clxv] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 5, paragraph 102.a.

[clxvi] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 99, paragraphs 294.b. and 294.c.

[clxvii] "International phone numbers typically contain a series of special access codes. Use hyphens to connect all the elements." Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 161, paragraph 454.e.

[clxviii] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 160, paragraph 454.c.

[clxix] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 160, paragraph 454.c.

[clxx] Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 160, paragraph 454.c.

[clxxi] *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 26

[clxxii] http://www.zweigwhite.com/p-447-the-abcs-of-the-aec-industry.aspx, April 2011

[clxxiii] *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 29

[clxxiv] There is no agreement on "charrette" vs. "charette" in multiple on-line dictionary searches conducted July 23, 2013. The on-line **Oxford Dictionary**, http://oxforddictionaries.com/ uses "charrette," defining it as, "a public meeting or workshop devoted to a concerted effort to solve a problem or plan the design of something" and originating in French. There is no definition of "charrette" or "charette" in the on-line **Cambridge Dictionary**, http://dictionary.cambridge.org/; the on-line **American Heritage Dictionary**, http://ahdictionary.com/; or the *The New Oxford American Dictionary*, Oxford University Press, Inc., New York, NY, 2005, for that matter.

RS Means uses "charette," *RS Means Illustrated Construction Dictionary*, Fourth Edition, RS Means, 2010, p. 99. However, the **U.S. Army Corps of Engineers** used to have a website in 2011, http://www.sas.usace.army.mil/eng/valuebasedcharrettes.html,

that used Value-Based Design Charrette (VBDC).   As of July 23, 2013, it appears the USACE term has evolved to "design charrette" or "charrette workshop" and both processes use VE. **As always, defer to your client's usage.** Of note: an April 25, 2011 search of www.aia.org found 130 results for "charrette" and 20 results for "charette."

clxxv **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 110

clxxvi While **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 125 includes "constructability," neither Oxford, American Heritage, or Webster's contain the word "constructability," yet Oxford and American Heritage contain the word constructibility. **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005; p. 365; **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 299. (See the following searches from Apr. 26, 2011.)

However, a search of the American Institute of Architects' website (www.aia.org) shows 0 results for "constructibility" and 33 results for "constructability"; a search of the Construction Specification Institute's website (www.csinet.org) shows 1 result for "constructibility" and 19 results for "constructability"; a search of the Federal Highway Administration's website (www.fhwa.dot.gov) shows 262 results for "constructibility" and 1,540 results for "constructability"; a search of AASHTO's website (www.transportation.org) shows 31 results for "constructibility" and 182 results for "constructabililty." Because of the preference for "constructability" in the AEC industry, the author recommends using it in lieu of "constructibility."

clxxvii **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 244; **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 747.

clxxviii http://www.hescobarriers.com/home.asp

clxxix **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 284; **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 873; dictionary.com; and http://www.merriam-webster.com/. In the scientific community, "*in situ*" appears in italics.

clxxx **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 322; **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 979; **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 783; **Webster's New World Dictionary**, Third College Edition, Simon & Schuster, New York, 1988, p. 780.

clxxxi **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 322

clxxxii http://www.fhwa.dot.gov/infrastructure/asstmgmt/013017.pdf; http://www.fhwa.dot.gov/infrastructure/asstmgmt/lccafact.cfm; https://www.wbdg.org/resources/life-cycle-cost-analysis-lcca

clxxxiii While neither Oxford, American Heritage, and Webster's contain any reference to the words "multi-discipline," "multidiscipline," or "multi-disciplined," all three dictionaries contain the word "multidisciplinary." It is included in **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 1114; **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993; **Webster's New World Dictionary**, Third College Edition, Simon & Schuster, New York, 1988.

clxxxiv **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 1182 (lists off-site as primary preference, offsite as secondary); **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 948

clxxxv **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 1190 (lists on-site as primary preference, onsite as secondary); **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 954

clxxxvi **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 417 cites "preconstruction." Neither **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005; **The American Heritage College Dictionary**, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993; or **Webster's New World Dictionary**, Third College Edition, Simon & Schuster, New York, 1988 contain any reference to the word preconstruction. All of the dictionaries treat words with the prefix "pre" without hyphens, such as prehistoric and countless other words.

clxxxvii **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 418 cites "predesign services." See discussion of "preconstruction."

clxxxviii **RS Means Illustrated Construction Dictionary**, Fourth Edition, RS Means, 2010, p. 429
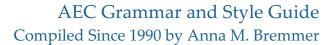
clxxxix The term "rain garden" emerged around 2009, expressed as two words. The term "rain gauge" is found in **The New Oxford American Dictionary**, Oxford University Press, Inc., New York, NY, 2005, p. 1398. On Apr. 26, 2011, a search of "rain garden" on Google.com showed 389,000 results, while "raingarden" showed 47,000, with the majority of text in the results used as "rain

garden." Until the term finds its way into dictionaries, etc., the author recommends the use of "rain garden" as two words. Note: **Use the term as your client uses it.**

[cxc] ***RS Means Illustrated Construction Dictionary***, Fourth Edition, RS Means, 2010, p. 458. ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, p. 1458 includes "right of way" as a primary usage and "right-of-way" as secondary. The author recommends "right-of-way," especially when used as a compound adjective. As always, use a given client's usage for submittals and reports.

