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**STYLE GUIDE  
FOR CRCPD  
TECHNICAL DOCUMENTS  
AND OTHER RESOURCE DOCUMENTS**

**THIRD EDITION**

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## FOREWARD

The Conference of Radiation Control Program Directors (CRCPD) publishes various technical documents relating to the protection of the public health and safety from radiation exposure.

This revised style guide is designed to assure uniformity and consistency of CRCPD technical publications and other resource documents. It includes policies relating to technical publications and other resource documents.

  
Executive Director, CHP

## PREFACE

This revised style guide addresses both official and nonofficial documents/reports/publications. Guidance on other types of working group products is available in the Board Policies and Procedures. This guide is intended to aid working groups and other individuals in preparing CRCPD technical reports. Consistency of style in what we present to our members and the public is extremely important because it helps portray a stable, dependable organization.

Preparation of journal articles is not discussed because each journal has its own style. This guide is not intended for use in the development of the Suggested State Regulations for Control of Radiation, or the CRCPD annual proceedings; their styles have already been established.

This document contains requirements for documents submitted to CRCPD for adoption and subsequent publication as an official CRCPD publication and for nonofficial documents for which there may be limited distribution. These documents shall meet the requirements of this style guide and shall be reviewed and edited by staff of the Office of Executive Director (OED) prior to the document being submitted to the board for approval for publication. The board's approval is based on the content of the document.

If additional information is desired in preparing technical reports, or if you have comments about this guide, please contact the CRCPD Office of Executive Director, telephone (502) 227-4543.

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## ABSTRACT

Conference of Radiation Control Program Directors (CRCPD), *Style Guide for CRCPD Technical Documents and Other Resource Documents, Third Edition*. (September 2016) (35 pp.).

This revised style guide provides specific instructions to persons preparing technical documents and other resource documents for publication or distribution by CRCPD. The guide identifies how to format proposed technical documents, discusses peer review requirements and procedures, and details the steps from conception to completion of a document. This Third Edition of the style guide replaces the previously published *Style Guide for CRCPD Technical Documents and Other Resource Documents*.

## **WORKING GROUP PRODUCTS COVERED BY THIS STYLE GUIDE**

### **OFFICIAL CRCPD PUBLICATIONS**

All official CRCPD publications shall be made available to the membership, federal agencies, and the general public. There may be a charge for the document. Documents may be made available on-line as free or purchased downloads from the CRCPD internet site.

#### **Documents/Reports**

The most frequent working group product is an official CRCPD publication, which can be in the form of a guide, suggested procedures, or recommendations. Official CRCPD publications are approved by the board of directors; if desired, a publication can be presented to the voting membership for endorsement. Official CRCPD publications:

- Shall be formatted based on this style guide, unless noted otherwise;
- Shall have received board approval of a list of potential peer reviewers prior to distribution of a document for peer review;
- Shall have appropriate peer review by at least three non-working group persons prior to publication unless identified otherwise in this style guide;
- Shall always include the board of directors and the federal liaisons in the list of peer reviewers;
- Shall be edited by the Office of Executive Director (OED);
- Shall be approved by the board as an official CRCPD publication;
- Shall have the CRCPD logo placed on the official version of the document by the OED;
- Shall be assigned a publication number;
- Shall be included on the list of publications.

## Technical White Papers

A technical white paper is an official CRCPD educational report that expounds on a particular issue, or argues a specific position or solution to a problem. White papers are powerful tools suited to help key decision-makers and influencers justify implementing solutions. A white paper should focus on the needs of the readers and not be too detailed.

A white paper has all of the same requirements as listed above for documents/reports, except that the format style is different. The formatting for a white paper is as follows:

- The title page of the document shall include “Technical White Paper: [the topic].”
- The title page shall identify the working group that developed the document and include the date, and CRCPD’s name, address, and website.
- Each page thereafter shall contain in the footer: Technical White Paper: [Topic], Date, Page # of #.
- The paper shall contain content with the following elements:
  - Executive summary.
  - Introduction/purpose: What is the purpose of the paper or point of the issue? Call the reader's attention to a particular issue or problem. The purpose must be stated clearly.
  - The body of the white paper. State your case: Why is there a cause for concern? Why is this an issue? Why does this need to be changed? This may include background information.
  - Recommended action: What needs to be done to resolve the issue?
  - Summary: Brief recapitulation of previously stated facts or statements.
  - Contact information: The point of contact for additional information.

## Other Resource Documents

Not all working group products become official CRCPD publications. Reports/documents not intended to become an official CRCPD document/publication:

- Shall be identified as a product of a working group;

- Shall be provided to the board;
- Shall be approved by the board on a case-by-case basis;
- Shall not be assigned a publication number;
- Do not require peer review and are not considered to be endorsed by the board; nor are they considered official CRCPD publications;
- Shall not bear the CRCPD logo.

The resource documents shall be made available to individuals, organizations, and other entities identified by the board. There may be a charge for the document.

Guidance on other types of working group products is available in the Board Policies and Procedures.

