

The GLOBE Program Style Guide/Glossary

Style Guide

Style Guide Reference: *The Chicago Manual of Style*

The GLOBE Program uses *The Chicago Manual of Style* (CMS) with regard to basic style guidelines for reports, news stories, news brief items, and general program documents. (A quick CMS reference can be found at: <https://owl.english.purdue.edu/owl/section/1/>)

CMS Basics

These CMS resources/links, provided by Owl (Purdue University) can help you with the following areas:

- ✓ **Grammar** – This area includes resources on grammar topics, such as the preferred usage with regard to nouns, articles (“a versus “an”), subject-verb agreement, and prepositions: <https://owl.english.purdue.edu/owl/section/1/5/>
- ✓ **Spelling** – This resource covers common spelling errors including accept/except, words with ei/ie, noun plurals, and –ible/able: <https://owl.english.purdue.edu/owl/resource/660/01/>
- ✓ **Numbers** – This area discusses numbers, how to write them correctly, and when to use numerical expressions instead: <https://owl.english.purdue.edu/owl/resource/593/1/>
- ✓ **Punctuation** – This area will help with punctuation, such as using commas, quotation marks, apostrophes, and hyphens: <https://owl.english.purdue.edu/owl/section/1/6/>
- ✓ **Conquering the Comma (PowerPoint Presentation)** – This is an invaluable tool for understanding the correct usage of commas: <https://owl.english.purdue.edu/owl/resource/692/1/>

Font Usage

- ✓ **Print Formatting Style**
 - Be consistent with your font choice.
 - DO NOT bold text.
 - For text: Use Normal style.
 - For headings: Use Heading style
 - **Heading 1 (This is Arial)**
 - **Heading 2**
 - **Heading 3**

General Usage

A

Abbreviations and Acronyms

Usage – At the first appearance in text of a term that is commonly abbreviated or that you wish to abbreviate, write it out and give the abbreviation in parentheses immediately thereafter. Use the abbreviation throughout the rest of the text, except in very long documents, in which you should give the full spelling several times (for example, once per chapter).

It is acceptable to give the abbreviation or acronym first (with the whole name in parentheses) if the acronym is much more familiar than the whole name or the structure of the sentence works better that way. Also, if the acronym first arises in a quote (and the speaker uses the acronym rather than the full name), keep the speaker's terminology intact and put the full spelling immediately after the abbreviation, in brackets.

Acronyms vs. initialisms – Acronyms are *pronounced as if they were words*, and so do not take an article in front of them (GLOBE, NASA, COSMIC, etc.). "UCAR" is a pronounced acronym. Initialisms that *require each letter to be sounded out separately* usually take an article (the IMF, the EPA). Exception: We drop the article in front of division and section abbreviations and in front of NSF.

The same-paragraph rule – If an abbreviation or acronym is used very soon after the use of the full term (e.g., in the same paragraph), it is not necessary to give the acronym in parentheses. For example, "John Doe, a visitor at NCAR from the Federal Aviation Administration, reports that the FAA will spend \$1.2 million on the program over the next five years." Likewise, if the acronym is used first and the spellout follows soon after, it is not necessary to repeat the acronym in parentheses.

Use of periods – Yes for abbreviations of two letters; no for three letters or more: U.S., U.N., but UNEP.

Units of measure: Do not abbreviate any units on first use in nontechnical writing; treat them as regular abbreviations. Units are spelled out when not used with numerals (e.g., hundreds of kilometers). Do not abbreviate day, month, or year.

The EPA, but not The NASA

Labs and Divisions: Do not use "the" before NSF, NOAA (and its subunits), NASA, NWS, acronyms of most experiments and research programs, WMO, NAS, NMC, ML, FL. Do use "the" before EAC, EPA, FAA, AMS, CCM, GCM, and other acronyms that are not pronounceable as words (exceptions noted above). Do use "the" when any acronym serves as an adjective (the NASA program).



B

Bullets

Do not use a colon to introduce a bulleted (or numbered) list if it separates an item in the introductory sentence from its complement. "The ground rules are:" is wrong. You could say, "The ground rules are" or "The ground rules are as follows:" or "The ground rules follow." If the list is introduced by a sentence that gets completed by the list, use commas (or semicolons) within the list, and DO end with a period or other appropriate ending punctuation.

