Guide to graphic and editorial standards for the Arizona Department of Transportation

graphics
STYLE
branding
recognition

Our Mission

- To provide a safe, efficient, cost-effective transportation system.

Our Vision

- The standard of excellence for transportation systems and services.

Our Goals

- Maximize available resources to provide essential services to ADOT's customers.
- Identify and explain the need for new, sustainable funding opportunities dedicated to multimodal transportation projects.

Our Strategies

- Prioritize and focus on the products and services most critical to serving the public, collecting revenue, and maintaining the transportation infrastructure.
- Align the organizational structure to optimize effectiveness and reduce costs.
- Increase efficiency of service delivery processes and systems.
- Refine ADOT's performance measures.
- Research, evaluate, and explain alternative funding sources to help finance and maintain a multimodal transportation system.

Questions regarding this guide or its contents?

Please contact ADOT Communications

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Graphics Supervisor
MD 126F, Room 170
1655 W Jackson St.
Phoenix, Arizona 85007
Graphics@azdot.gov
602.712.7320

Revised January 5, 2015

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NOTE

When you see this icon, click it to take you to the download page.

SECTION 1. Logo Usage and Typeface

..... 1.1 Logo Usage and Logo Color
..... 1.2 Division Logos
..... 1.3 Typeface

2012 Revised ADOT Logo

The original ADOT logo (pictured below) was presented in 1999, with the graphic element that appears above the ADOT text meant to depict a roadway and overpass. While the graphic element has effective brand recognition, it is outdated and does not adequately represent the Arizona Department of Transportation as a progressive, multimodal agency.

The revised logo is a sleek, modern interpretation of the original logo that focuses on the ADOT text element. The roadway and overpass graphic has been removed, leaving a streamlined logo that reinforces ADOT name recognition while removing the department's immediate association with only roads.

The revised logo maintains the same look and feel as the original, enabling the agency to capitalize on its well-established brand recognition.

Existing Usage of Original ADOT Logo

The new logo will be used per the graphic standards outlined in this guide for all future communication. It is recognized that the original ADOT logo, including the roadway and overpass graphic element, will still be used throughout the agency, primarily on existing signage.

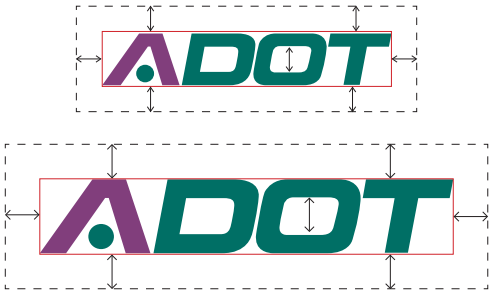
Adherence to Graphic Standards

The ADOT logo is the primary graphic element of the ADOT brand. Consistent application and precise production of the logo will identify and reinforce public awareness of the Arizona Department of Transportation.

When the logo is used properly with the other elements of the identification program, an effective visual style is established. The logo should never be altered or displayed in any way other than as outlined within this guide.

It is everyone's responsibility to maintain consistency in the use of the ADOT logo and style guidelines and eliminate the potential for misuse or abuse of the agency's identity.

To request an electronic version of the logo or for information about style issues related to ADOT style guidelines, please contact ADOT Communications.



Spacing

To maintain its visual integrity, the logo should never appear crowded by text, titles, photographs or other symbols. The logo makes a greater impact when a common clear space is maintained around it.

Always keep at least the center height of the “O” distance around the logo. You will need to adjust this space as you increase/decrease the logo size.

 text

Online Usage

When the logo is used on websites, the logo must link to the ADOT home page (www.azdot.gov) or a page on the ADOT site appropriate to the usage of the logo.

Additional Logo Usage Restrictions

DO NOT use the logo in a sentence, headline or as part of a phrase. Instead, use the word “ADOT” in the same font as the other words in the sentence, headline or phrase.

Do not try to capture the logo from the Internet. The official logo is available for download on the ADOT intranet and is available by request to ADOT Communications.

Do not use the original ADOT logo and crop out the roadway and overpass graphic. The text-only logo is not an exact replica of the original logo.

Do not give the logo any kind of additional graphic effects such as embossing, outlining or shadowing.

Do not manipulate or distort the logo in any manner.

Logo File Usage

Different file formats for the ADOT logo are available. Refer to the table below in choosing the best one for your needs.

TYPE	USE	LIMITATIONS
.jpg	Brochures, Web images, PowerPoint	JPEGs are limited to their resolution, which can result in poor quality reproduction the larger you print.
.png	PowerPoint, Web	Works well when you need a transparent background.
.eps	Logos, line art, illustrations	Not intended for photos. Best used when scaling is necessary, especially for logos used in large format printing.
.wmf	Clipart, logos, illustrations	Used primarily as clipart in Word and PowerPoint.

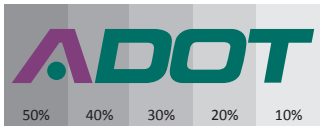
Size

To maintain visual clarity, a minimum width of 1 inch is preferred for use of the logo. Ensure proportions are consistent and avoid stretching or skewing the logo.

In on-screen uses — Web and video — the logo should be at least 72 pixels wide, again ensuring consistent proportions.

In some special instances, spacial limitations dictate that the logo be reproduced at sizes smaller than specified. Such instances may include usage of the logo on jewelry, on pens or pencils, and other special requirements. In these rare instances, the logo may be reduced to 0.5 inches.

PURPLE TEAL



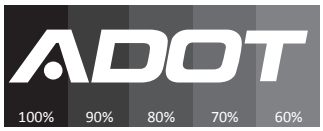
Color Logo

The color values for the ADOT logo are as follows

FORMAT	PURPLE	TEAL
PMS	# 512	# 3292
CMYK	50/100/15/10	100/0/49/46
RGB	130/28/107	0/92/84
Web/HTML	# 821C6B	# 005C54

Acceptable contrast levels for color logo use in printed publications is 50 percent color value or less.

Contrast values for black logo



Contrast values for white reverse logo

Black and White Logos

If the logo is presented in black and white, it should be 100 percent black or 0 percent black (white).

The black logo should be used over colors with contrast value up to 50 percent. The white logo should be used when the background is darker than 50 percent in density.

The logo should only be presented in the official purple and teal color combination, black or white, or grayscale at the discretion of ADOT Communications.

1.2 Graphic Standards | Division and Program Logos

These are the division and program logo uses:

ADOT
Communications

ADOT
Enforcement and Compliance

ADOT
Intermodal Transportation

ADOT Division Logo

1. Proportionally, when the ADOT logo is 1.5” in width, the division/program text will be left justified, upper-lower case 10PT Calibri Bold.
2. A line will be below the ADOT logo at the same length as the logo at 1PT.
3. The ADOT logo or the division/program* text will not be scaled to fit one another.

*Division and program logos will only be created by ADOT Communications and at the discretion and approval of the respective division director.

Logo File Usage

Different file formats for the ADOT logo are available. Refer to the table below in choosing the best one for your needs.

TYPE	USE	LIMITATIONS
.jpg	Brochures, Web images, PowerPoint	Jpegs are limited to their resolution, which can result in poor quality reproduction the larger you print.
.png	PowerPoint, Web	Works well when you need a transparent background.
.eps	Logos, line art, illustrations	Not intended for photos. Best used when scaling is necessary, especially for logos used in large format printing.
.wmf	Clipart, logos, illustrations	Used primarily as clipart in Word and PowerPoint.

1.3 Graphic Standards | Typeface

Calibri is the standard sans serif font for all ADOT publications and presentations.
A font size of 10 pt. is the acceptable size for all publications and letters.

Calibri Regular	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#$%^&*([{<,./?
Calibri Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz* *1234567890* *!@#$%^&*([{<,./?*
Calibri Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890** **!@#$%^&*([{<,./?**
Calibri Bold Italic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890*** ***!@#$%^&*([{<,./?***

In applications where Calibri is not available, Arial and Myriad are acceptable. Century Gothic may also be used for titles, etc.

Arial Regular
Arial Italic
Arial Bold
Arial Bold Italic

Myriad Pro Regular
Myriad Pro Italic
Myriad Pro Semibold
Myriad Pro Semibold Italic
Myriad Pro Bold
Myriad Pro Bold Italic

Cambria is the standard serif font for use in ADOT publications and presentations. Whenever possible, the sans serif font is preferred.

Cambria	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#$%^&*([{<,./?
Cambria Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz* *1234567890* *!@#$%^&*([{<,./?*
Cambria Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890** **!@#$%^&*([{<,./?**
Cambria Bold Italic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890*** ***!@#$%^&*([{<,./?***

SECTION 2. Personal Business Cards and Notepads

..... 2.1 Business Cards and Notepads

2.1 Personal Business Items | Business Cards and Notepads

ADOT business cards will adhere to the following format. The logo, horizontal rules and footer will remain in place. The reverse side of the card shall remain blank.

Business card specifications:

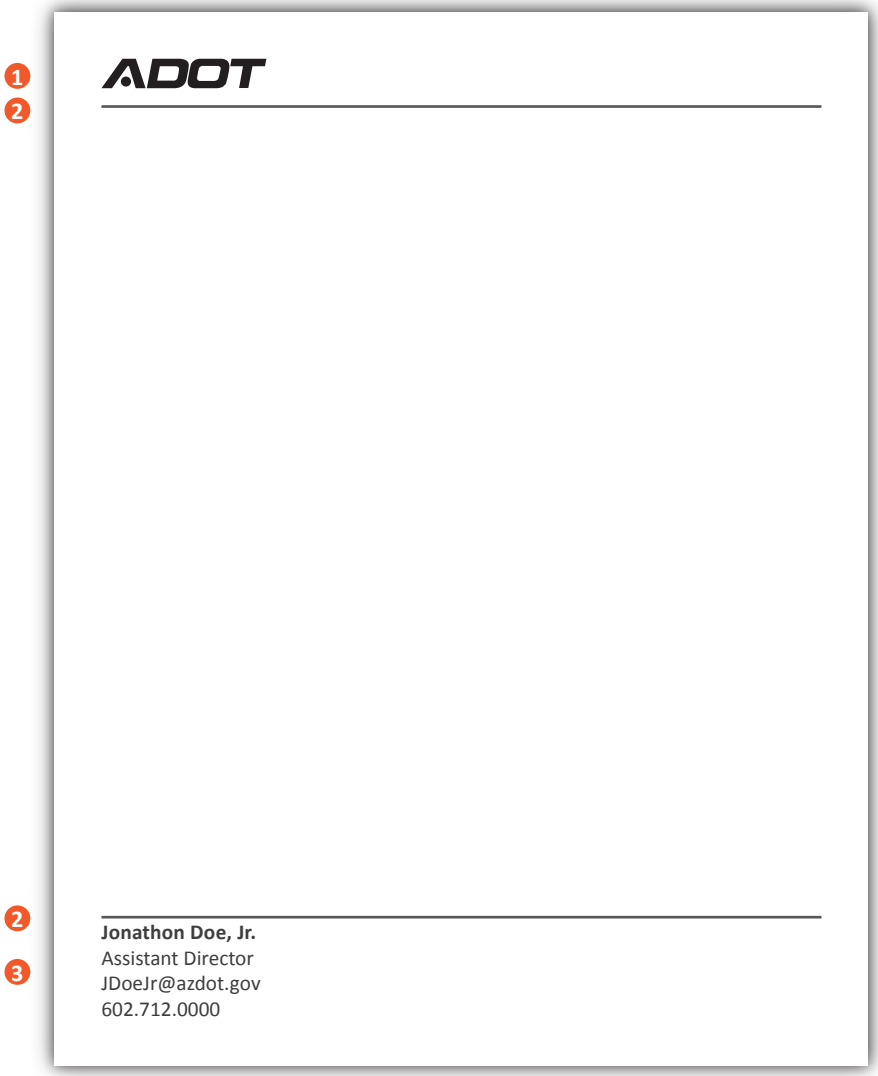
	Outside Margin	Left/Right .0.25” Top/Bottom, 0.125”
1	Division Name	Calibri, 8pt Bold
2	Name Title	Calibri, 10pt Bold Calibri, 8pt Italic
3	Address*	Calibri, 8pt
4	Contact Information	Calibri, 8pt

Business cards should be ordered through your Administrative Services Officer (ASI).

*Postal addressing standards require that if the secondary address information (e.g. MD) cannot be continued in the Delivery Address Line (street address) above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line. See example above.

Notepad specifications:

1	Logo	Black, 1” x 0.18”
2	Line	1pt 90% Black
3	Info Block	Name: Calibri, 10pt Bold Title: Calibri, 10pt 90% Black Email: Calibri, 10pt 90% Black Capital letters on first initial of each name Phone Number: Calibri, 10pt 90% Black



SECTION 3. Templates

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..... 3.2 Agency Letterhead
..... 3.3 Joint Agency Letterhead
..... 3.4 Division Letterhead
..... 3.5 Division Fax Cover
..... 3.6 Division Memo
..... 3.7 Agenda
..... 3.8 Meeting Minutes
..... 3.9 PowerPoint

3.1 Templates | Electronic Communication

Electronic communication from ADOT employees is a reflection of the department. Therefore, the style, tone, spelling, grammar and punctuation of all messages should reflect the standards of formal business communication.