## BASIC STEPS FROM CONCEPTION TO COMPLETION

1. The need for a document is identified and a working group is charged with the task of developing the document and assigned a timeline for completion of the document.
2. The working group develops the document. The working group is responsible for obtaining any needed copyright permissions.
3. The working group identifies individuals for peer review. See the section Peer Review Requirements in this guide. The chairperson submits the Peer Reviewers Selection Form to the board for its approval.
4. Only the working group chairperson has the authority to release a draft document. On behalf of the working group chairperson, the OED can provide a copy of a draft document. Any information that is being distributed to the state members of a working group for general review and comment is also to be sent to the advisors and resource persons of the working group for their review and comment.
5. Upon approval of peer reviewers, the working group chairperson or designee sends the draft document for peer review. Any document sent for peer review shall also to be sent to the board of directors and federal liaisons.
6. Documents sent for peer review shall be formatted as described in Peer Review Requirements.
7. The full working group shall consider all recommendations, and make changes, if appropriate. The chairperson or designee prepares a summary of how each comment was handled.
8. Upon completion of the document, the working group electronically sends the items specified in *Items to be Submitted to the Council Chair and OED*.
9. The council chair determines if this document needs more work, in which case it may be returned to the committee. If the council chair determines that the document should move forward, the OED performs a preliminary review and edit in order to identify any concerns or particular issues. At that point, any changes to the manuscript are done by the OED. The committee chairperson is contacted when there are questions. Upon completion of the review and edit, working in conjunction with the council chairperson, the document is submitted to the board for approval. The board's approval is based on the content of the document.

10. If approved, the document is finalized and published by the OED.
11. The OED announces the availability of the document.

## **PEER REVIEW REQUIREMENTS**

1. All technical documents developed by working groups must be peer reviewed by at least three non-committee persons.
2. The working group shall submit the Peer Reviewers Selection Form to the council chair for forwarding to the board. The board of directors shall approve the list of peer reviewers prior to the distribution of the document. For any official peer review of documents under development by CRCPD working groups, the document is also to be circulated to the CRCPD board of directors and the federal liaisons to CRCPD.
3. Upon receiving approval or further recommendations by the board, the chairperson or designated member of the working group shall obtain peer review from the board-approved peers. It is the responsibility of the author(s) of the document to circulate the draft document to parties who have an interest in or may be affected by the subject matter of the document. Interested or affected parties may include state radiation control programs, federal agencies with radiation protection responsibilities, professional associations, educational institutions, industry representatives, and members of the public.
4. Documents sent for peer review shall contain "For Peer Review" in the header on each page. Adding continuous line numbering can make it easier for a peer reviewer to comment on specific text. Sending the document as a PDF file assures that line numbering will not change on different computers.
5. On rare occasions, it may be necessary to submit a document for board adoption with only review by the working group members. If this situation occurs, the working group chairperson or designated member shall include sufficient supporting information to justify board action without peer review when submitting the document.

Examples of potential peer reviewers:

- Specific state or local radiation control programs;
- Federal agencies, such as the Centers for Disease Control and Prevention, Department of Energy, Department of Transportation,

Environmental Protection Agency, Federal Emergency Management Agency, Nuclear Regulatory Commission, Food and Drug Administration;

- Professional associations, such as the American Association of Physicists in Medicine, American Cancer Society, American College of Radiology, American Nuclear Society, American Society of Radiation Oncology, American Society of Radiologic Technologists, Health Physics Society;
- Selected universities and colleges;
- Selected national laboratories;
- Selected representatives of the nuclear power industry, low-level waste industry, and radiation producing machines industry;
- Selected representatives of the public, such as the League of Women Voters;
- Selected consultants in the radiation protection field;
- Representatives of state legislatures, such as the National Conference of State Legislatures;
- National Science Foundation;
- National Governors' Association;
- International organizations, such as the World Health Organization and International Atomic Energy Agency.

## HANDLING OF PEER REVIEW COMMENTS

After receiving the comments of those selected for peer review, the full working group shall consider all recommendations and make changes, if appropriate. A Peer Review Comments Report shall be compiled (see Table 1), to include each comment, who made the comment, and how each comment was handled. This report is to be among the items submitted to the appropriate council chairperson and the OED. If the council chair determines the document should move forward in the process, the OED performs a preliminary review and edit in order to identify any concerns or particular issues.

Table 1. Example of Peer Review Comments Report.

[Name of document] was sent for peer review on [date] to: [list peer reviewers and their affiliation]. Below is the summary of comments received.

Page # & Line #	Comment/what needs to be changed and why	Action taken	Comment made by:
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## ITEMS TO BE SUBMITTED TO THE COUNCIL CHAIR AND OED

- The Peer Reviewers Selection Form, when the document is near completion, prior to peer review.
- The final version of the document is to be submitted to the council chair and OED electronically, with “Final Draft” and the date in the header on each page.
- List of working group members, affiliations, etc. This information is typically included on the title page, or a page designated by the committee chairperson for recognition of the individuals involved in the development of the document.
- List of peer reviewers, their comments and a summary of the handling of comments. CRCPD will accept the FDA peer review on NEXT “data dumps,” NEXT protocols, and NEXT trifolds.
- Copyright permissions, if needed.
- A GIF, PNG, TIF, or JPEG file of the working group chairperson’s signature. Some publications include the chairperson’s signature; the OED would place the graphic signature on the final document.
- Publication Approval Form and the desired end product (official publication or other resource document).
- Paragraph for the abstract.
- Paragraph for the preface.
- Paragraph for the foreword.