[cxci] Neither RS Means, Oxford, or American Heritage contain the words "sitework" or "site work." Note: A search of the The Construction Specifications Institute website (http://www.csinet.org) on Apr. 26, 2011 found 430 references to "site work" and only 18 to "sitework." The author recommends "site work."

[cxcii] ***RS Means Illustrated Construction Dictionary***, Fourth Edition, RS Means, 2010, p. 528; ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, p. 1671.   The EPA uses "storm water"; http://www.epa.gov/ednnrmrl/models/swmm/.

[cxciii] ***RS Means Illustrated Construction Dictionary***, Fourth Edition, RS Means, 2010, p. 535;

[cxciv] An Apr. 27, 2011 search of the United States Environmental Protection Agency's website (www.epa.gov) found 2,950 results for "subbasin" and 5,190 results for "sub-basin"; a search of the U.S. Department of the Interior, Bureau of Reclamation's website (www.usbr.gov) found 330 results for "subbasin" and 210 results for "sub-basin"; a search of the U.S. Fish & Wildlife Services' website (www.fws.gov) found 234 results for "subbasin" and 13,600,000 results for "sub-basin," however, the actual results indicate a mix of using the two terms; a search of the Washington State Department of Ecology's website (www.ecy.wa.gov) found 50 results for "subbasin" and 1,000 results for "sub-basin"; a search of the Oregon Department of Environmental Quality's website (www.deq.state.or.us) found almost exclusive use of "subbasin"; a search of the California Natural Resources Agency's website (http://ceres.ca.gov) found 4 results for "subbasin" and 13 for "sub-basin." Because of this, the author recommends using "sub-basin." Note: **Use the term as your client uses it.**

[cxcv] Neither ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005; ***The American Heritage College Dictionary***, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993; or ***Webster's New World Dictionary***, Third College Edition, Simon & Schuster, New York, 1988 contains any reference to the word "sub-consultant" or "subconsultant." However all dictionaries treat words with the prefix "sub" without a hyphen, such as subcontinent.

[cxcvi] ***RS Means Illustrated Construction Dictionary***, Fourth Edition, RS Means, 2010, p. 535; ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, p. 1684. ***The American Heritage College Dictionary***, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 1350.

[cxcvii] ***The American Heritage College Dictionary***, Third Edition, Houghton Mifflin Company, Boston, Massachusetts, 1993, p. 1523

[cxcviii] ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, pp. 1114-1115.

[cxcix] Park & Ride, Park and Ride, Park-and-Ride, and Park N Ride: Search results from client sites Apr. 25, 2011: when searching AASHTO, http://www.transportation.org/ (slight majority for Park-and-Ride); FHWA, http://www.fhwa.dot.gov/ (nearly exclusively uses Park-N-Ride); http://www.dot.ca.gov/ (split 50:50 between Park & Ride and Park and Ride); http://www.wsdot.wa.gov/ (split 50:50 between Park & Ride and Park and Ride).   A simple search of Google showed 3,290,000 results for Park and Ride and 860,000 results for Park & Ride.

[cc] As of April 2018, The Online Chicago Manual of Style, http://www.chicagomanualofstyle.org/home.html, uses "email" exclusively, rather than "e-mail."

[cci] ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, p. 881.

[ccii] ***The New Oxford American Dictionary***, Oxford University Press, Inc., New York, NY, 2005, p. 1903. "Web site (also web site or website): a location connected to the Internet that maintains one or more pages on the World Wide Web."

[cciii] Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 285, paragraph 847 f.

[cciv] Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 284, paragraph 847 intro.

[ccv] ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 373, paragraph 7.79.

[ccvi] Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 194, paragraph 544. "Joint Photographic Experts Group (JPEG), Portable Document Format (PDF)."

[ccvii] ***The Chicago Manual of Style***, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 372, paragraph 7.76.

[ccviii] Sabin, William A., ***The Gregg Reference Manual***, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 285, paragraph 847.f.

[ccix] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 145, paragraph 3.70. "Within a column, numbers without decimal points are usually aligned on the last digit (ranged right). If the numbers include decimal points, they are typically aligned on the decimal point.

[ccx] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 145, paragraph 3.70. "Within a column, numbers without decimal points are usually aligned on the last digit (ranged right). If the numbers include decimal points, they are typically aligned on the decimal point.

[ccxi] Sabin, William A., **The Gregg Reference Manual**, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 7, paragraph 102.f.

[ccxii] Sabin, William A., **The Gregg Reference Manual**, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 459, paragraph 1344.g.

[ccxiii] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 60, paragraph 2.10.

[ccxiv] Sabin, William A., **The Gregg Reference Manual**, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 336, paragraph 1062.b.

[ccxv] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 298.

[ccxvi] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 218, paragraph 5.53.

[ccxvii] **The Associated Press Stylebook and Briefing on Media Law**, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 15.

[ccxviii] **The Chicago Manual of Style**, 16th Edition, University of Chicago Press, Ltd., London, 2010, p. 478, paragraph 9.38.

[ccxix] Sabin, William A., **The Gregg Reference Manual**, 11th Edition, McGraw-Hill, New York, NY, 2011, p. 156, paragraph 440 b.

[ccxx] **The Associated Press Stylebook and Briefing on Media Law**, Basic Books, a Member of the Perseus Books Group, New York, NY, 2011, p. 13.