John Smith
Assistant Director
MD 126F, Room 170
1655 W. Jackson St.
Phoenix, AZ 85007
602.712.0000
azdot.gov

ADOT
Administrative Services

ADOT policy states email format and signatures must follow the following guidelines:

1. Background images or stationery shall not be used.
2. Signatures shall follow the ADOT Graphic Standards, be in plain text format and not include large or complicated fonts, personal quotes, clip art or images.
3. The signature should include your name, job title, mailing address, telephone number, fax number (if applicable) and website address.
4. The official ADOT logo or ADOT division logo shall be incorporated into the bottom of the signature and is available for download on the ADOT intranet or by request to ADOT Communications. For additional information, please reference ADOT's Graphic Standards document.
5. *Optional: Adding the Color Order Graphic to your Internal Email Signature*
   The official color order graphic from the Colors Work program may be used in email signatures for internal emails only. If an email may or will be sent to individuals outside of ADOT, the color order graphic must be excluded. See *Adding the Color Order Graphic to your Internal Email Signature* on page 4 of Colors Work Website Reference Guide. Example:

   To access the Colors Work Website Reference Guide:
   1. Log on to the ADOT Learning Center.
   2. From the left menu, under Online Training, select ADOT Online Training.
   3. On the main screen, under General, click on Colors Work Website Reference Guide, GEN 5145W.
   4. Click Start Course at the top right of the window. Advance through course until you find the link to the guide.

1 **John Smith**
2 **Assistant Director**
3 MD 126F, Room 170
1655 W. Jackson St.
Phoenix, AZ 85007
4 602.712.0000
5 azdot.gov
6 ADOT
Administrative Services

1	Your Name	Calibri, 11pt, Bold
2	Title	Calibri, 11pt, Bold
3	Mailing Address	Calibri, 10pt
4	Phone Number	Calibri, 10pt, Use "." between sets of numbers
5	Website	Hyperlink to http://www.azdot.gov
6	Logo	Either the ADOT logo or division-specific logo may be used

For more information on ADOT policies and procedures related to electronic communication, please refer to ITM-8.01 Electronic Mail (email) and ITM-8.02 Electronic Mail (email) Guidelines.

Douglas A. Ducey, Governor
John S. Halikowski, Director

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Subject Title

Dear Ms./Mrs./Mr. LastName:

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 11-pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

John Halikowski
ADOT Director

Enclosures (#)

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

[INSERT OTHER AGENCY LOGO]

Douglas A. Ducey, Governor
John S. Halikowski, Director

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Subject Title

Dear Ms./Mrs./Mr. LastName:

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 11-pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

Robert Halliday, Director
Arizona Department of Public Safety

John Halikowski, Director
Arizona Department of Transportation

Enclosures (#)

Arizona Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009
azdps.gov

Arizona Department of Transportation
206 S. 17th Ave.
Phoenix, AZ 85007
azdot.gov

Multimodal Planning

Douglas A. Ducey, Governor
John S. Halikowski, Director
Scott Omer, Division Director

206 S. 17th Ave.
Phoenix, AZ 85007

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Dear Ms./Mrs./Mr. LastName:

Subject: Subject Title

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 11-pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

FirstName LastName
Job Title

Enclosures (#)

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

ADOT

Multimodal Planning

FAX COVER SHEET

DATE: MON. DAY, YEAR

 # OF PAGES INCLUDING COVER: ##

TO: FirstName LastName

FAX: 555.555.5555

PHONE: 555.555.5556

FROM: FirstName LastName

FAX: 555.555.5557

PHONE: 555.555.5558

☐ Urgent ☐ For Your Info ☐ For Your File ☐ Review and Call Me ☐ Reply ASAP

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

Multimodal Planning

MEMORANDUM

TO: Name of primary recipient(s)

FROM: Name of Sender(s)

CC: Name of ancillary recipient(s)

DATE: Mon. Day, Year

RE: The subject of the memo

Type the body of the memo into this field. Be brief. If the content requires paragraph breaks, press ENTER twice to separate the paragraphs.

Sincerely,
FirstName LastName
Job Title

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

[Meeting Name] Agenda

WEEKDAY, MON. DAY, YEAR
SESSION 1: START-FINISH
SESSION 1: START-FINISH
LOCATION

MEETING PURPOSE:
- Infinitive verb phrase
- Infinitive verb phrase

MODERATOR:	FirstName LastName, Agency
WELCOME:	FirstName LastName, Agency
INTRODUCTIONS:	FirstName LastName, Agency
ITEM 1:	FirstName LastName, Agency
ITEM 2:	FirstName LastName, Agency
OPEN DISCUSSION:	FirstName LastName, Agency
PANELISTS:	FirstName LastName; FirstName LastName
NEXT STEPS / CLOSING REMARKS:	FirstName LastName, Agency
ADJOURN:	FirstName LastName, Agency

HAVE A QUESTION?
Please complete a question card and give it to the staff.

Presentations are posted here: URL
Q&A will be posted by Mon. Day, Year.

ADOT [Other agency logo(s)]

Hearing Meeting Minutes

WEEKDAY, MON. DAY, YEAR
TIME: 12:30 p.m.-2 p.m.
206 S. 17th Ave., Phoenix, AZ 85007

LEADER: FirstName LastName, Title
MEETING TYPE: Public/Private
TIME KEEPER: FirstName LastName

FACILITATOR: FirstName LastName
NOTETAKER: FirstName LastName
ATTENDEES: Everyone involved

AGENDA ITEM 1: Name of Agenda Item 1 TIME: 90 min.
DISCUSSION: Give a brief summary of the discussion of the agenda item.
CONCLUSION: Give a brief conclusion of the agenda item.
ACTION ITEM 1 (Responsible Party, Deadline): Go to Location 1 (John Doe, 10/31/2040)
ACTION ITEM 2 (Responsible Party, Deadline): Call this person (Jane Smith, 10/15/2040)

AGENDA ITEM 2: Name of Agenda Item 2 TIME: 90 min.
DISCUSSION: Give a brief summary of the discussion of the agenda item.
CONCLUSION: Give a brief conclusion of the agenda item.
ACTION ITEM 1 (Responsible Party, Deadline): Go to Location 2 (John Doe, 11/1/2041)
ACTION ITEM 2 (Responsible Party, Deadline): Call this person (Jane Smith, 11/2/2041)

AGENDA ITEM 3: Name of Agenda Item 3 TIME: 90 min.
DISCUSSION: Give a brief summary of the discussion of the agenda item.
CONCLUSION: Give a brief conclusion of the agenda item.
ACTION ITEM 1 (Responsible Party, Deadline): Go to Location 3 (John Doe, 12/5/2042)
ACTION ITEM 2 (Responsible Party, Deadline): Call this person (Jane Smith, 12/6/2042)

OBSERVERS: List nonparticipating attendees.
RESOURCE PEOPLE: List people to be contacted or who have useful info/resources.
SPECIAL NOTES: Describe additional notes that are relevant to this or related meetings.
Presentations are posted here: URL

ADOT [Other agency logo(s)]

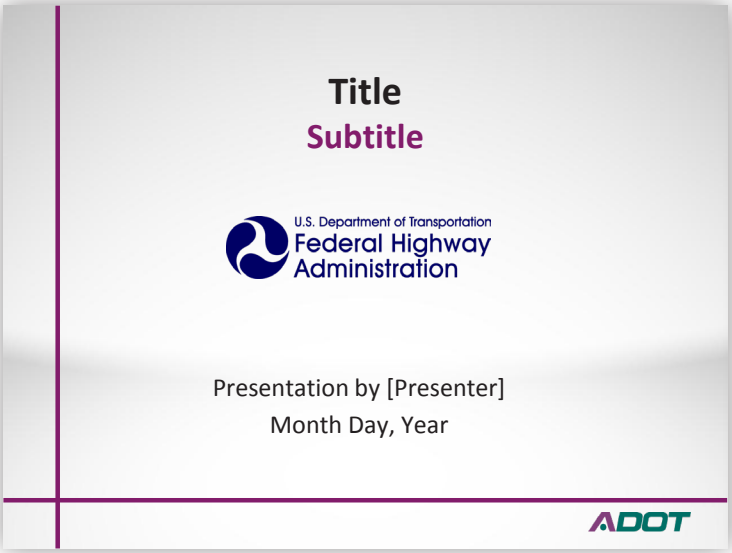
Style 1: Gradient Background

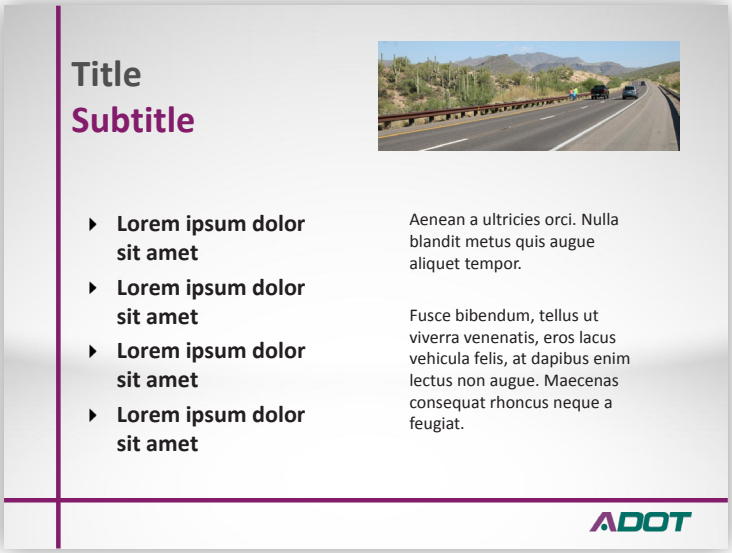
Style 1 is suitable for use with logos and graphics that have transparent backgrounds. These graphics include .png, .wmf, and .gif.

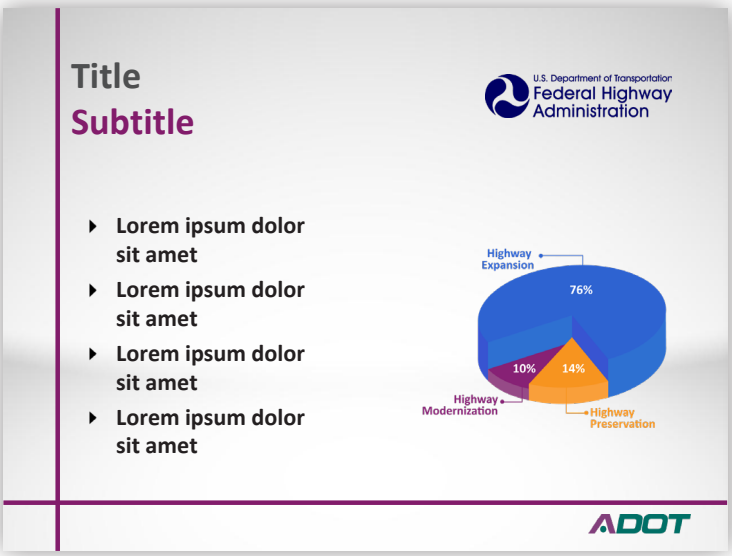
This layout can be defined with single or double columns.

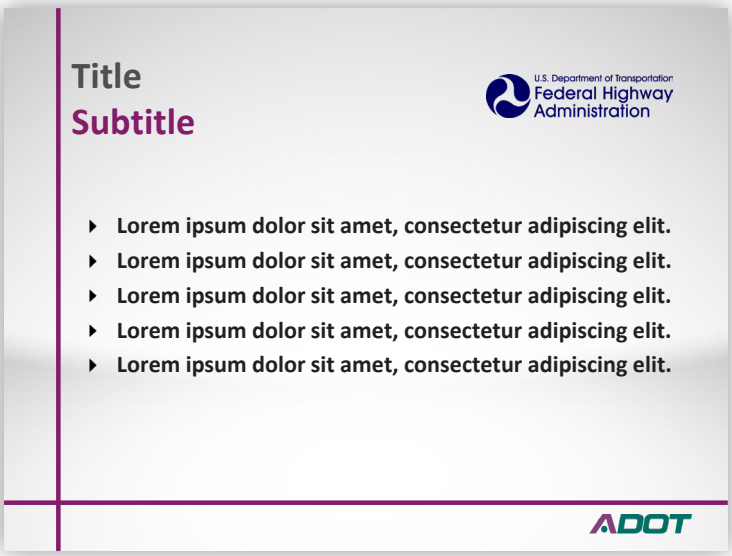
Cover Title	Calibri 40pt, Bold Black
Cover Title Line 2	Calibri 36pt Bold Purple
Slide Title	Calibri 38pt Bold Black / Purple
Slide Bullets	Calibri, 24pt Bold

PURPLE (RGB VALUES)
130/28/107









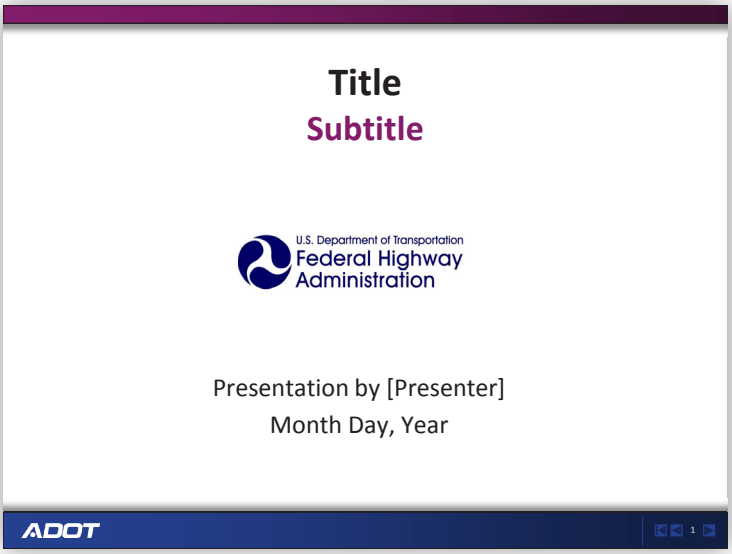
Style 2: White Background

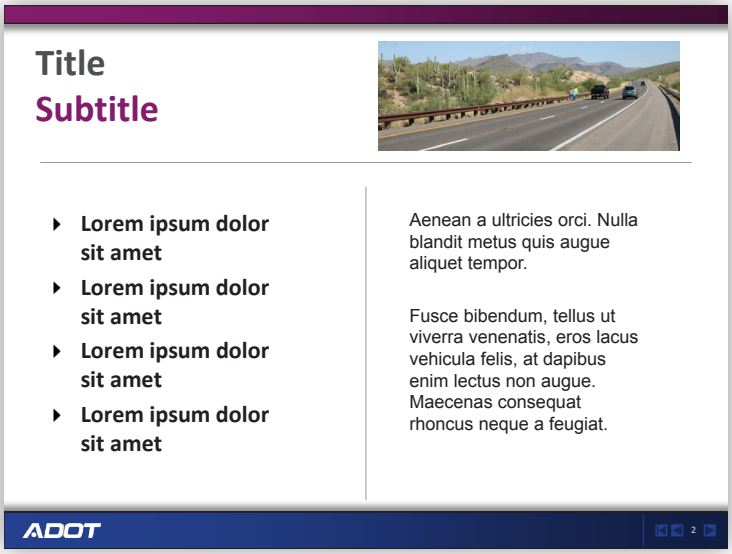
Style 2 is suitable for use with logos and graphics that do not have transparent backgrounds. These graphics include .jpg and .gif.