# MANUSCRIPT SPECIFICATIONS

All manuscripts are to be submitted electronically in software that is available at the OED. If in doubt, ask.

## ELEMENTS IN A DOCUMENT AND THE ORDER IN WHICH THEY ARE TO APPEAR

### Front Matter

#### Front cover

The front cover shall be finalized by the OED. If there are any graphics or photographs the working group would like on the front cover, provide them separately (submit JPG or TIF files for photographs, PNG or GIF files for graphics), in addition to their presence on the submitted document.

#### Disclaimer

The disclaimer shall be added by the OED. Technical reports should not contain material that may be construed as advertising or endorsing any product, commodity, or service. Products should be identified by a generic name whenever possible.

#### Title page

The OED will finalize the title page. Include on the draft title page:

- Title of the document;
- Name of the working group;
- Author(s) and affiliation(s). For CRCPD authors, list the state two-letter identification in parenthesis behind the author's name. If a state has more than one radiation control agency, the two letter state abbreviation should be followed by a hyphen and the state agency or its abbreviation. For instance, list TX-DSHS or TX-RRC or TX-TCEQ.

- The working group membership typically appears on the title page if included in the document. This information is to be provided by the working group chairperson.

## **Foreword**

The foreword shall be prepared by the OED and signed by the CRCPD chairperson. The working group chair is to provide the OED with a one-paragraph statement about this particular document. The foreword should always begin on a right-sided page with a dropped heading in all caps, bolded and centered.

## **Preface**

The preface gives a synopsis of the report's content and the relationship of the subject to associated efforts in the field. The preface may also give credit for the use of copyrighted material and acknowledge significant assistance received. The preface may be signed by the working group chairperson or person primarily responsible for the preparation of the document. The OED will place the signature in the finalized document. The preface should always begin on a right-sided page with a dropped heading in all caps, bolded and centered.

## **Acknowledgments (not a required element)**

Acknowledgment may be given to consultants, outside reviewers, or others who have made professional contributions to the publication. However, the broad acknowledgment of staff persons and support staff should be avoided. Acknowledgments may appear in the preface or on an acknowledgments page. If acknowledgments are on a separate page, it should be on a left-handed page.

## **Contents**

Always begin the table of contents on a right-hand, odd-numbered page, at the top of the page with the heading in all caps, bolded, and centered. The contents heading does not have a dropped head. Include preliminary pages (front matter), main headings of the document, appendices, and the pages on which they appear. You may use dotted leaders to aid readability of the contents. Indent and subordinate any subheadings. Appendices should be listed by letter and title.

Figures should be listed separately either following the last contents item, or, if long, on a separate page. The figure number, caption, and page number of each illustration should be listed. Abbreviate lengthy captions.

Tables should be listed separately, either following the last of the figures or on a separate page. The table number, caption, and page number of each table should be listed.

The table of contents will be finalized by the OED.

### **Abstract**

The abstract should be the last item before the body of the report. The heading should be in all caps, bolded, and centered. The text of the abstract shall be limited to 100 to 150 words and should give a factual summary of the substance of the report. The wording for the abstract is to be provided by the working group.

Author(s), title of publication, publication number, date, and number of pages should appear three lines under the abstract heading, with a flush left margin. The abstract text should appear two lines under this bibliographic information.

### **Body of Document**

The beginning of the body of the document is on page 1, which is a right-sided page. Start each chapter or main section of the document on a new page (right or left) with a first order dropped heading. Add a minimum of two additional lines of spacing (hard returns) before the heading. Between two and six additional blank lines are acceptable—be consistent within the document. The contents and organization of a report may vary depending on the nature of the report.

### **Introduction**

The introduction differs from the foreword or preface in that it is the beginning of the narrative portion of the manuscript. If a report is divided into chapters, the introduction should be the first chapter. The introduction provides a clear identification of the subject. The introduction may include background data, history of the project, objectives and plan of the project, hypotheses, problems, and other material that will contribute to the reader's understanding of the subject.

## **Narrative portion of the document**

The text or narrative portion of a manuscript is usually divided into several titled sections that are frequently subdivided. Begin each new section with a dropped heading on a new page.

## **Conclusions/summary/recommendations**

The conclusions section, if used, is based specifically on findings in the body of the report. The conclusions should give a review of the report's main points and answer the question, "What problems did the research or survey solve?" The use of a conclusions section instead of a summary is generally preferred.

The summary section, if used, reviews the main points of the report. Use a summary only if it does not repeat material in the abstract, introduction, conclusions, or recommendations.

The recommendations section, if used, is also based on findings in the body of the report. The recommendations section should answer the question, "What further study, additional information, or action is needed?" The author must include a recommendations section if the report presents a problem related to the responsibilities of CRCPD.

## **Back Matter**

### **Glossary**

When there are many abbreviations, especially when initials or acronyms are used in text references, a separate list of abbreviations is advisable. If there are many references to a few easily abbreviated sources, it may be a convenience to the reader to give a list of abbreviations for these sources before the text rather than in the back matter. If no more than one page long, such a list may be placed on the left page facing the first page of text. A long list of abbreviations is generally best placed in the back matter, preceding references.