The style of bulleted lists depends to some extent on the style of the document. In general, sentences are given normal punctuation. Only items that are complete sentences should begin with a capital letter. Full paragraphs may wrap to the left margin; words, phrases, and sentences should be block indented unless space is a problem.

Bulleted lists may be set off from the surrounding text by additional space above and below the list. Line spacing between each bulleted item depends on the style of the document.

Examples

Phrases or mixed phrases and sentences:

- a few words that don't need punctuation
- a few more words
- list could end here without using any punctuation
- mixes of phrases and sentences. Treat all as sentences, with terminal punctuation, but do not use an initial capital for an incomplete sentence fragment. Only the initial phrase may be a fragment; all that follow must be complete sentences.

Full sentences:

- Start full sentences with an initial capital for the first word.
- If your first item is in full-sentence style, the rest of the list should follow suit.
List of phrases that together could be read as a complete sentence: (therefore the list requires sentence-style punctuation, in this case, commas, and a period at the end.)
- We need to examine
 - what happens to this issue,
 - where it happens, and
 - when it happens.

C

City, state, USA, in a sentence

Type out state names; use comma after "USA" when in a sentence. (For example, "The event in Springfield, Illinois, USA, was a huge success.")



Commas (in a series)

Use a comma after each item:

- I like to pet porcupines, pufferfish, and cacti.
- I had rocks, glass shards, and sticks and stones for breakfast.

D

Dates

Use the day-month-year (International style), NO commas (For example, 30 June 2015)

Decimals

Use 0 before the point, except in statistical correlations (and even there if it would look peculiar, e.g., use -0.45, not -.45).

Degrees

Use the degree symbol closed up: 30°N (in nontechnical writing, 30° north), 30°C. Do not use degree symbol for Kelvin scale: 280 K. ALWAYS spell out in text; abbreviate in tables/figures. (For example, minus 40 degrees Fahrenheit)

E

Earth

Always written up, except when referring to soil. Sun is also always up, but moon may be written down.

En Dash

The primary use of the en dash is to connect numbers and, less often, words. It signifies up to and including (or through). Use an en dash in the following circumstances:

- between inclusive numerals: 1983–84, 10–12 May (but note that May-June 1984 should have a hyphen),
- between dates containing two or three elements: 10 April–10 June, 10 April 1983–10 June 1984,
- in a compound adjective if one element either contains two words or is hyphenated,
- in sports scores, and
- as the minus symbol in temperatures below zero.



Em Dash

The em dash (or just a dash) is used to set off an amplifying or explanatory element and, in that sense, can function as an alternative to parenthesis, commas, or a colon – especially when an abrupt break in thought is called for. For example:

- It was a revival of the most potent image in modern democracy — the revolutionary idea.
- The influence of three impressionists — Monet, Sisley, and Degas — is obvious in her work.
- The chancellor — he had been awake half the night — came down in an angry mood.
- She outlined the strategy — a strategy that would, she hoped, secure the peace.
- My friends — that is, my former friends — ganged up on me.

H

Hyphen

Use for phone numbers, document section numbers, and other analogous situations.

Do not break words so that

- one letter is left at the end of a line or two letters appear at the beginning of a line (a-cross and flamin-go are unacceptable hyphenations, even though the words are broken into syllables correctly), or
- what looks like an unrelated word is left at the end of a line (pet-ulant is an unfortunate hyphenation).

Avoid half-word widows at the end of a paragraph if they are shorter than the paragraph indent.

In layout, do not end a right-hand page with a hyphenated line.

If a sentence contains an em dash that falls at a line break, put the dash at the end of one line, not at the beginning of the next.

I

i.e.

Not italicized; always set off by commas; stands for "id est" (that is). ("...pancakes (i.e., flapjacks) are considered a great treat for breakfast in the western United States.")

Italics

Try to reword rather than use italics for emphasis. .



L

Latitude

Use the degree symbol closed up: 30°N (in nontechnical writing, 30° north).

Lists (numbered or lettered)

1. Do not use parentheses around the identifying numbers or letters when the material consists of full sentences or paragraphs. The number followed by a period should be at the normal paragraph indent. It is followed by an em space (or two letter spaces for fixed-width fonts) and then the text. The paragraph will look like this.
2. When numbered or lettered items are run in with the text, the designators should be in parens (a) to help the reader pick out the points and (b) to avoid possible confusion between the article "a" and the letter. For the same reason, it may be preferable to use numbered items, unless (as in this paragraph) the paragraph is already numbered. If there are a great many numbered/lettered items, or a few lengthy and clause-ridden ones, it's more readable not to run them in with the text.