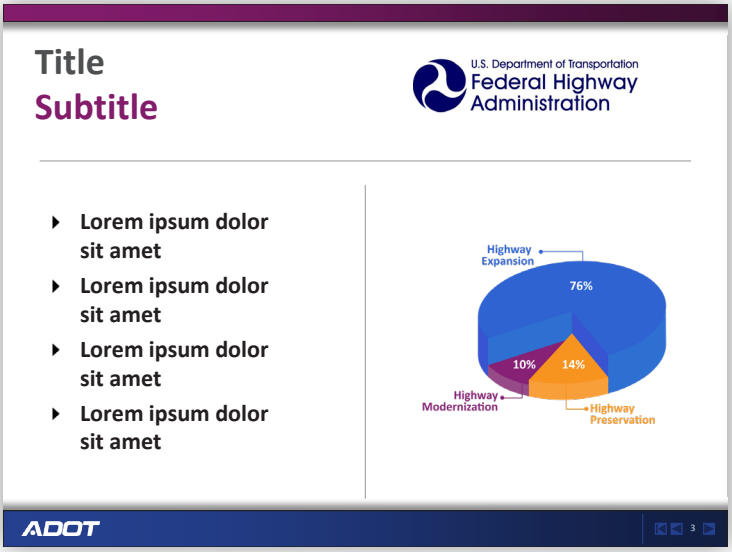
Cover Title	Calibri 40pt, Bold Black
Cover Title Line 2	Calibri 36pt Bold Purple
Slide Title	Calibri 38pt Bold Black / Purple
Slide Bullets	Calibri, 24pt Bold

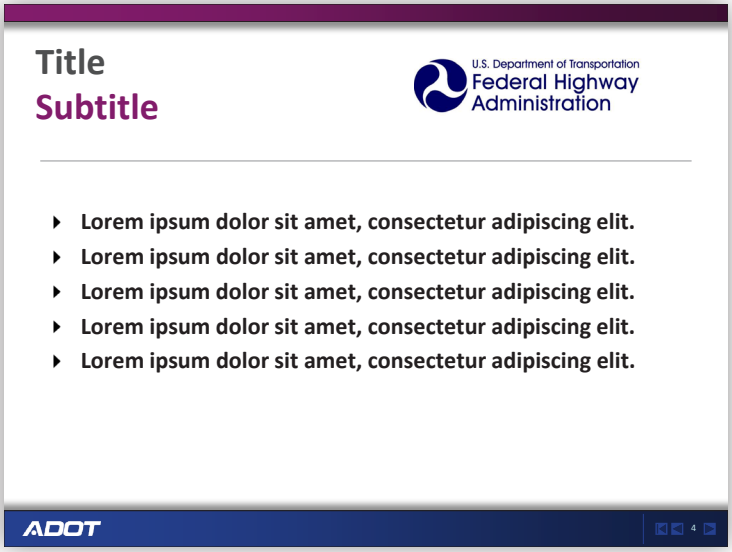
PURPLE (RGB VALUES)
130/28/107

This layout can be defined with single or double columns.









SECTION 4. Creative Services Products

..... 4.1 Project Support Assets
..... 4.2 Agency Support Assets
..... 4.3 Video Support

All products require a filled out order form.

Side 1

CHAMBERS PORT OF ENTRY PROJECT
PUBLIC SCOPING MEETING COMMENT FORM

We appreciate your input. Your feedback will help us enhance the work we do to provide a safe, efficient and cost-effective transportation system.

1. As a member of the public or an agency interested in this proposed project, which of the issues listed below are of the greatest importance to you? (Please check all that apply).

   - ☐ Ensuring that commercial vehicles comply with regulations
   - ☐ Potential cost of construction
   - ☐ Preserving the environment
   - ☐ Managing traffic through construction zone
   - ☐ Impact on I-40 traffic
   - ☐ Other _____

2. Why are you most interested in the features you checked above?

_____

_____

_____

3. Do you have any other comments for the proposed project team?

_____

_____

_____

_____

_____

_____

_____

_____

_____

*Completion of this form is completely voluntary and helps the project team keep an accurate record of the meeting and comments. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

ADOT Project No. 040 AP 322 H5526 01C • Federal Aid Project No. 040-E(101)T

12-443

ADOT

U.S. Department of Transportation Federal Highway Administration

FOR MORE INFORMATION:
azdot.gov/ChambersPOE

Side 2

COMMENT FORM - CONTINUED

4. Please feel free to share any additional comments with us:

_____

_____

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_____

***Contact Information (Optional)**

Name: _____

Address: _____

Email address: _____

Thank you for your participation.
Completed comment forms can be submitted to the project team at the completion of the public meeting or sent to the ADOT Outreach Team before **October 5, 2012 :**

Kevin Kugler
c/o RBF Consulting
2929 N Central Ave, Suite 800
Phoenix, AZ 85012

Email: KKUGLER@rbf.com

*Completion of this form is completely voluntary and helps the project team keep an accurate record of the meeting and comments. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

ADOT Project No. 015 MO 000 H8340 01L • Federal Aid Project No. 015-A(204)N

12-440

ADOT

FOR MORE INFORMATION:
azdot.gov/somerton

40

CHAMBERS POE PROJECT PUBLIC SCOPING MEETING

THURSDAY, SEPT. 20, 2012 • 5:30 P.M. TO 7 P.M. MDT (4:30 P.M. TO 6 P.M. MST) • NAVAJO LIVESTOCK AUCTION YARD 1.2 MILES SOUTH OF NAVAJO TRAVEL CENTER • NAVAJO, AZ 86502

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

NAME	ADDRESS	PHONE	EMAIL

ADOT Project No. 040 AP 322 H5526 01C • Federal Aid Project No. 040-E(101)T

12-450

ADOT

U.S. Department of Transportation Federal Highway Administration

FOR MORE INFORMATION:
azdot.gov/ChambersPOE

Side 1

ARIZONA 90

SR 90 SAN PEDRO RIVER BRIDGE REPLACEMENT PROJECT
COMMENT FORM

Please provide us with any comments regarding the construction plans or schedule for this project.

_____

_____

_____

_____

_____

_____

_____

_____

_____

12-422

ADOT

U.S. Department of Transportation Federal Highway Administration

FOR MORE INFORMATION:
azdot.gov/SanPedroBridge

Side 2

ARIZONA 90

SR 90 SAN PEDRO RIVER BRIDGE REPLACEMENT PROJECT
COMMENT FORM

Contact Information (Optional*)

Name: _____

Address: _____

Email address: _____

Thank you for your participation.
Completed comment forms can be submitted to the project team at the completion of the public meeting or sent to the ADOT Communications Office:

Attn: C.T. Revere
ADOT Senior Community Relations Officer
1221 N. 2nd Ave, Mail Drop: T100
Tucson, AZ 85713
E-mail: CRevere@azdot.gov
Fax: 520.388.4255

*Completion of this comment form is completely voluntary. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

12-422

ADOT

U.S. Department of Transportation Federal Highway Administration

FOR MORE INFORMATION:
azdot.gov/SanPedroBridge

Single Sided

ARIZONA 95

California Avenue/State Route 95 Spur Sidewalk Enhancement Project
MAY 16, 2014 – PUBLIC MEETING

Please print clearly and use one card per question.
Return your card to a project team member before or during the presentation.

My question/comment is regarding:

Schedule ☐ Improvements ☐ Construction ☐ Other ☐

12-228

ADOT

U.S. Department of Transportation
Federal Highway Administration

FOR MORE INFORMATION:
azdot.gov/SR95

4.1 Project Support Assets | Illustrations

When creating illustrations, refer to this page for coloring and labeling.

ROAD CLOSED | LANE REDUCED | LANE CROSSOVER

LEGEND FONT:
Calibri Regular • 8 pt
Initial Caps

MAP FONT:
Calibri Regular • 8 pt
Initial Caps

ROADS • Stroke - 1.5 pt
Calibri Regular • 8 pt • C0 M0 Y0 K90

PROJECT ROADS • Stroke - 3 pt
Calibri Regular • 8 pt Bold • C0 M0 Y0 K90

INTERSTATES/SR'S/US HIGHWAYS • Stroke - 6 pt
Calibri Regular • 8 pt • C0 M0 Y0 K90

LANDMARKS • ALL CAPS
Calibri Regular • 7 pt • C0 M0 Y0 K90

RAILWAYS • Stroke .75 • Dashed 4 pt • C0 M0 Y0 K40
- White Stroke behind Dashed Stroke

Map should be designed in Adobe Illustrator.
The map should be placed at 100% in Adobe InDesign
to avoid distortion and font size issues.

BACKGROUND
C0 M0 Y3 K3

FOREST/PARKS
C12 M0 Y25 K0

WATER
C10 M0 Y0 K10

LANDMARKS
C0 M0 Y24 K10

ROADS
C0 M0 Y0 K30

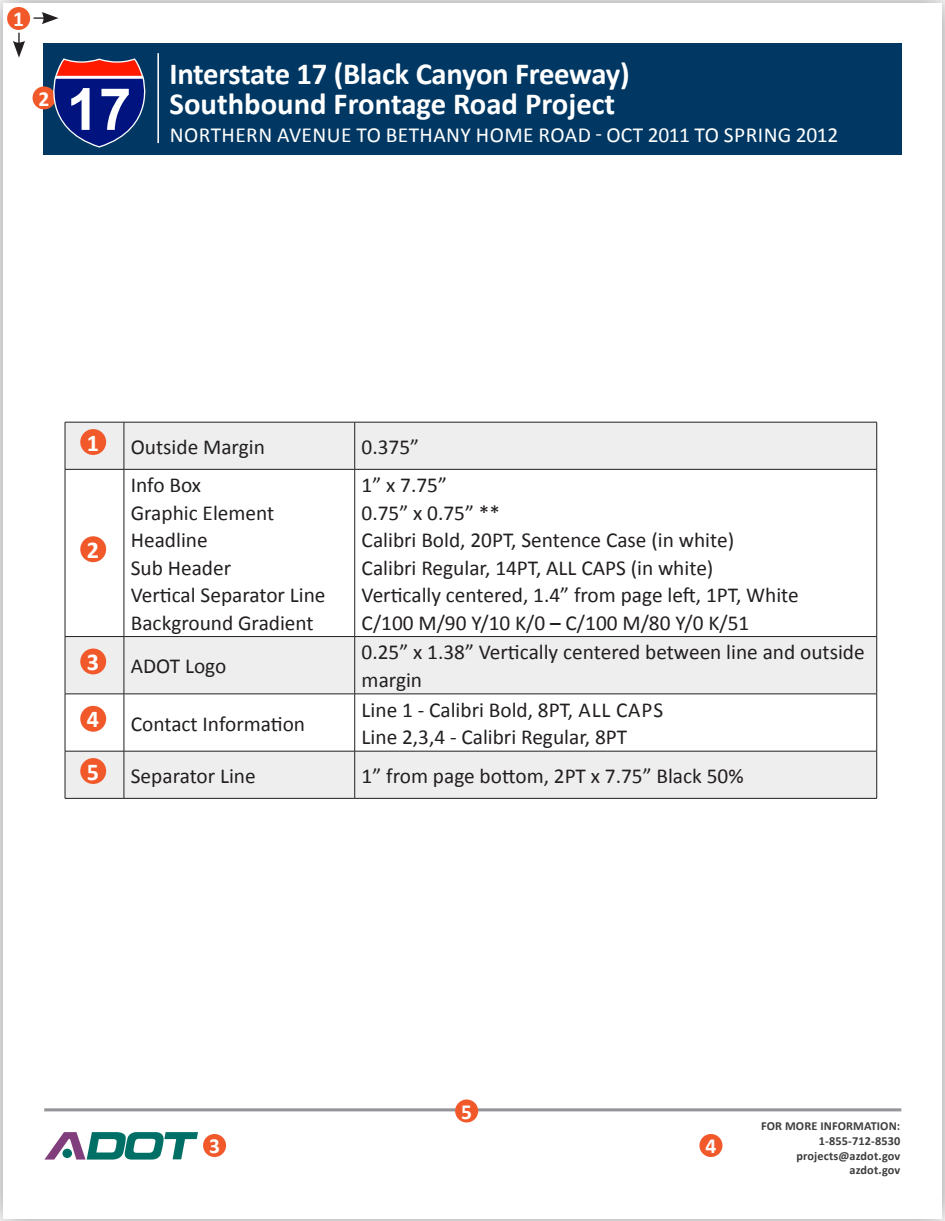
INTERSTATE/SR/US HWY
C0 M0 Y0 K80

PROJECT AREA
C0 M79 Y93 K0

DETOUR 1
C61 M3 Y91 K0

DETOUR 2
C78 M38 Y65 K0

Map Detail/Area and stroke weight(s) depend on project area



1	Outside Margin	0.375”
2	Info Box Graphic Element Headline Sub Header Vertical Separator Line Background Gradient	1” x 7.75” 0.75” x 0.75” ** Calibri Bold, 20PT, Sentence Case (in white) Calibri Regular, 14PT, ALL CAPS (in white) Vertically centered, 1.4” from page left, 1PT, White C/100 M/90 Y/10 K/0 – C/100 M/80 Y/0 K/51
3	ADOT Logo	0.25” x 1.38” Vertically centered between line and outside margin
4	Contact Information	Line 1 - Calibri Bold, 8PT, ALL CAPS Line 2,3,4 - Calibri Regular, 8PT
5	Separator Line	1” from page bottom, 2PT x 7.75” Black 50%

**In instances when no highway/roadway shield is available, remove vertical separator line and left justify Headline and Sub Header text. Maintain 0.125” from left of shaded background like figure (A).