### **References**

The purpose of a list of references is to identify the sources of the material cited in the publication and to enable the reader to locate and obtain the cited documents. Every entry in the reference list must be cited in the text. It is the responsibility of the author(s) to provide accurate references.

All of the essential elements of a reference are: author(s) (or organization), title, source, identifying numbers, publisher, place of publication, date, and pages. For examples of how to style references, a number of books are available. Pick one style and be consistent in the listing of essential information.

*The Chicago Manual of Style Online* provides a citation quick guide ([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)).

Lists of abbreviations are available from Chemical Abstracts and Index Medicus.

The date of the publication refers to the year of publication. Sometimes the date of publication may be found on the title page of a book. More often it appears only on the copyright page and is the same as the date of copyright.

Personal communications and unpublished material should not be included in the references section. Reference to these materials, if necessary, should be made within parentheses following the material in the text.

When quoted in text or listed in a bibliography, titles of books, journals, plays, and other freestanding works are italicized; titles of articles, chapters, and other shorter works are set in roman and enclosed in quotation marks.

## **Bibliography**

Bibliographic entries provide supplementary sources for information on the subject of the document. Present this literature, which has not been cited in the text, in a manner consistent with the references. Additional Resources is another title that could be used. List entries in the format given in the *Chicago Manual of Style*.

## **Appendices**

The appendix or appendices will be the last section of a typical CRCPD report. Appendices contain material related to the report that is too bulky or detailed to include in the body of the report.

Start all appendices on the next available page. Treat each appendix title as a first order heading.

Use the heading *Appendix* only for a single appendix. Assign letters if there is more than one appendix (e.g., Appendix A, Appendix B). In general, begin each appendix on a separate page following the references and/or bibliography.

When an appendix contains figures or tables, number them consecutively within each appendix with Arabic numerals preceded by the appendix letter (e.g., Figure A-1., Table B-1.).

If a reprint is included as an appendix, the reprint's original page numbers are to be replaced with page numbers consistent with the report.

In the table of contents, list the appendix/appendices after recommendations, references, and bibliography.

## **FORMATTING CONSIDERATIONS**

### **Alignment**

Use tabs or preset styles in word processing software.

### **Bold**

Only use bold, italics, and underlining in the final draft of the document when you intend that the words appear that way in the finalized document.

### **Bulleted and Numbered Lists**

- Use a hanging indent with bulleted and numbered lists.
- Do not use lists if a passage reads easily using plain paragraphs.
- Use numbers rather than bullets only if:
  - A need to refer to the elements by number may arise;
  - The sequence of the items is critical; or
  - The numbering has some independent meaning.
- Use the same grammatical form for all elements in a list, and do not mix sentences and sentence fragments as elements.
  - When the elements are complete sentences, they are formatted using sentence case and a final period.
  - When the elements are sentence fragments, they are typically introduced by a lead fragment ending with a colon. Elements are formatted consistently in either sentence case or lower case. Each element should end with a semicolon, with a period instead for the

last element. Alternatively (especially when the elements are short), no final punctuation is used at all.

## Capitalization

The Chicago *Manual of Style* and the *AP Stylebook* provide a great many examples regarding capitalization. A few examples of capitalization guides:

- In text, titles following a personal name or used alone in place of a name are, with few exceptions, lowercased.
- When academic degrees are referred to in general terms, they are not capitalized.
- Lowercase *federal* unless it is part of a name (*the federal government, the Federal Reserve*). Lowercase *state* in most cases (the state of Texas). Lowercase *committee* unless it is part of a formal name.
- Full names of legislative, deliberative, administrative, and judicial bodies, departments, bureaus, and offices are usually capitalized. Adjectives derived from them are usually lowercased, except abbreviations.
- Full official names of associations, societies, unions, meetings, and conferences are capitalized. Such words as annual meeting, conference, and society are lowercased when used alone.
- Names of days of the week and months of the year are capitalized. The four seasons are lowercased (unless personified).
- For capitalization guidance regarding headings, refer to Headings.

## Figures

Good illustrations enhance the value of technical reports; use figures to clarify, emphasize, demonstrate, and summarize. All illustrations should be prepared consistently throughout the document.

Illustrations must be numbered. Figures within the body of the report are numbered with consecutive Arabic numerals preceded by the word “Figure.” Figures within appendices are numbered consecutively within each appendix with Arabic numerals preceded by the appendix letter (e.g., Figure A-1.).

Authors must include a descriptive caption with each figure. Center the caption under the figure. End the caption with a period. Figure captions should be capitalized in sentence style. Insert figures closely following their first reference in the text.

## **Fonts**

Text should be in 11 or 12-point font size. TrueType and Open Type fonts may be used. For headings, use a sans serif font, such as Arial or Trebuchet. A sans serif font is perfectly plain, with uniform thickness and without serifs.

For body of text, use a serif font, such as Bookman Old Style or Times New Roman. Serif fonts have smaller lines used to finish off the main stroke of letters.

Headings may be a larger font size than the body text. Figures and tables are not restricted to the 11 or 12-point font size, but a font size so small as to be unreadable would be unacceptable.

## **Footnotes**

Within the body of the text, writers should try to incorporate a clarification or explanation immediately following the text, enclosed in parentheses. If doing so would interrupt the flow of the text, clarifications or explanations may appear at the bottom of the page. A two-inch line should separate footnotes from the text.