For lists in classic outline form, we deviate from *The Chicago Manual of Style* in only one way: all levels of numerals or letters are set off by periods, none by parentheses.

Locations

National laboratories and state governments should be followed by both the city and state. If either is already in the title, it should not be repeated. Jet Propulsion Laboratory, Pasadena, California; Illinois Water Survey, Springfield; Woods Hole Oceanographic Institution, Massachusetts. Give locations for NASA centers and for NOAA labs, if known.

Longitude

Use the degree symbol closed up: 30°W (in nontechnical writing, 30° west).

Line Breaks

Avoid line breaks between a single initial and a name (e.g., J. Krause). A break is acceptable if two initials are given (e.g., J.B. Krause) or if the first name is given in full (James Krause). A name may be divided if a logical place to do so exists (L. Wain-right). Avoid line breaks between numbers and abbreviated units (e.g., 12 km, 500 mb, 234 pp.). Avoid line breaks between day and month (12 January, 12–15 January); breaks are acceptable between month and year (January 1969).

Avoid line breaks between the two parts of an expression that includes a descriptive number or letter (Type IV, Fig. 2, Nimbus F).

In references, issue numbers should not be separated from volume numbers, [e.g., *J. Atmos. Sci.* 44(4) cannot be broken between 44 and (4)]. If no issue number is given, the volume number should not be carried over alone, e.g., *J. Atmos. Sci.* 44 cannot be broken between *Sci.* and 44.



Line Breaks (Cont.)

J. in a journal title should not stand alone (e.g., *J. Phys. Chem.* cannot be broken between *J.* and *Phys.*). If *J.* is at the end of a journal title and is followed by a volume number, it may be separated from the rest of the journal title (e.g., *Astrophys. J. 34* may be broken between *Astrophys.* and *J.*, so that *J. 34* is taken to the next line of text).

Word commands:

to create a nonbreaking space: *Control + Shift + space bar*

to create a nonbreaking hyphen: *Command + Shift + hyphen*

M

Measurements

Units are usually only given once, e.g., 5 to 7 km, not 5 km to 7 km.

Use SI units (m, cm, km, C, kg). Follow with American units in parenthesis (feet, inches, miles, F, pounds). For example, "The mass of the soil can was 400 g (14.1 oz)."

Metric Units

Use these alone in science articles. In most nonscience writing, give the equivalent U.S. customary/imperial unit afterward in parentheses: 100 kilometers (60 miles). At the editor's discretion, imperial may be used alone in nonscience articles.

If a measurement originated in nonmetric units, e.g., cloud separation of 1,000 feet, use the original measurement first and put the metric equivalent in parentheses. If a nonmetric measurement appears in a quote, put the metric equivalent in brackets: "We went about ten miles [16 kilometers]."

In nontechnical writing, when you wish to abbreviate the names of units, treat them like any other term.

Month

Always spell out.

N

NASA

No longer spelled out in any context [to aid memory, that spellout is National Aeronautics and Space Administration]. Its centers are treated as follows: NASA Goddard Space Flight Center, NASA Ames Research Center (no slash or hyphen)



P

Percent

Use % closed up to the number: 18%. ALWAYS spell out in text (In the classroom, 18 percent of students...); abbreviate in figures/tables.

Periods

Followed by one space (only) at end of sentence in print and online publications.

Q

Quotation marks

Follow the comma and period; precede the colon and semicolon, with exceptions as noted in [*The Chicago Manual of Style*](#).

S

Satellites

Do not italicize names.

Seminar and conference titles

Use initial caps and italics for specific titles: *Weather Balloons and the Cold War*. For descriptive titles, do not italicize: Third Annual Conference on Weather Balloons.

States

Write out full name in text. Abbreviate in lists or tables.

T

Tables

Numbered tables must be called out in text.

That or Which

Only "which" is acceptable in nonrestrictive clauses (after the comma). (For example, "The people ate bananas, which made them wish they had apples." OR "The people ate bananas that were green.")



Time

In nontechnical contexts, use the full hour and a.m. or p.m. For example, 3:00 p.m.) Always use noon and midnight rather than 12:00 a.m. or p.m.

Use a space after number; lower case “a.m.” and “p.m.” – use a period after each letter.