4.1 Project Support Assets | Sample Fact Sheet

Based on Flier Style, when using multiple columns, section headers will be used. Column gutter space is 0.1875”

	Initial info paragraph	Section Header	Section Text
Font:	Calibri	Century Gothic	Calibri
Style:	Bold	Bold, +75 Tracking	Regular
Size:	14pt	12pt	10pt

Two columns will use a Section Header 0.25” x 3.8”

LOOP 303

Sound Wall Information

MOUNTAIN VIEW – CLEARVIEW BOULEVARDS, SUN CITY GRAND

OVERVIEW

As part of the Loop 303 Improvement Project in Surprise, the Arizona Department of Transportation (ADOT) is building approximately five miles of soundwalls where warranted by noise studies. The residential area in Sun City Grand west of Loop 303, between Mountain View and Clearview boulevards, is identified for construction of a sound wall (SWL3).

PLEASE NOTE THE FOLLOWING:

- Construction of the new sound wall (SLW3) is scheduled to begin the week of June 18, 2012, and continue through fall 2012. This wall is scheduled for final completion in spring 2013.
- To facilitate construction of this sound wall, crews must remove the existing privacy wall that borders the common area between Mountain View and Clearview boulevards on the west side of Loop 303. As the privacy wall is removed, crews will put up temporary fencing. The temporary fencing is screened chain link approximately six (6) feet in height.
- Work will begin at the north end (near Mountain View Boulevard) and extend south (to Clearview Boulevard)
- Expect crews in this work zone from 5 a.m. to 2 p.m. weekdays during summer months

SCHEDULE:

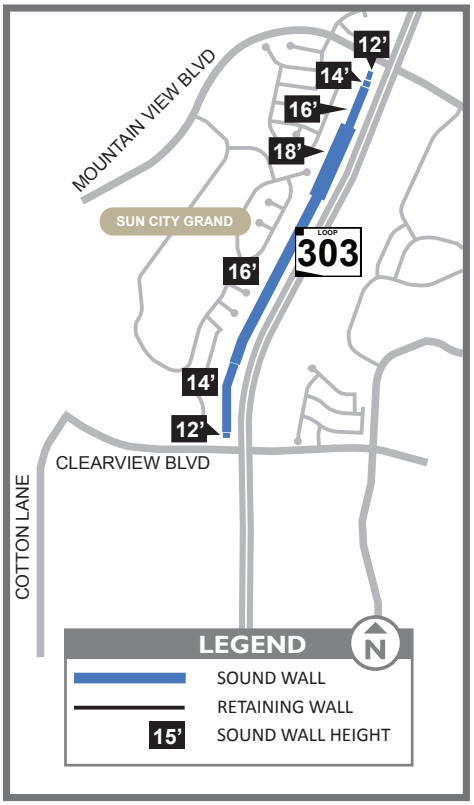
- June 2012-July 2012: Remove existing wall and install temporary fencing
- July 2012-August 2012: Dig and construct sound wall footing
- Fall 2012 (specific dates TBD): Build masonry wall
- Spring 2013 (specific dates TBD): Paint wall and establish landscape

The new sound wall is approximately one (1) mile in length with heights ranging from 12 to 18 feet. Like other sound walls on the Loop 303 corridor in Surprise, it will be masonry construction and painted tan and “eggplant purple,” and it will feature decorative glass block.

** Schedule is subject to change based on various factors including but not limited to weather and availability of materials.*

STAY INFORMED

Email projects@azdot.gov or call the ADOT Project Hotline at 855.712.8530 with questions or comments. Learn more about the Loop 303 Improvement Project at azdot.gov/Loop303. ADOT appreciates your patience and cooperation while this work is underway.



12-265

ADOT

FOR MORE INFORMATION:
855.712.8530
projects@azdot.gov
azdot.gov

4.1 Project Support Assets | Sample Fact Sheet

Based on Flier Style, when using multiple columns, section headers will be used. Column gutter space is 0.1875”

	Initial info paragraph	Section Header	Section Text
Font:	Calibri	Century Gothic	Calibri
Style:	Bold	Bold, +75 Tracking	Regular
Size:	14pt	12pt	10pt

Three columns will use a Section Header 0.25” x 2.47”

Pavement-improvement projects on State Route 287 and Interstate 8 in Pinal County begin Monday, May 14

MOTORISTS SHOULD EXPECT DELAYS AND PLAN AHEAD

PROJECT OVERVIEW

The Arizona Department of Transportation (ADOT) will begin a pavement-rehabilitation project on State Route 287 and Interstate 8 near Casa Grande and Coolidge from mid-May through mid-June.

CONSTRUCTION SCHEDULE

Crews will be improving State Route 287 and Interstate 8 through the month of May. The construction schedule is subject to change due to a variety of reasons. ADOT advises drivers to proceed through or near work zone with caution, slow down, and be alert for construction equipment and personnel.

WHAT TO EXPECT

- Work hours will be from 6 a.m. to 6 p.m.
- In some areas, the roadway will be narrowed to one lane in order to conduct the work safely.
- Construction crews will be on-site to control traffic at either end of the work zone.
- Delays can be expected.

12-213

ADOT

FOR MORE INFORMATION:
1-855-712-8530
projects@azdot.gov
azdot.gov

While sizes will vary from publication to publication, the final output of black and white should be similarly styled as below.

You're invited!

STATE ROUTE 86 (VALENCIA ROAD TO KINNEY ROAD) PROJECT

The Arizona Department of Transportation and the Federal Highway Administration invite you to attend a public meeting for the State Route 86 (Valencia Road to Kinney Road) Widening Project.

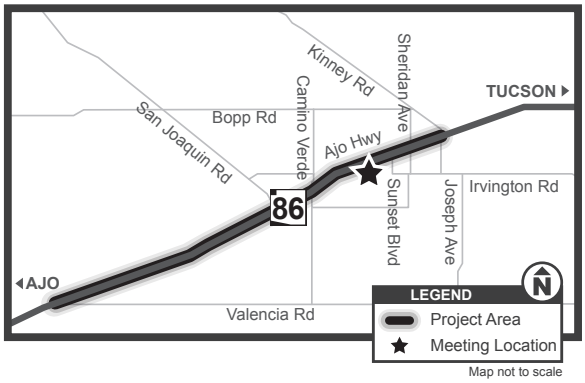
- **Tuesday, April 24, 2012**
  5:30 - 7 p.m.
  Presentation to begin at 5:45 p.m.

  Tucson Mountain Baptist Church;
  Building E (Sanctuary)
  5757 West Ajo Highway
  Tucson, Arizona 85735

PROPOSED IMPROVEMENTS INCLUDE

- Widening the roadway to two lanes in each direction from Valencia Road to Sheridan Avenue.
- Widening the roadway to three lanes in each direction from Sheridan Avenue to Kinney Road.
- Realigning Camino Verde, Tucson Estates Parkway and Old Ajo Highway.
- Adding a median along SR 86 similar to the existing median on SR 86 east of Kinney Road.
- Improving connections with local access streets and adding ADA ramps and pushbuttons at signalized intersections.
- Additional traffic control enhancements, including cameras to monitor traffic.
- Enhancing drainage features, including two bridge additions and adding low maintenance landscaping.

Americans with Disabilities Act: Persons with a disability may request reasonable accommodations by calling 520.327.6077. Requests should be made by April 17, 2012. This document is available in alternative formats. Please contact the ADOT Outreach Team at 520.327.6077 for a copy.



The proposed design project involves widening the roadway along State Route 86 (also referred to as Ajo Highway) between Valencia Road and Kinney Road. The purpose of the project is to enhance safety, improve traffic flow and meet current and future traffic needs along this segment of SR 86.

The SR 86 (Valencia Road to Kinney Road) project design phase began in October 2011 and is expected to last approximately 18 months. The new design will be consistent with the Final Design Concept Report and Environmental Assessment, which were finalized in the summer of 2010. The construction project, estimated at $45 million, is expected to begin in the year 2013.

For additional information, or to submit comments, please contact:

ADOT outreach team:

2540 N. Tucson Blvd.
Tucson, AZ 85716

520.327.6077

sr86valencia2kinney@azdot.gov

TODD EMERY, ADOT Tucson District Engineer

DAVID BRAUER, ADOT Project Manager

12-141

ADOT

U.S. Department of Transportation Federal Highway Administration

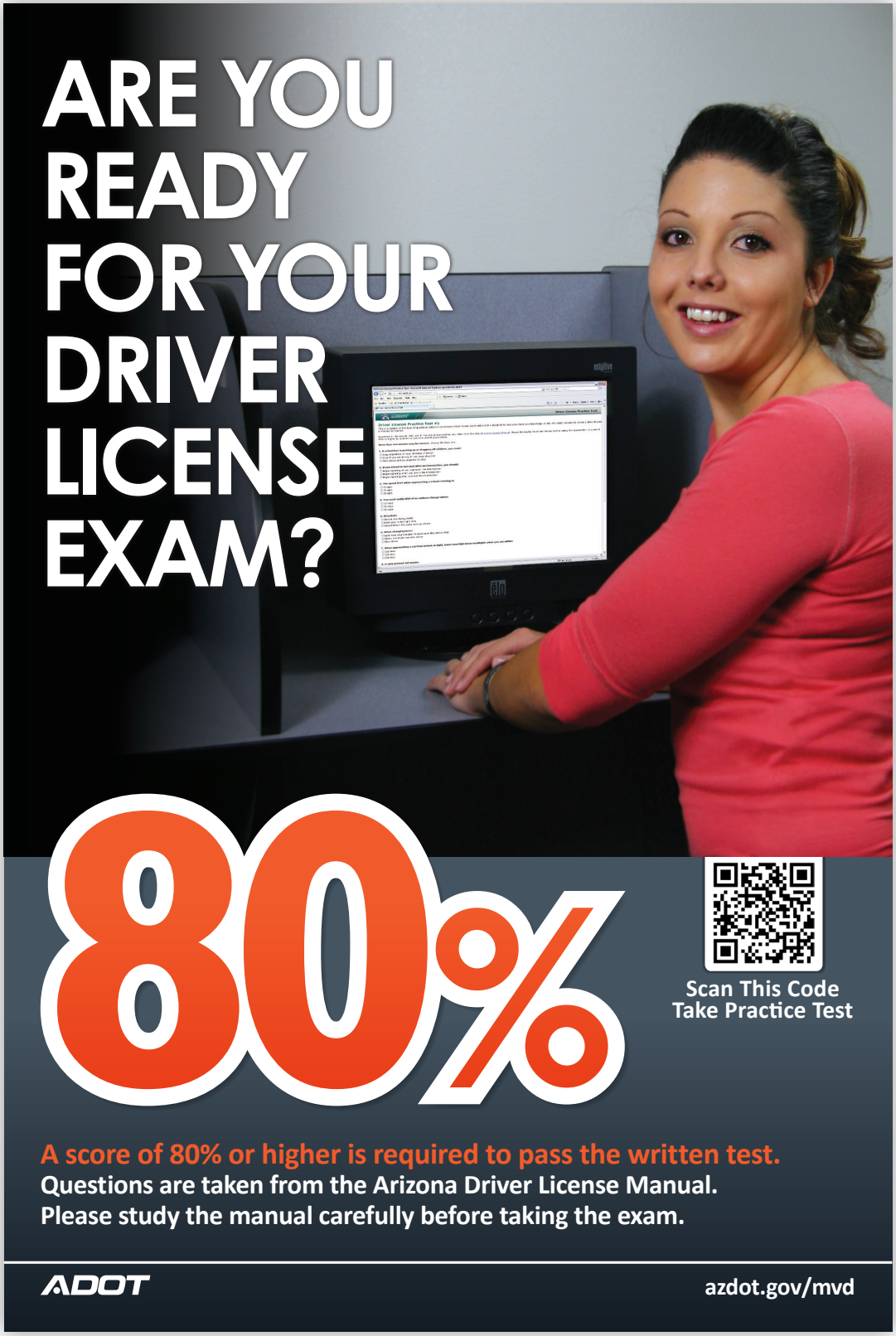
FOR MORE INFORMATION:
azdot.gov/sr86valencia2kinney

Project No.# 086 PM 159 H6806 01D • Federal: STP-086-A(210)A

511
Arizona Travel Info
Have a question?
Connect with ADOT at
Twitter.com/ArizonaDOT
Facebook.com/AZDOT
ADOT
azdot.gov
ADOT
Traffic Operations Center
azdot.gov