Within the body of the text, do not use footnotes for citing references. Use either the author-date system, or sequentially numbered endnotes that correspond to superscripted reference numbers in the text for citing material. For footnotes in tables, see the section Tables in this guide.

## **Format**

Text should be formatted in portrait mode. Landscape mode should not be used with the exception of tabular information that cannot be reduced to portrait format. In such cases, the table should be placed in an appendix to the report.

## **Headings**

The treatment of headings and subheadings indicates their relative importance and the relative importance of the text that follows, by such means as placement (centered or flush left), capitalization, size, and boldness of the type. All headings should be in a sans serif font.



## **First order heading**

Start each main heading of a section or chapter of a report on a new page with a dropped heading. Add a minimum of two additional hard returns before the heading. Between two and six additional blank lines is acceptable. Be consistent within the document. The heading should be in all capital letters or small caps, boldface type, centered on the page. First order headings should be in a larger font than other headings. Use three hard returns after the heading. Do not number section heads.

## **Second order heading**

Second order headings should be in all capital letters, boldface type, flush with left margin. There are to be three hard returns before the heading and two hard returns after the heading.

## **Third order heading**

Capitalize the first letter of each important word; lowercase the rest of the words. Boldface type, flush with left margin. Use two hard returns after the heading.

## **Fourth order heading**

Capitalize the first letter of the first word and any proper nouns, boldface type, flush left. Use one hard return after the heading.

## **Fifth order heading**

Capitalize the first letter of the first word and any proper nouns, flush left. Use one hard return after the heading.

Table 2. Formatting Examples of Headings.

Level	Format
1	<p style="text-align: center;">(dropped head-with at least two hard returns [HR] [HR])</p> <p style="text-align: center;"><b>CENTERED, BOLDFACE, ALL CAPS OR SMALL CAPS</b></p> <p style="text-align: center;">First order headings start on a new page; they can be in a larger font that other headings.</p> <p style="text-align: center;">(three hard returns after heading) [HR] [HR] [HR]</p>
2	<p style="text-align: center;">(three hard returns before heading) [HR] [HR] [HR]</p> <p><b>LEFT-ALIGNED, BOLDFACE, ALL CAPS</b></p> <p style="text-align: center;">(two hard returns after heading) [HR] [HR]</p>
3	<p style="text-align: center;">(two hard returns before heading) [HR] [HR]</p> <p><b>Capitalize the First Letter of Each Important Word, Left-aligned, Boldface</b></p> <p style="text-align: center;">(two hard returns after heading) [HR] [HR]</p>
4	<p style="text-align: center;">(two hard returns before heading) [HR] [HR]</p> <p><b>Capitalize the first letter of the first word and any proper nouns, boldface, flush left.</b></p> <p>(Single hard return after heading) [HR]</p>
5	<p style="text-align: center;">(two hard returns before heading) [HR] [HR]</p> <p>Capitalize the first letter of the first word and any proper nouns, flush left.</p> <p>(Single hard return after heading) [HR]</p>

Table headings/captions should be centered above the table. Figure headings/captions should be centered below the figure. Table and figure titles may be capitalized in sentence style or headline style as long as one style prevails throughout the document.

### Hyphenation

Automatic hyphenation in word processing software should be turned off in all drafts. Do not hyphenate words based on line length. Do not manually break excessively long words or URLs with a hyphen. Only required hyphens should be present in the document.

## **Italics**

Use italics for emphasis sparingly. Seldom should a sentence be italicized for emphasis.

Only use bold, italics and underlining in the final draft of the document when you intend that the words appear that way in the finalized document.

## **Justification**

Be consistent. Ragged right justification is easier to read. Full justification is allowed. The choice is a matter of preference to be determined by the OED.

## **Line Spacing**

If expanded spacing is used for peer review (such as spacing set at one and one-half), the line spacing should be changed back to single spacing prior to submitting the final document.

## **Margins**

Technical reports are to be designed for printing on 8 ½ x 11” paper. Each page should have 1” left, right, and top margins, and ½” bottom margin. Page numbers are to be centered in the footer, two lines below the text area of the body.

## **Page Numbering**

Front matter is numbered consecutively with lower case Roman numerals. The body of the text and back matter are numbered consecutively with Arabic numerals. Odd page numbers are on the right side of the document; even page numbers are on the left side of the document. Align the page numbers in the same position on each page.

The title page is counted as page *i* but “page *i*” does not appear on the title page. The disclaimer will be on page *ii*.

The foreword, preface, contents, and the body of the document are to start on right-sided pages. Insert a blank page (which would be an even-numbered page) if necessary to accomplish this.

## **Paragraph Style**

The final document is to be single spaced, with two hard returns at the end of a paragraph. Paragraphs are to be flush left.

## **Spacing after Punctuation Marks at the End of a Sentence and after Colons**

Although the use of one space after punctuation marks at the end of a sentence and after colons is recommended by more than one style guide, text is easier to read when there are two spaces after punctuation marks at the end of a sentence and after colons. Therefore, this method will be used.

## **Tables**

Design tables to be as simple as possible. Tables within the body of the report must be numbered with consecutive Arabic numerals preceded by the word “Table” (e.g., Table 1.). Tables within appendices must be numbered consecutively within each appendix with Arabic numerals preceded by the appendix letter (e.g., Table A-1.).