Always give a U.S. time zone equivalent for Greenwich Mean Time (GMT) or universal time (UT). For time zones, use upper case in parenthesis after time.

Titles

Do not use academic or honorary titles (Dr., Ms.) except for royalty, the pope, etc. For all other titles, use lower case, except when title is used as part of a name (President Richard Anthes). We do not except the president of the United States from this rule. Preserve caps in named endowed chairs (e.g., Sally Jones, who holds the Tom Smith Professorship in Economics).

U

URLs

For print and online media, when a URL begins with "www," drop "http://" (www.ucar.edu). For URLs that do not contain "www," preserve "http://" (<http://ncar.ucar.edu>). Always drop the final slash (not <http://ncar.ucar.edu/>).

U.S.

Use adjectivally (“The U.S. contribution to this experiment”) but not as a noun (“the United States will provide aid.”).

W

Web citations

To cite files available for viewing or downloading via the World Wide Web, provide

- the author's name (if known),
- the year of publication (if known and if different from the date accessed),
- the full title of the article,
- the title of the complete work (if applicable) in italics (the complete work may be the title of the page that appears in the "window shade" title bar at the very top of the window),
- any additional information (such as versions, editions, or revisions) in parentheses immediately following the title,
- the full URL (the http address), and
- the date of access.



X-Y-Z

Year

1967 and 1968 annual reports; 1967–68 activities in the field; 1958–1963 findings (i.e., across decades include the entire number); the 1940s and 1950s (no apostrophe).



Glossary

A

Africa Region – Use upper case.

alumna (singular feminine); Alumnae (plural feminine)

alumnus (singular masculine); alumni (plural masculine or general plural)

Asia and Pacific Region – Use upper case.

C

country coordinator – Use lower case, unless referring to a specific country coordinator. (For example, “There is a country coordinator at the meeting.” BUT “Country Coordinator Desh Bandu is in the room.”)

D

data vs. datum (or data point) – Remember: data are; datum is (or the data point is).

E

e.g., -- This stands for “for example;” use a comma afterward.

Earth – Capitalize when referring to the planet; lower case when referring to soil.

Earth as a system – Use upper case for “Earth.”

Earth System Science – Use upper case.

Europe and Eurasia Region – Use upper case.



G

Genus species – Capitalize Genus, lower case species, all italics.

GLOBE Annual Meeting – This no longer includes "partner" in the title.

GLOBE International STEM Network (GISN) – Do not use apostrophe.

GLOBE Learning Expedition (GLE) – Use upper case.

GLOBE Regional Learning Expedition (GRLE) – Use upper case.

I

i.e. – This stands for “in other words;” always use a comma after.

Intensive Observation Period (IOP) – Use upper case.

L

Latin America and Caribbean Region – Use upper case.

learning activity – Use lower case, unless citing a specific learning activity. (For example, “Water Detectives Learning Activity”).

N

Near East and North Africa Region – Use upper case.

North America Region – Use upper case; and “North America Region” NOT “North American Region.”

P

partner – Use lower case in general; use upper case when it is part of a title. (For example, “The partners were invited to the meeting.” BUT “U.S. Partner Jane Doe was invited to the meeting.” (NOTE: partner, teacher, student, scientist, alumnus ALL lower case; in general, use teacher/student rather than learner/educator - never mix the two.)

PhD – Do not use periods.

protocol – Use lower case, unless citing a specific protocol (e.g., Aerosol Protocol).



R

Regional Meeting or Region Meeting – Use upper case.

Regional Coordination Office – Use upper case.

Regional Coordination Officers – Use upper case.

Research Campaign – Use lower case in general; use upper case as part of a title (For example, “The research campaign that she talked about was held last week.” BUT “The Student Climate Research Campaign is being held on 21-25 August.”)

S

seasons - spring, summer, fall, winter – Use lower case, unless a specific season/year (e.g., Fall 2015); do not use “autumn.”

T

Teacher’s Guide – Place apostrophe before the “s” in “Teacher’s” and capitalizes both words.

W

Washington, D.C. – Include comma before D.C.; use periods in D.C.



News Distribution Tips (for authorized users only)

Please:

- do not bold text
- do not italicize text (unless it is a title of a book or magazine, etc.)
- do not underline text
- do not use all caps for words/text
- keep the use of exclamation points to a minimum
- use “and” not “&”
- use the day-month-year (International style), NO commas (for example, 30 June 2015)