ADOT
Traffic Operations Center
azdot.gov

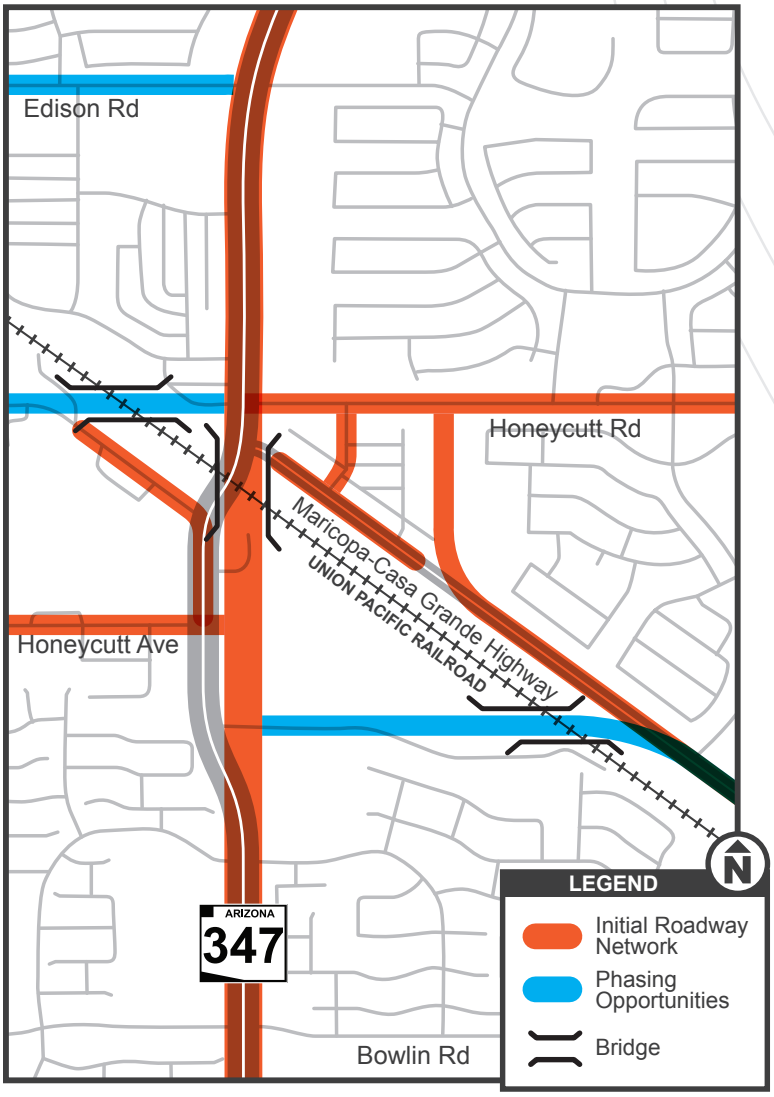
What our future looks like
Using future technology to keep the roads safe
ADOT is currently piloting roadway signs that are updated by atmospheric conditions and can trigger weather warning messages, such as "Blowing Dust," automatically.
ADOT is working to update AZ511.gov and the 511 travel information hotline. Enhanced mobile traffic applications are also in the works.
What we do
The Traffic Operations Center monitors traffic flow for more than 6,000 miles of roads across the entire state highway system 24 hours a day, seven days a week.
It is now among the country's fastest, most efficient TOCs at observing traffic flow, dispatching emergency responders and communicating traffic conditions to drivers.
Statewide remote-controlled cameras stream live traffic conditions to 40 reconfigurable 55" flat-screen monitors inside the TOC.
Overhead message boards provide travel times or alert drivers to hazards ahead.
Roadway sensors automatically update travel times on overhead message boards and AZ511.gov.
Cornerstone of ADOT's public safety commitment
Statewide ADOT cameras stream live traffic conditions to TOC monitors where operators identify a crash or other traffic impediment. Using computer-aided dispatch software, operators coordinate all ADOT and public safety resources to
• find alternate routes for emergency vehicles and the public.
• dispatch law enforcement on state highways and freeways.
• dispatch ADOT emergency response and HAZMAT teams.
• distribute information about driving conditions to the public.


ARE YOU READY FOR YOUR DRIVER LICENSE EXAM?
80%
Scan This Code
Take Practice Test
A score of 80% or higher is required to pass the written test.
Questions are taken from the Arizona Driver License Manual.
Please study the manual carefully before taking the exam.
ADOT
azdot.gov/mvd

ARIZONA 347

State Route 347 at Union Pacific Railroad

Concept 1

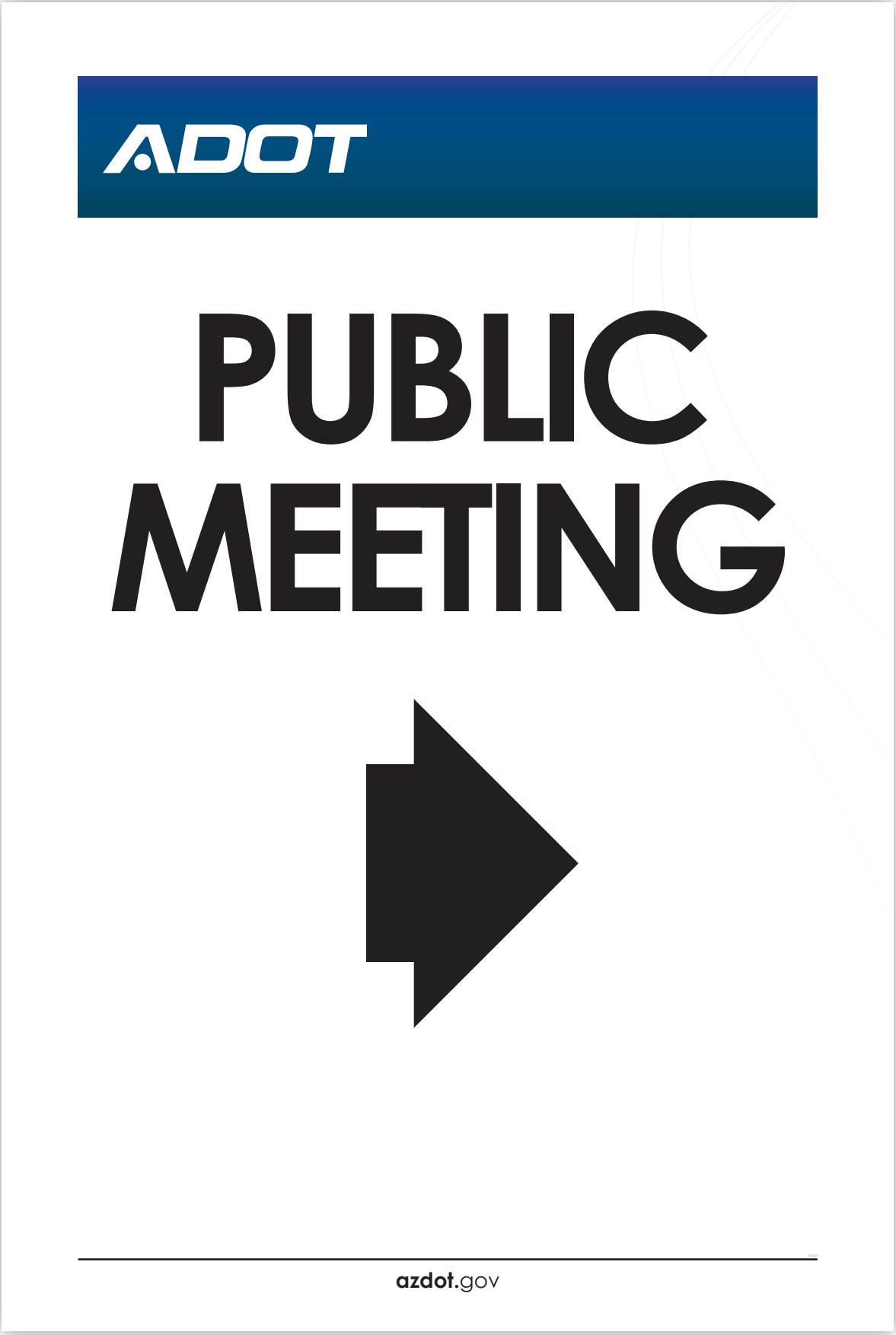


Map not to scale.

12-162

ADOT | CITY OF MARICOPA Proud History · Prosperous Future | U.S. Department of Transportation Federal Highway Administration

ADOT Project No. **347 PN 172 H7007 01L**
Federal Aid No. **347-A(204)A**


ADOT
PUBLIC
MEETING
azdot.gov

Font: Calibri Heading Font Size: 14pt Text Size: 10pt
Lines should extend to right margin. Avoid large areas of white space and make forms fewest number of pages possible.
ADOT or ADOT division logo, upper left corner. Name of form, upper right corner.
PDF forms can be made fillable for ease of completion and submittal. Contact Graphics for assistance.

ADOT

DBE Assurance - LPAs

Agency: _____

The undersigned, fully cognizant of the requirements and of the goal established, hereby certifies that in the preparation of this bid for federal aid project.

ADOT TRACS #: _____ Agency Project #: _____

Project Name: _____

CHECK ONE

☐ The established ____% goal for DBE participation will be met and subcontract agreements have been made with certified DBEs for the above referenced contract;

☐ The CONSULTANT has been unable to meet the established ____% goal but has made good faith efforts to do so for the above referenced contract.

THE AFFIDAVIT MAY NOT BE REVISED OR CORRECTED AFTER SUBMISSION OF THE BID.

In accordance with the Special Provisions, the bidder shall specify its DBE participation on the "DBE Intended Participation Affidavit", or provide documentation of its good faith efforts, by **4 p.m.** on the **fifth working day** following the bid opening. Following the opening of bids, the apparent low bidder shall obtain the required affidavit from:

Agency _____ Agency Address/Email _____

Failure to fully complete this form and submit the required information by the stated time and in the manner herein specified will result in rejection of the bid.

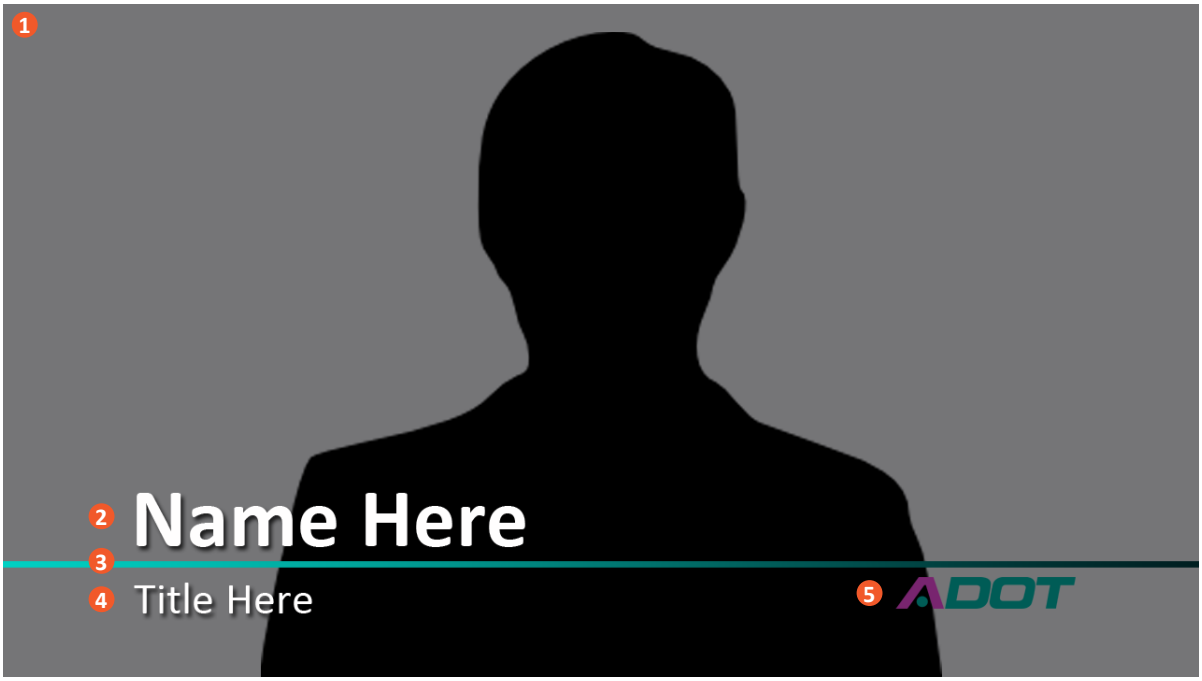
Print Name of Firm _____ Print Name of Authorized Officer of Firm _____

Title _____ Signature of Authorized Officer of Firm _____

BECO Form 3102C (Rev. 12-16-14) 14-504

4.3 Video Support

This is a final output preview of Apple Motion graphics layered over the video in Final Cut Pro.
The next few pages will show Adobe Motion screen shots of the correct settings for each element.