Each table must have a title. Center the title above its table. Table titles may be capitalized in sentence style or headline style as long as one style prevails throughout the document. End the title with a period. Insert tables closely following their first reference in the text.

## **Footnotes in tables**

Footnotes in tables are an efficient way to present peripheral information. Use superscript, lowercase letters, starting from the top of the table and proceeding from left to right. For a table that includes mathematical or chemical equations, use symbols instead of letters for footnotes because of the risk of mistaking letters for exponents in the equation. Symbols are to be used in the following order:

\* (Asterisk), † (Dagger), ‡ (Double dagger), § (Section mark), # (Number sign)

If more than five symbols are needed, start doubling the symbols, in the same order as above (e.g., \*\*, ††, ‡‡). If still more are needed, start tripling the symbols.

## **Underline**

Only use bold, italics, and underlining in the final draft of the document when you intend that the words appear that way in the finalized document.

## **OTHER CONSIDERATIONS**

### **Abbreviations/Acronyms**

Abbreviation is the general term for a shortened form of a name or word. An acronym is composed of the opening letters of a group of words that can be pronounced as a word. If you wish to use abbreviations and/or acronyms (referred to as abbreviations hereafter) in the publication in place of frequently mentioned agencies or phrases, at the first occurrence of the term spell out the term and follow it with the abbreviation in parentheses.

The use of less familiar abbreviations should occur frequently enough to warrant abbreviation roughly five times or more. But do not use abbreviations that the reader would not quickly recognize. It would be better to write out names each time they occur than to force the reader to glance back in the text to relearn an abbreviation. Overuse of abbreviations can get in the way of understanding the concepts being presented.

Do not abbreviate the names of states within the text of a document. In bibliographies, tabular matter, lists, and mailing addresses, state names are usually abbreviated. CRCPD prefers use of the two-letter postal codes.

The acronym “CRCPD” is a proper noun; it should be used by itself without “the” in front.

General abbreviations, such as etc. (and so forth), e.g. (for example), and i.e. (that is) are preferably confined to parenthetical references.

United States abbreviation (U.S.) should be used with federal agencies, such as U.S. Nuclear Regulatory Commission, U.S. Environmental Protection Agency and others. Because CRCPD publications are read by international audiences,

the agencies of the United States should be so identified to avoid confusion with like acronyms in other countries. Likewise, to avoid confusion with state entities, U.S. should be included in the acronym. Abbreviations may be written without periods, such as USNRC or USEPA.

## **Advertising**

Technical reports should not contain material that may be construed as advertising or endorsing any product, commodity, or service. Products should be identified by a generic name whenever possible.

## **Ampersand (&)**

Use the ampersand when it is part of a company's formal name. The ampersand should not otherwise be used in place of "and."

## **Apostrophe**

So far as it can be done without confusion, single or multiple letters used as words and numbers (whether spelled out or in figures) form the plural by adding "s" alone (SSRCRs, the 1990s). The possessive case of singular nouns is formed by the addition of an apostrophe and an s, and the possessive of plural nouns (except for a few irregular plurals) by the addition of an apostrophe only.

Use a right apostrophe ( ' ) when the apostrophe indicates something is missing, such as in the late '60s. In an example such as this, software frequently automatically inserts a left apostrophe. The right apostrophe is available under "Insert" and then "Symbol."

## **Copyrighted Material**

Whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, cite its source. Copyrighted material, including figures, tables, and photographs may not be incorporated in a report unless written permission has been obtained from the copyright owner. Proof of copyright permission is to be provided to the OED when the document is submitted for finalization/distribution/publication. Prior use of copyrighted material in an existing

publication does not necessarily constitute permission to use it in a new one. Anything posted on the Internet is “published” and must be treated as copyrighted.

Credit for copyrighted photographs should be noted beneath the photograph, depending on the terms of the copyright.

Per the *Chicago Manual of Style*, the fair use doctrine allows some exceptions to the requirement of obtaining permission for the use of material. There are circumstances where authors can quote from other authors’ work or reproduce small amounts of graphic or pictorial material without obtaining permission. There are no concrete rules regarding what is allowed. Giving credit to the source is essential. CRCPD’s preference is that permission be obtained.

### **Distribution of Drafts**

When distributing drafts, every page of every document is to contain the word “DRAFT” until the document has been finalized and/or officially approved by the board of directors. Only the working group chairperson has the authority to release a draft document. On behalf of the working group chairperson, the OED can provide a copy of a draft document.

Any information that is being distributed to the state members of a working group for general review and comment is also to be sent to the advisors and resource persons of the working group for their review and comment.

The CRCPD logo shall not appear on drafts. The OED will place the logo on the document as part of finalizing the document. To indicate where the placement of the logo is desired, the use of [logo here] is recommended.

### **Formulas**

If a document contains any formulas, in addition to the formulas being present in the text, a separate file for each formula is to be submitted.

Put the necessary explanatory definitions and units of the unknowns and other characters in equations directly below the equation.

## **Graphics and Photographs**

Graphics and photographs that are to be included in the finished document must be placed in the document to indicate location and each must also be provided as an individual file.

### **Software**

If possible, graphics software for which CRCPD has a license should be used. If in doubt, inquire with CRCPD.