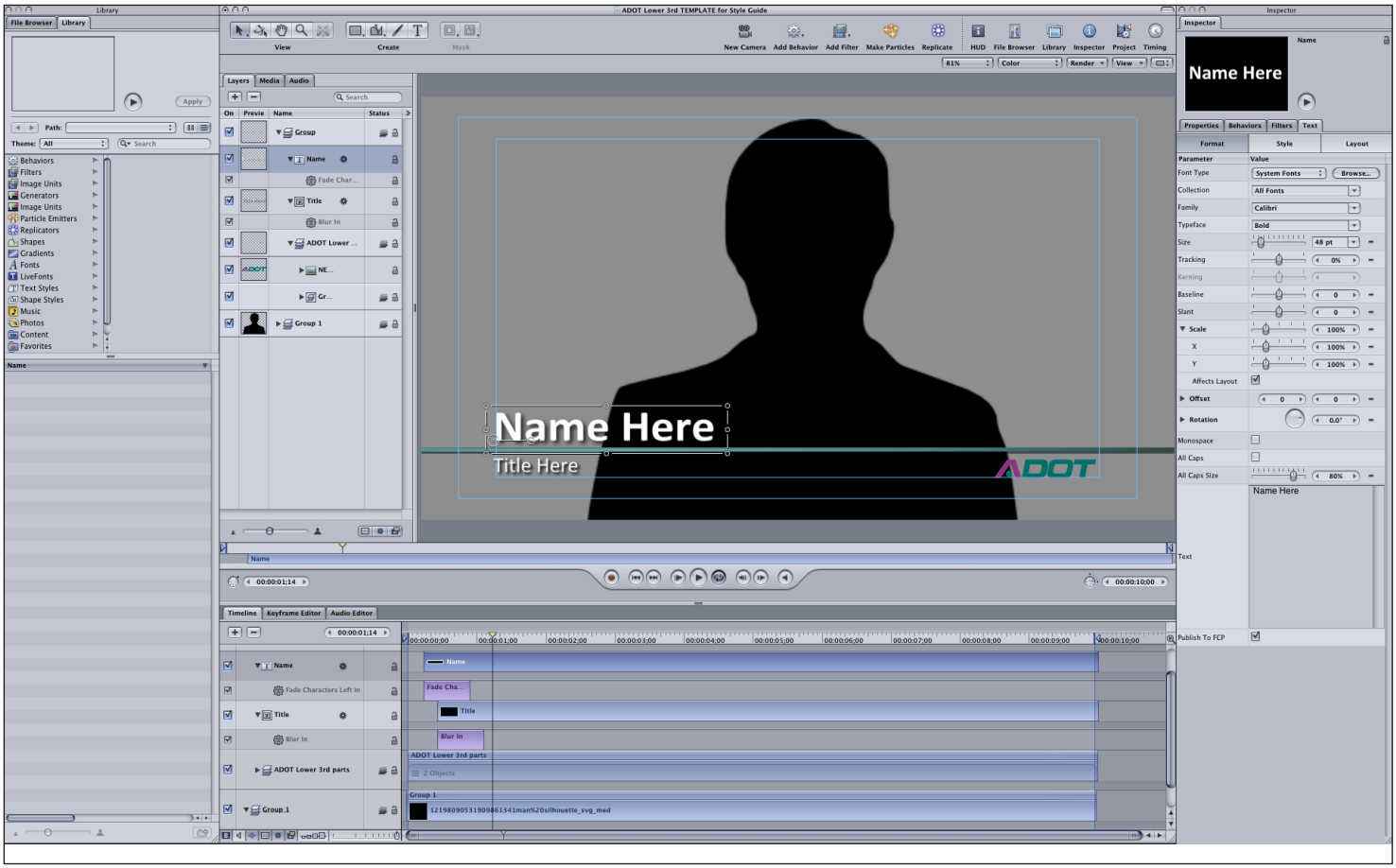


1	Video Window	1280p x 720p
2	Talent Name	Calibri 90pt Bold, Position (X-350, Y-557)
3	Gradient Line	7p x 1280p (R3 G209 B196 - R0 G31 B33)
4	Talent Title	Calibri 48pt Regular, Position (X-222, Y-640)
5	ADOT Logo	195p x 34p, Position (X-1051, Y-630)

4.3 Video Support

Below dictates Apple Motion settings and positioning of on-screen content over the video.

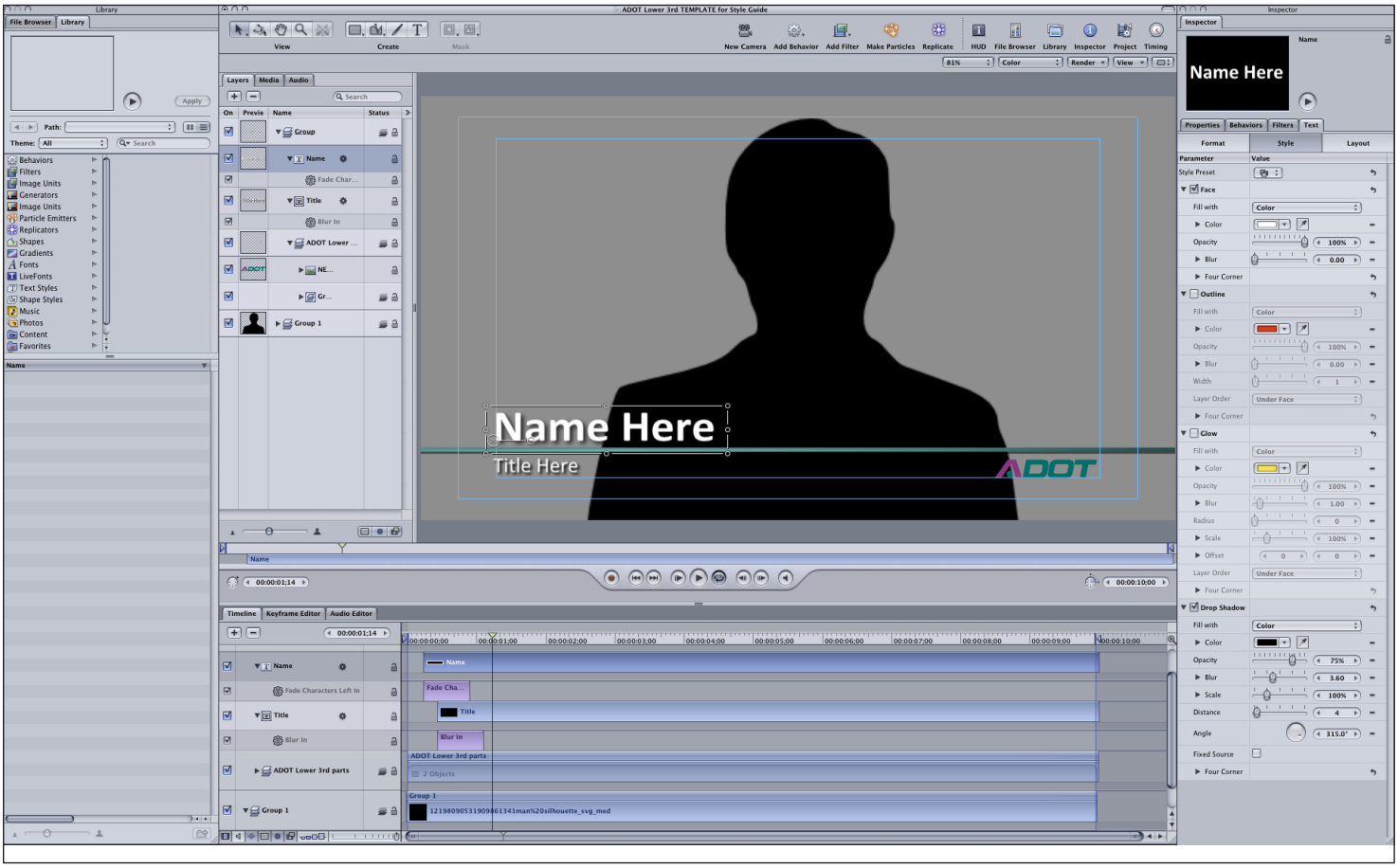
Screen Shot; Name Format



4.3 Video Support

Below dictates Apple Motion settings and positioning of on-screen content over the video.

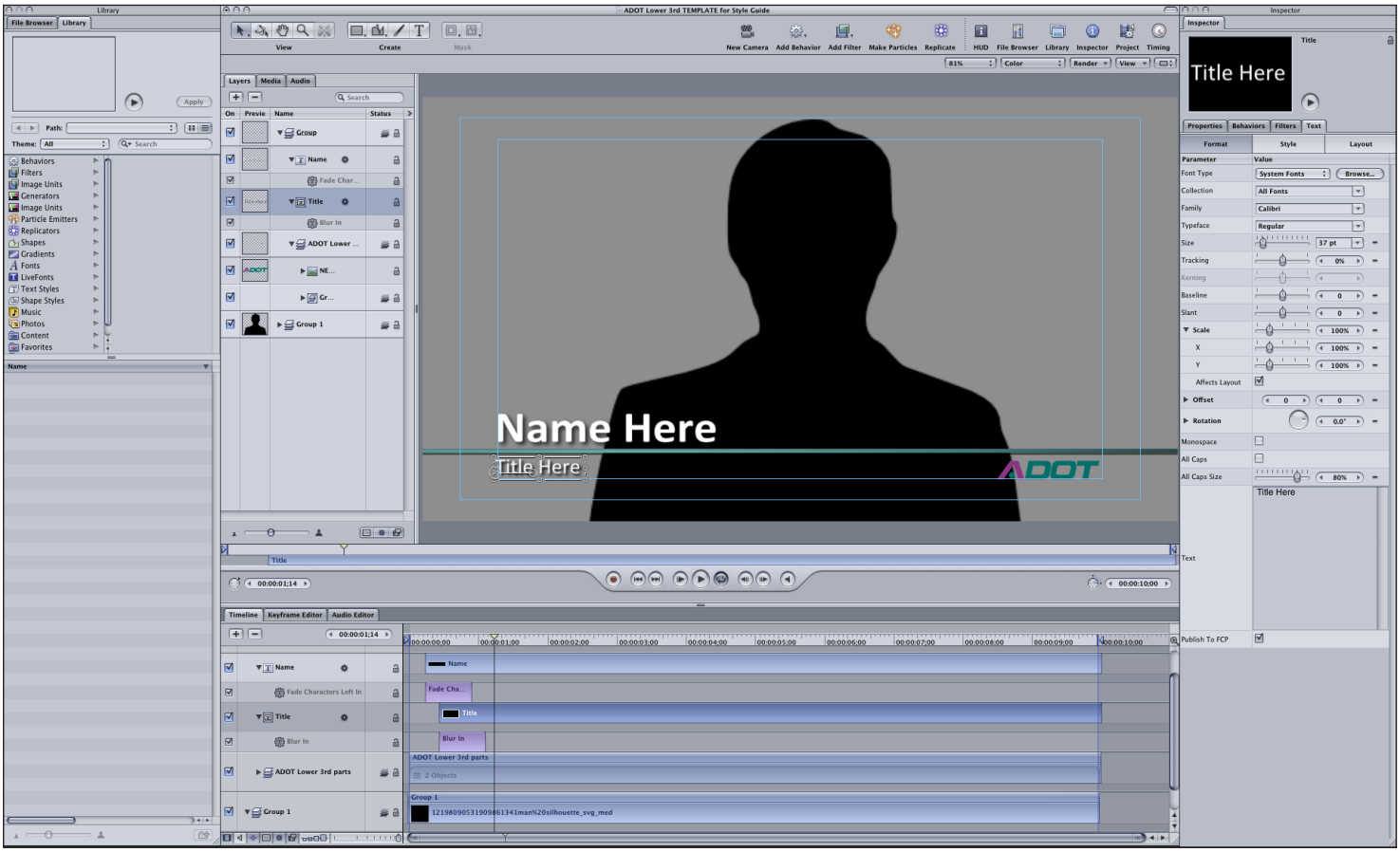
Screen Shot; Name Style



4.3 Video Support

Below dictates Apple Motion settings and positioning of on-screen content over the video.

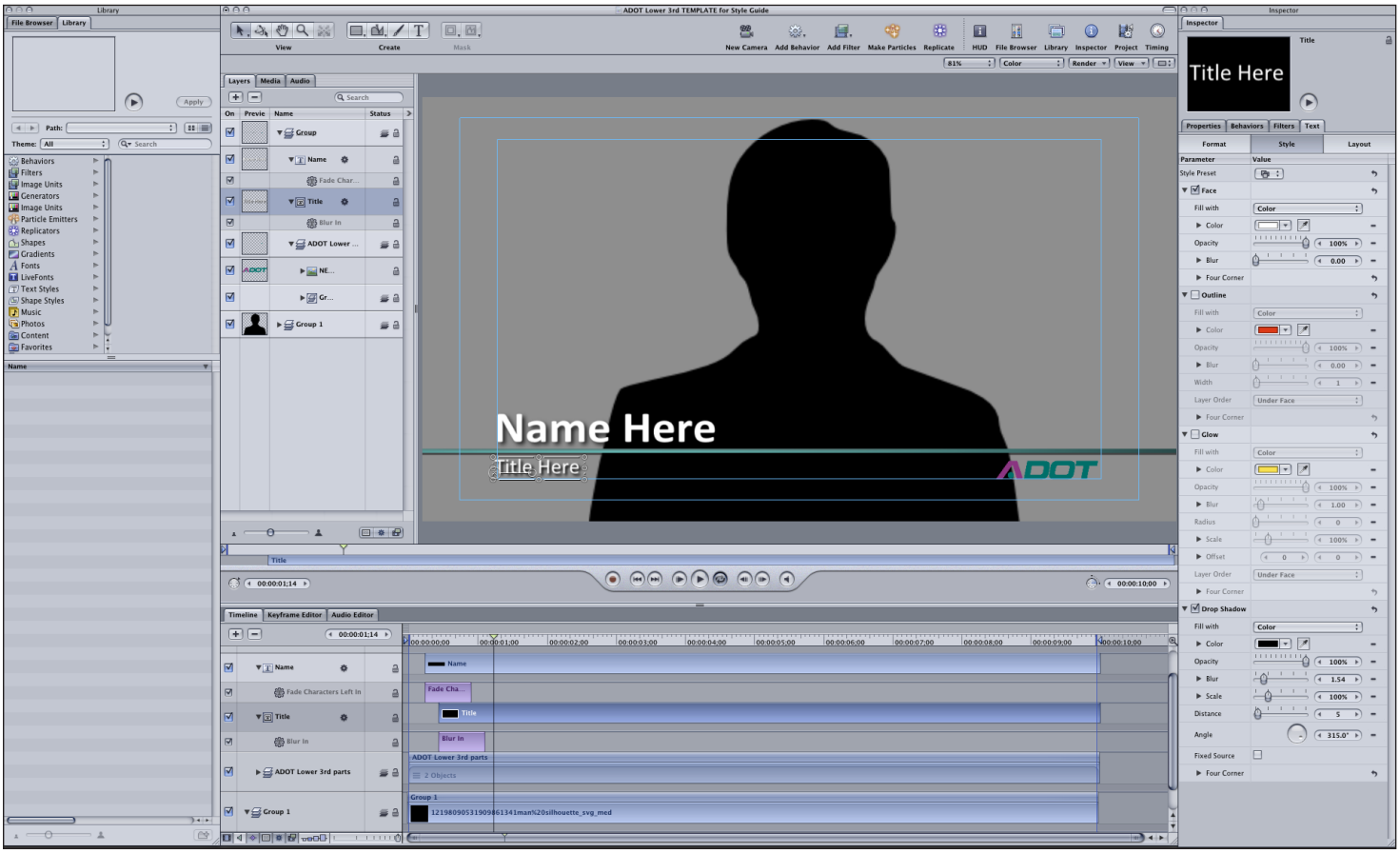
Screen Shot; Title Format



4.3 Video Support

Below dictates Apple Motion settings and positioning of on-screen content over the video.