### **Format**

Graphics and photographs should fit onto a page in portrait format. Photographs should use the TIF file format and be set for 300 DPI resolution. Other file formats, such as JPEG and JPG, may be acceptable. If in doubt, contact CRCPD for acceptable formats.

### **Color**

Use of color in charts and graphs should avoid the use of red and green as contrasts due to limitations of readers who may be colorblind.

### **Key**

Key each element of the graph or chart to a symbol such as a letter or numerical identifier (e.g. A, B, C or 1,2,3) and do not key to the colors used (e.g. blue, green, yellow). Monitors may vary in presentation of colors and limitations of readers may make discerning the difference difficult.

Do not abbreviate elements on charts unless a key is given to indicate the meaning of the abbreviations.

### **Values**

If results are given in percentages, indicate the number in the sample, such as N=100 so an indication of the significance of the percentage is clear. An exception may be made if all charts in a section have the same sample number and that is noted in the introduction.



## Labels

Text of labels of items within a chart are lower case, unless proper nouns. If phrases, they may be sentence style.

## Photo Release Form

Permission for use of photographs of persons (singular individuals or individuals recognizable in a group photograph) should be obtained using the CRCPD Photo Release Form shown in Appendix B. An exception may be made for CRCPD members, if CRCPD membership provides for use of member photographs.

For more guidance on charts and graphs, consult Edward R. Tufte, *The Visual Display of Quantitative Information*.

## Notation for Radioactive Isotopes

### Elements

Notation includes the lower case name of the element and the capitalized symbol of the element. When written as common nouns, the element name is not capitalized. The abbreviation for the element is capitalized.

### Radioactive Isotopes (Radioisotopes)

For radioisotopes, using a superscript isotope number in front of the capitalized element is conventional. Using a dash and the isotope number is also acceptable as shown in the Table 3. When written as a common noun, the element is not capitalized and followed by the isotope number without a preceding dash.

Table 3. Abbreviations for Elements and Radioactive Isotopes.

Element	Abbreviation	Radioisotope	Abbreviation
carbon	C	carbon 14	<sup>14</sup> C or C-14
iodine	I	iodine 131	<sup>131</sup> I or I-131
xenon	Xe	xenon 133	<sup>133</sup> Xe or Xe-133

## **Numbering of Sections**

Unless required due to the necessity of referring to particular paragraphs, do not number sections or chapters. When making reference to other parts of the manuscript, use subject headings; do not reference by page numbers.

## **Numerals**

A numeral is a figure, letter, word or group of words expressing a number. Arabic numerals use the figures 1,2,3,4,5,6,7,8,9,0. Use Arabic forms unless Roman numerals are specifically required. Roman numerals use the letters I, V, X, L, C, D and M.

Spell out whole numbers below 10, use figures for 10 and above. Exception: numbers applicable to the same category may be treated alike within the same context, whether in a paragraph or a series of paragraphs, if consistent within the document. If according to rule you must use figures for one of the numbers in a given category, then you may use figures for all of the numbers in that category. Spell out a numeral at the beginning of a sentence. If necessary, rearrange the beginning of the sentence. The exceptional case is a numeral that identifies a calendar year.

Spell out casual expressions, such as “Walk a mile in my shoes.”

## **Paragraphs**

Limit paragraphs to a single topic or major idea. Do not allow paragraphs to become too long. Vary the length of paragraphs.

## **Spelling**

The preferred spelling of a word is the first spelling given for the word in Webster’s Third New International Dictionary. Run spell check.

## Style Issues Not Addressed in This Style Guide

For style issues not covered in this style guide, refer to supplemental guides. The most frequently consulted guides in the development of this style guide, other than the previous style guide published by CRCPD, have been the *Chicago Manual of Style, 16<sup>th</sup> Edition*, and the *Associated Press Stylebook*. If there is a conflict between this guide and any other guide, follow the instructions in this guide if the work is to be published by CRCPD.

## That or Which

Both terms are relative pronouns that refer to places, animals, objects, ideals, and qualities.

For improved clarity:

- Use *which* to introduce nonessential information; commas are placed before the word *which* and at the end of the clause. If the clause is at the end of the sentence, a comma is placed only before the clause.
- Use *that* to introduce a clause containing essential information; no commas are used.

## Examples of use

*The survey instrument, which is my favorite color, was calibrated within the previous 12 months and is acceptable to use.*

Note that in the first sentence, the fact that the color of the instrument is my favorite color is not essential information and the clause is set off by commas.

*Use the survey instrument that was calibrated within the previous 12 months because that is acceptable procedure.*

Note that the fact that the instrument was calibrated in the previous 12 months is essential to complying with the procedure. Therefore, “that” is used and the clause is not set off by commas.

## **Track Changes/Comments**

Remove embedded comments and revision marks prior to submitting the final draft to the council chairperson.

## **Use of SI Units**

All CRCPD publications should list SI units first, followed by conventional units being shown in parenthesis. It is the responsibility of the author to ensure units are properly listed. A suggested reference: *Guide for the Use of the International System of Units (SI)* <http://physics.nist.gov/cuu/pdf/sp811.pdf>.

## APPENDIX A - RESOURCES/SUPPLEMENTAL GUIDES

The following are supplemental sources of information for preparing CRCPD technical documents. Other guides from engineering and scientific societies and journals may be used to the extent that they do not conflict with CRCPD specifications. Inconsistency can be found between various style guides. It is important to be consistent within the document.

Associated Press. *The Associated Press Stylebook and Briefing on Media Law 2011*. New York: The Associated Press, 2011.

Chemical Abstracts Service Division of American Chemical Society. Available online <http://www.cas.org>.

National Institutes of Standards and Technology. U.S. Department of Commerce. *Guide for the Use of the International System of Units (SI)*. NIST Special Publication 811, 2008 Edition. Available online <http://physics.nist.gov/cuu/pdf/sp811.pdf>.

U.S. National Library of Medicine of the National Institutes of Health. *Index Medicus and PubMed*. Available online at <http://www.ncbi.nlm.nih.gov/sites/entrez>.  
(This is a publication of a comprehensive index of medical scientific journal articles. Standardized abbreviations are provided for journals.)

Tufte, Edward R. *The Visual Display of Information*. Cheshire, CT: Graphics Press, 1990.

University of Chicago Press. *The Chicago Manual of Style, 16<sup>th</sup> Edition*. Chicago, Illinois: University of Chicago Press, 2010. Available online [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Merriam-Webster. *Webster's Third New International Dictionary, Unabridged*, 2002. Available online <http://unabridged.merriam-webster.com>.

## **APPENDIX B - FORMS**

The following forms are to be used when requesting approval of peer reviewers and when a document is ready to be submitted to the board for consideration.

.

**PEER REVIEWERS SELECTION FORM  
FOR  
CRCPD DOCUMENT PUBLICATION**

**Working Group:** \_\_\_\_\_

**Proposed Document Title:** \_\_\_\_\_

**Abstract of Proposed Document:** \_\_\_\_\_

**Selection for Peer Review:** Provide name, affiliation/organization, and their relationship to the document. Indicate all that apply: (A) = affected, (I) = interested, (E) = experienced.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Any document sent for peer review shall also to be sent to the board of directors and federal liaisons.

# CRCPD DOCUMENT PUBLICATION REQUEST FORM

Page 1 of 2

**To:** Board of Directors

**From:** (Working Group or Other) \_\_\_\_\_

**Proposed Title of Document:** \_\_\_\_\_  
\_\_\_\_\_

**Submitted for consideration as:**     **Official CRCPD Publication**  
    **Other Resource Document/Working Group Report**  
    **Other** (specify)

**Final Draft WITH Peer Review**

**Date the Board Approved the List of Peer Reviewers** \_\_\_\_\_ (Attach list)

**Draft WITHOUT Peer Review**  If not, why was peer review not performed?

1. Will the publication of this document establish or change CRCPD policy or recommendations? No (  ) Yes (  ) If yes, explain briefly.
  
2. Has the document been formatted in accordance with the *CRCPD Style Guide for Technical Documents and Other Resource Documents*? Yes (  ) No (  ) If no, explain difference and why document deviated from format.
  
3. Attach a list of those who reviewed the document or insert names here.
  
4. If peer review was performed, have all comments and recommendations been considered? Yes (  ) No (  ) If yes, provide an attachment listing comments and actions taken on the comments. If no, explain on an attachment.

The document is ready for board approval and adoption. Yes (  ) No (  )

\_\_\_\_\_  
Working Group Chairperson

\_\_\_\_\_  
Date of Transmittal



# CRCPD DOCUMENT PUBLICATION REQUEST FORM

Page 2 of 2

## Attachments

- List of approved peer reviewers
- List of those who provided peer review
- Compilation of comments and how each was handled
- Explanation of absence of peer review

---

Working Group Chairperson  
or Designated Member

---

Date

## CRCPD PHOTOGRAPH AND INFORMATION RELEASE FORM

I hereby give my consent to the Conference of Radiation Control Program Directors (CRCPD) and its legal representatives, employees, agents, and assigns:

- to photograph, film, and/or videotape and then use, reproduce, and publish said images of me and/or my child/children; and/or
- to use, reproduce, and publish images and information I have provided.

Use of said images and information, as may be edited by CRCPD, is given with full right of disposition in any manner whatsoever, including the right to publish on or in, but not limited to:

- [www.radonleaders.org](http://www.radonleaders.org)
- [CRCPD.org](http://CRCPD.org)
- publications authorized by the Board of Directors and/or Executive Director.

I understand that the CRCPD and its legal representatives, employees, agents, and assigns cannot warranty or guarantee that, on publication of my images or text, any further dissemination of the information will be subject to CRCPD supervision or control. Accordingly, I release CRCPD, and its legal representatives, employees, agents, and assigns from any and all liability related to further dissemination of the information.

In signing, I hereby release CRCPD and its legal representatives, employees, agents, and assigns from any and all claims whatsoever in connection with the use, reproduction, and publication of the images and information thereof.

I agree that photographs/negatives, film, or videotapes thereof made by CRCPD shall constitute the sole copyrighted property of CRCPD with full right of disposition in any manner whatsoever.

---

*(Please print name)*

---

*(Please print child's name)*

---

Signature	Date
-----------	------

---

Signature for minor child	Date
---------------------------	------

---

Title/Organization

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Address	Telephone Number
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Signature of CRCPD Representative	Date
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