Screen Shot; Title Style



4.3 Video Support

Below dictates Apple Motion final on-screen content.

Screen Shot; Final Output

Guide to editorial standards for the Arizona Department of Transportation

editorial
STYLE
branding
recognition

SECTION 5. Editorial Style Guide

..... 5.1 Introduction to the Editorial Style Guide
..... 5.2 Technical Considerations
..... 5.3 Editorial Style
..... 5.4 Punctuation Review
..... 5.5 Appendix: Research Center Style

5.1 Editorial Style Guide | Introduction

ADOT's editorial style guide is a living document and may be amended based on necessity. If you would like to see an alteration made to the style guide, please submit a written request, which should include a justification and source(s) for the alteration, to Danelle Weber (DMallen@azdot.gov) between Jan. 15 and Dec. 15 every year. Please note that submitting a request does not guarantee the desired alteration will be approved. If an alteration is approved, it will be added to the style guide and released for general consumption on or before Jan. 15 every year.

The following guidelines delineate editorial style policies that apply to the entire Arizona Department of Transportation. The main sources for this style guide are the 2011 Associated Press Stylebook, the Style Manual for AASHTO Publications and the Merriam-Webster dictionary. Refer to these sources if a language question is not answered here. Style guide entries are arranged alphabetically. The formatting is explained below.

Example Entry

dates. Always use Arabic figures with *st*, *nd*, *rd* or *th*. Do not superscript ordinals: 5th of November. Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
GENERAL FORMATTING. Month Day, Year: Jan. 15, 1949. Month Day: Jan. 15. Month Year: January 1949. Do not include ordinal indicators when the day comes after the month.

Explanation

Bold Calibri type indicates correct capitalization, italicization, abbreviation and punctuation of entries.

Cambria type shows examples of correct and incorrect usage.

BOLD, CAPS CALIBRI type indicates a subheading under a main entry.

Entries are arranged alphabetically. If you would like to visit a specific entry, search the document by pressing CTRL + F and entering an appropriate search term.

5.2 Editorial Style Guide | Technical Considerations

You will probably come across some common considerations and program limitations while creating documents for ADOT. This section gives instructions for properly formatting ellipses, em dashes and subscripts as well as avoiding widows and orphans.

Ellipses, ...

Microsoft Office's default setting auto-formats ellipses incorrectly, with no spaces before or after the periods: dog…walked. To type correctly formatted ellipses, this setting needs to be changed. You can either delete the auto-format feature for ellipses to enable typing them manually or program Office to auto-format them correctly. (Note: There is no way to auto-format a four-point ellipsis [a period plus an ellipsis]. For four-point ellipses, manually type four periods and the appropriate spaces.)

Here's how to change ellipsis auto-formatting in Microsoft Office 2010:

1. Click the File tab in the upper left-hand corner.
2. Click Options.
3. Click Proofing.
4. Click AutoCorrect Options.
5. Click the AutoCorrect tab.
6. Highlight the ellipsis row beneath "Replace text as you type." If no ellipsis is present, there is currently no default setting. To add the correct auto-formatting, type three periods [...] in the box under "Replace:" and follow the instructions below.
7. To delete, press the Delete button, and click OK.
8. To add or correct the default setting, place the cursor in the box below With.
   a. Type " ... " ([space][period]period][period][space]).
   b. Click OK.

Em Dashes, —

There are two ways to create em dashes

- Type two hyphens between words without using spaces to create an em dash after the second word and a space are typed (you'll have to add the spaces manually).
- Use the em dash keyboard shortcut, which is CTRL + ALT + MINUS SIGN. This shortcut only works with the minus sign on the number pad to the right of the keyboard.

Subscripts and Superscripts

To add or delete subscripts, click the Home tab and click the arrow on the lower right-hand corner of the Font group to see the Font box. Under Effects, click the box next to Subscript and click OK. Do not superscript font.

Widows and Orphans

Widow: The last line of a paragraph at the top of a page or column.

Orphan: The first line of a paragraph at the bottom of a page or column; also a word, a part of a word or very short line (four characters or fewer) that appears by itself at the end of a paragraph.

Avoid widows and orphans; they can create too much white space and negatively affect readability. Whenever possible, reformat the text or revise the paragraph (e.g., enter soft returns or manual page breaks). It is preferable to have extra white space at the bottom of a page than to have one paragraph-ending line at the top of a page. Editorial Style

A

a, an. Use the article *a* before consonant sounds: a historic event, a one-year term, a united stand. Use the article *an* before vowel sounds: an energy crisis, an honorable person, an NBA record, an 1890s celebration.

abbreviations. Most two-letter abbreviations will take periods.
BEFORE A NAME. Abbreviate titles when used before a full name: Dr., Gov., Ms., Sen.
AFTER A NAME. Abbreviate *junior* and *senior* after an individual's name, setting it apart with commas: John Jacob, Jr., is old. Abbreviate *company*, *corporation*, *incorporated* and *limited* when used after the name of a corporate entity. In some cases, an academic degree may be abbreviated after an individual's name: House, M.D.
FIRST AND SECOND REFERENCE. Most names should not be abbreviated on the first reference. Refer to the 2011 AP Stylebook for specific instances.
WITH DATES OR NUMERALS. Use *A.D.* (A.D. 2012), *B.C.* (567 B.C.), *a.m.* (7:30 a.m.), *p.m.* (7 p.m.) and *No.* (No. 2). Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out all other months. Spell out all months appearing alone or with a year alone. Do not separate the month and the year with a comma: January 1972 was a cold month.
INITIALS. Separate partial initials with periods and no space: W.C. Fields.
STATES. Spell out state names when they stand alone in textual material. These states are always spelled out, regardless of context: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. When in conjunction with a city name in text and datelines, and in short-form party affiliation, use these abbreviations (postal codes in parentheses for clarity): Ala. (AL), Ariz. (AZ), Ark. (AR), Calif. (CA), Colo. (CO), Conn. (CT), Del. (DE), Fla. (FL), Ga. (GA), Ill. (IL), Ind. (IN), Kan. (KS), Ky. (KY), La. (LA), Md. (MD), Mass. (MA), Mich. (MI), Minn. (MN), Miss. (MS), Mo. (MO), Mont. (MT), Neb. (NE), Nev. (NV), N.H. (NH), N.J. (NJ), N.M. (NM), N.Y. (NY), N.C. (NC), N.D. (ND), Okla. (OK), Ore. (OR), Pa. (PA), R.I. (RI), S.C. (SC), S.D. (SD), Tenn. (TN), Vt. (VT), Va. (VA), Wash. (WA), W.Va. (WV), Wis. (WI) and Wyo. (WY).
YEARS. Use figures without commas: 1912. When a phrase refers to a month, day and year, set off the year with a comma: February 14, 1912, was the first day of Arizona's statehood. Use an *s* without an apostrophe to indicate spans of decades or centuries: the 1960s, the 1900s. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence. Use an apostrophe to show omitted numerals in a year: '60s, '75.

academic degrees. Use an apostrophe and an *s* for general degrees: bachelor's degree, master's degree. (Exception: associate degree.) Do not use a possessive for full degree names: Bachelor of Arts, Master of Science. When used after a name, an academic abbreviation is set off by commas: Jane Smith, Ph.D., spoke; John Doe, M.A. Curriculum, wrote.

acronyms. Most acronyms, especially those that are longer than two letters, will not take periods. Check the 2011 AP Stylebook for specific instances.

A.D. Use instead of *C.E.* Include the periods.

addresses. Capitalize and use these abbreviations only with numbered addresses: Ave., Blvd., Dr., Ln., Pkwy., Rd. and St. Spell out these abbreviations and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Never abbreviate these street designations, but capitalize them with numbered addresses and formal street names without numbers: alley, circle, highway, route, way and terrace. Spell out and lowercase street designations when used alone or with more than one street name: Massachusetts and Pennsylvania avenues. Abbreviate compass points used to indicate directions or quadrants of a city in a numbered address: 1655 W. Jackson St. No periods for quadrant abbreviations: NW, SE. Do not abbreviate if the number is omitted: West Jackson Street. Do not use the periods for any abbreviations in maps and graphics.
ADOT CONTACTS, IN-LINE. Title Name, Phone number. District Engineer Josefina Mendez, 602.555.1009.
ADOT CONTACTS, VERTICAL. Name [soft return] Title [soft return] Street address [soft return] Mail Drop/Suite/Room [soft return] City, State ZIP code [soft return] Phone: Number [soft return] Fax: Number. Online, names should be hyperlinked to that person's email address. Only include the information that is available or pertinent.
Josefina Mendez
District Engineer
1655 W. Jackson St.
MD 305
Phoenix, AZ 85007
Phone: 602.555.1009
Fax: 602.555.1010

HIGHWAYS and FREEWAYS. Highway and freeway abbreviations should have no periods: US 60, SR 51. Hyphenate interstate abbreviations: I-10, I-17. Capitalize specific highway names when spelled out; no hyphen is necessary: U.S. Route 60, Interstate 17. Do not abbreviate *loop*: Loop 202. For exits that have a lettered designation and for highway and freeway designations that include a direction, place the capital letter on the right of the last numeral with no space between or period after: Exit 13A, I-10E.
ZIP CODES. Do not include the four-digit extension.

Adopt a Highway program. Preferred capitalization.

adviser. Not *advisor*.

affect, effect. *Affect* is the verb; *effect* is usually the noun.

African-American, black. Acceptable for an American black person of African descent. The terms are not necessarily interchangeable. People from Caribbean nations, for example, generally refer to themselves as Caribbean-American. Follow a person's preference.

afterward. Not *afterwards*.

age. Always use figures: You must be 16 to earn a driver license. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun: a 5-year-old boy and a 5-year-old, but the boy is 5 years old.

air entraining (n.), air-entraining (adj.). Preferred constructions.

air hole. Two words.

al-[Name]. For Arabic names with the article "al," lowercase the article and connect it to the name with a hyphen.

all right. Not *alright*.

alloy steel (n.), alloy-steel (adj.). Preferred constructions.

alphabetization. Use the word-by-word system for alphabetizing lists. Take spaces and hyphens into account.

AM, FM. The radio broadcast frequencies; no periods.

ambient temperature (n.), ambient-temperature (adj.). Preferred constructions.

amendment, Amendment. General amendments are lowercase; capitalize in reference to specific amendments to the U.S. Constitution: First Amendment, 10th Amendment.

American. An acceptable description for a citizen of the United States. Avoid where use is not necessary to context and where citizenship is not a universally common factor in the population being referenced or the audience consuming the message.

American Indian, Native American, Indian. *American Indian* is preferred, but *Native American* is still acceptable. Where possible, be more specific: Navajo commissioner. When known, defer to an individual's preference. Do not use *Indian* to refer to American Indians.

among, between. Most of the time, *between* introduces a relationship between two items, and *among* introduces the relationship among three or more items. However, *between* is also correct when expressing the relationships of three or more items considered one pair at a time: Negotiation on a debate format are under way between the network and the Ford, Carter and McCarthy committees.

as well as. Does not mean *and*.

at grade (n.), at-grade (adj.). Preferred constructions.

ax. Not *axe*.

B

backfill. One word.

backward. Not *backwards*.

bankfull. One word.

B.C. Use instead of *B.C.E*. Include the periods.

because, since. Use *because* to denote a specific causal relationship: The roof is rotting because there is a leak. *Since* is only acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause: They went to the game since they had been given tickets.

bedbug. Preferred spelling.

bevel (n., v.), beveled (adj.). Preferred constructions.

bidirectional. One word.

black, African-American. Acceptable for an American black person of African descent. The terms are not necessarily interchangeable. Lowercase *black* in reference to the race.

BlackBerry, BlackBerrys. Trademarked spelling: The BlackBerrys shipped slowly.

bloc, block. A *bloc* refers to a coalition of people, groups or nations with the same purpose or goal; *block* does not.

bolthead. One word.

bolthole. One word.

bolt tension (n.), bolt-tension (adj.). Preferred constructions.

bull's-eye. Preferred construction.

bus, buses. Preferred plural spelling.

bushhammer. One word.

C

cactus, cacti. Preferred plural spelling.

cancel, canceled, canceling, cancellation. Preferred spellings.

capital, capitol. *Capitol* only ever refers to the building where a legislative body meets.

capitalization. Capitalize proper nouns: John, Capitol Hill, General Electric. Capitalize common nouns like *party*, *river*, *street* and *west* when they are an integral part of the full name for a person, place or thing: Republican Party, Colorado River, Central Avenue. Lowercase these common nouns when they stand alone in subsequent references: the party, the river, the avenue. Lowercase these common noun elements of names in plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario. Exception: plurals of formal titles with full names are capitalized: Presidents Franklin D. Roosevelt and Harry S. Truman.
COMPOSITION TITLES. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles (i.e., *the*, *a*, *an*) or words of fewer than four letters if it is the first or last word in a title or subtitle: "The Hunger Games," "Harry Potter and the Sorcerer's Stone."
PERSONAL TITLES. Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Use lowercase at all times for terms that are job descriptions rather than formal titles.

cause and effect (n.), cause-and-effect (adj.). Preferred construction: the cause and effect of the argument; a cause-and-effect relationship.

celestial bodies. Capitalize the proper names of planets, stars, constellations, etc.: Mars, Arcturus, Earth. *See entries for earth, sun and moon for more information*.

centerbeam. One word.

Chicano, Hispanic, Latino, Mexican-American. These terms have distinct meanings that can vary depending on individual preferences. When possible, use a more specific identifier like *Puerto Rican*, *El Salvadoran* or *Mexican-American*. Avoid using *Chicano* interchangeably with *Mexican-American*. The use of *Chicano*, *Hispanic* and *Latino* should be consistent.

child care. Two words.

city, state. Separate the city and state name with a comma, and follow the state name with a comma unless ending a sentence: Phoenix, Arizona, is quite warm in the summer. Do not capitalize state or city in *state/city of constructions*: The city of Tempe is debating the issue. Do not capitalize *state* as an adjective to specify a level of jurisdiction: the state Transportation Department; state Rep. Jane Doe.

clean up (v.), cleanup (n., adj.). Preferred constructions. We cleaned up the park. The cleanup crew was an hour early.

cofferdam. One word.

cold-draw (v.). Hyphenate.

cold-finish (v.). Hyphenate.

cold flow (n.). Two words.

cold-forge (v.). Hyphenate.

cold-form (v.). Hyphenate.

cold-roll (v.). Hyphenate.

cold-swage (v.). Hyphenate.

cold weather (n.), cold-weather (adj.). Preferred constructions.

collective nouns. Singular collective nouns take singular verbs: The flock of geese is noisy. Plural collective nouns take plural verbs: The classes are settling their rivalry with a game of Jeopardy.

common names. Lowercase common names of plants and animals: monarch butterfly, basset hound. Capitalize names derived from proper nouns and adjectives: English bulldog, Boston terrier.

company and product names. On fist reference, precede the name of a product with the company name, but do not include the company name in subsequent uses. In general, follow the spelling and capitalization preferred by the company: eBay, YouTube. However, do not capitalize all the letters unless each letter is pronounced individually: BMW is okay; Ikea, not IKEA. Also, do not use symbols such as exclamation points, plus signs or asterisks that form contrived spellings that might confuse readers: Yahoo, not Yahoo!; Toys R Us, not Toys "R" Us; E-Trade, not E*Trade. Do not use a comma before *Inc.* or *Ltd.*, even if it is included in the formal name.

compass points. For references to compass points, follow these guidelines.
ADDRESSES. Capitalize and abbreviate in a specific address: 42 N. Roosevelt. Capitalize and spell out when the address does not include a number: North Roosevelt.
DIRECTIONS. Lowercase when the meaning of the direction is general: Drive north until you reach the SR 87.

REGIONS. Capitalize when the meaning is specific and the region is defined by common culture, language or people: The Southwest has wonderful weather.

complement, compliment. A *complement* completes something else. A *compliment* is an expression of praise.

constant amplitude (n.), constant-amplitude (adj.). Preferred constructions.

constitution, Constitution. Lowercase for general use and in reference to a state constitution without using the full, proper title. Capitalize when referring to the U.S. Constitution or the Arizona State Constitution.

coplanar. No hyphen.

copper alloy (n.), copper-alloy (adj.). Preferred constructions.

council, counsel. A *council* is a group of leaders. To *counsel* is to advise.

Council of Governments, COG. Preferred capitalization.

countersink (n., v.). No hyphen.

county. Capitalize when an integral part of a proper name: Maricopa County. Lowercase in *county of* phrases: county of Pinal.

coworker. Preferred spelling.

cross section (n.), cross-section (v.), cross-sectional (adj.). Preferred constructions.

currency. Use *$* to report U.S. dollar amounts and € for euros. For all other currencies, following the amount, spell out the name of the currency followed in parentheses by the equivalent in U.S. dollars: Japan approved a 1.8 trillion yen ($18 billion) extra budget to partially finance an economic stimulus package. When dealing with a dollar currency of a country other than the United States, reference the 2011 AP Stylebook for the proper abbreviations and format.

cut off (v.), cutoff (n., adj.). Preferred constructions.

czar. Use instead of *tsar*.

D

data. A plural noun that requires a plural verb: The data show a clear correlation.

dates. Always use Arabic figures with *st*, *nd*, *rd* or *th*. Do not superscript ordinals: 5th of November. Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
GENERAL FORMATTING. Month Day, Year: Jan. 15, 1949. Month Day: Jan. 15. Month Year: January 1949. Do not include ordinal indicators when the day comes after the month.
A.D./B.C. Do not use *B.C.E./C.E*. *A.D.* goes before the date; *B.C.* goes after the date: A.D. 1290; 500 B.C. All dates not designated B.C. are assumed to be A.D.
TRAFFIC ALERTS. Two lines. First line: Direction, roadway, type of restriction (closed, restricted), location (between Point A and Point B), times and dates, reason. Second line: Detour:. Example: Northbound Interstate 17 closed between Lee Road and Hall Street from 10 p.m. Friday, Feb. 17 to 5 a.m. Monday, Feb. 20 for pavement repair. Detour: Exit Lee Road to northbound President Street and have a good time.

daylight saving time. Not *savings*.

day care. Two words.

dead load (n.), dead-load (adj.). Preferred constructions.

deaf. Avoid where total loss of hearing is not present. *Hard of hearing* is the better term in these situations.

deaf and dumb, deaf-mute. Do not use.

debond. One word.

decision making (n.), decision-making (adj.). Preferred constructions: Decision making can be fun. The decision-making process is simple.

deice, deicing. One word.

delaminate. One word.

desilverize. One word.

detensioning. One word.

descendant. Preferred spelling as both a noun and an adjective.

despite, in spite of. They mean the same thing. Prefer former.

different from. Not *different than*.

disabled, handicapped, impaired. In general, do not describe an individual as disabled or handicapped unless it's pertinent to the story. If a description must be used, try to be specific. Avoid descriptions that connote pity, such as *afflicted with* or *suffers from*. Words to avoid: *cripple*, *handicap*, *deaf and dumb*, *deaf-mute*, *mentally retarded*. Words to use with caution: *disabled*, *blind* (for total loss of sight only; *visually impaired* elsewhere), *deaf* (for total loss of hearing only; *partially deaf* or *partial hearing loss* elsewhere) and *mute* (for physical inability to speak only; *speech impaired* elsewhere). Use *wheelchair user* for people who use wheelchairs for independent mobility. Do not use *confined to a wheelchair* or *wheelchair-bound*.

disc, disk. Use *disc* for phonographic records and related terms (disc jockey), optical and laser-based devices (Blu-ray Disc) and for disc brake. Use *disk* for computer-related references and medical references, such as a slipped disk.

discernible. Preferred spelling.

document. Use this term to refer to files created in Microsoft Office Word only, not Excel or PowerPoint.

do's and don'ts. Preferred construction.

double-click. Hyphenate.

double-ply. Hyphenate.

driver license. Preferred construction.

dust storm. Preferred construction.

E

earth, Earth. Generally lowercase. Capitalize when used as the proper name of the planet. The tractor turns the earth. The astronauts returned to Earth.

e-book. Preferred spelling.

edgebeam. One word.

effect, impact. Use *effect* where the meaning is closer to *result*; only use *impact* if the effect is a major one: Environmental Impact Statement. *Impact* as a noun refers to the striking of one body against another: The impact of the meteor destroyed the surrounding plant and animal life.

e.g. Latin abbreviation meaning *for example*. Follow with a comma.

email. Preferred spelling. For ADOT email addresses, capitalize the letters that would be capitalized if the names were fully spelled out: JSmith@azdot.gov.

emigrate, immigrate. *To emigrate* is to leave one country or region for another (usually followed by *to*). *To immigrate* is to come to a country or region as a resident nonnative (usually followed by *from*).

ensure, insure, assure. Use *ensure* to mean guarantee: Steps were taken to ensure accuracy. Use *insure* for references to insurance: The policy insures his car. Use *assure* to mean to make sure or give confidence: She assured us the statement was accurate.

Environmental Impact Statement, EIS. Preferred capitalization.

equidistant. One word.

e-reader. Preferred spelling.

etc. Latin abbreviation meaning *and the rest*. Do not spell out.

eyebar. One word.

F

fabric substrate (n.), fabric-substrate (adj.). Preferred constructions.

Facebook. Trademarked spelling for the social-networking site.

falsework. One word.

farther, further. *Farther* refers to physical distance: He walked farther into the woods. *Further* refers to degree, time, space, extent, etc.: She will look further into the mystery.

fatigue-critical (adj.). Hyphenate.

fatigue failure (n.), fatigue-failure (adj.). Preferred constructions.

fatigue load (n.), fatigue-load (adj.). Preferred constructions.

fatigue test (v., n.), fatigue-test (adj.). Preferred constructions.

field connection (n.), field-connection (adj.). Preferred constructions.

field splice (v., n.), field-splice (adj.). Preferred constructions.

field weld (n.), field-welded (adj., v.). Preferred constructions.

flame cut (v.), flame-cut (adj.). Preferred constructions.

federal, Federal. Only capitalize for the architectural style and for corporate or governmental bodies that use the word as part of their formal names: Federal Express, Federal Bureau of Investigation. Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal court, federal judge.

female, woman. Use *female* instead of *woman* as an adjective: Amelia Earhart was the first female pilot to solo across the Atlantic Ocean.

fewer, less. *Fewer* refers to count nouns: 15 or fewer items. *Less* refers to noncount nouns: a quart less water.

first lady. Not a formal title. Do not capitalize, even when used before the name of a chief of state's wife: first lady Michelle Obama.

first reference, second reference. Most names should not be abbreviated on the first reference. Refer to the 2011 AP Stylebook for specific instances.
HIGHWAYS. On first reference, use the number with the common/segment name (where applicable) in parentheses: Loop 101 (Agua Fria Freeway). On second reference, use the common/segment name.

flash flood. Two words.

flat adverbs. Grammatically acceptable, but moderate use: Drive safe!

Flickr. Trademarked spelling for the online community of photographers.

floodwater. One word.

floorbeam. One word.

flow line. Two words.

formwork. One word.

foreign words and phrases. Do not use italics for foreign proper nouns: Champs Elysees, Fontana di Trevi. Do not italicize foreign words that are familiar or common in everyday English: habeas corpus, laissez-faire. Do italicize less-common foreign words: *avant-garde*, *in medias res*.

forego, forgo. *To forego* means to go before: a foregone conclusion. *To forgo* means to abstain from: He decided to forgo sugary drinks during his diet.

Foursquare. Trademarked spelling of a location-based service.

forward. Not forwards.

fracture-critical (adj.). Hyphenate.

freeway, highway. Freeways are urban, access-controlled routes. Highways are rural, non-access controlled routes. The two not interchangeable.

front line (n.), frontline (adj.). Preferred spellings: The front line in World War II was bloody. The front-line reporter was brave.

full-body scanner. Preferred construction.

G

gas, gases. Preferred spellings.

gay. Used to describe men and women attracted to the same sex, though *lesbian* is the more common term for women. Preferred over *homosexual* except in clinical contexts or references to sexual activity. Include sexual orientation only when it is pertinent to a story, and avoid references to “sexual preference” or to a gay or alternative “lifestyle.”

gender neutrality and inclusiveness. Use gender-neutral and gender-inclusive language whenever possible. Avoid gender-specific terms and titles like *chairman*, *policeman*, *waitress* and *mankind*. Instead, use chair, police officer, server or people. To avoid gender-specific pronouns, pluralize the subject: Drivers should check their mirrors regularly (not A driver should check his mirrors regularly). These practices are generally preferable to using the awkward *s/he*, *his/her* and *he or she*. The antecedent and pronoun should always agree; therefore, do not use a plural *they*, *their* or *them* to refer to a singular noun.

geographic names. Abbreviate *Saint* as St. and *Mount* as Mt. Capitalize common nouns when they form an integral part of a proper name, but lowercase them when they stand alone: Central Avenue, the avenue; the Colorado River, the river. Lowercase common nouns that are not a part of a specific name: the Arizona mountains.

good-bye. Preferred spelling.

Google, Googled, Googling. Trademarked name and preferred derivative spellings.

gray. Preferred spelling, but greyhound.

groundwater. Preferred spelling.

H

half day (n.), half-day (adj.). Preferred constructions.

half-mast, half-staff. Preferred constructions. A flag is only ever half-mast on a ship. Anywhere else, it's half-staff.

handicapped. *See disabled, handicapped, impaired*.

Hanukkah. Preferred spelling.

health care (n.), health-care (adj.). Preferred constructions: Advanced health care usually results in older populations. Health-care reform is a contentious issue.

heat cure (n.), heat-cure (v.). Preferred constructions.

heat-curve (v.). Hyphenate.

heat-straighten (v.). Hyphenate.

heat treat (v.), heat-treated (adj.). Preferred constructions.

high density (n.), high-density (adj.). Preferred constructions.

high occupancy (n.), high-occupancy (adj.). Preferred constructions.

high speed (n.), high-speed (adj.). Preferred constructions.

high temperature (n.), high-temperature (adj.). Preferred constructions.

high water (n.), high-water (adj.). Preferred constructions.

historic, historical. A *historic* event is an important occurrence, one that stands out in history. Any occurrence in the past is a *historical* event. Use *a* before historic, historical and history, not *an*.

historical periods and events. Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history: the Bronze Age, the War of the Roses. Capitalize also widely recognized popular names for periods and events: the Atomic Age, the Boston Tea Party. Lowercase *century*: the 20th century. Capitalize only the proper nouns or adjectives in general descriptions of a period: ancient Greece, Victorian era. For additional guidance, see separate entries in the 2011 AP Stylebook and Merriam-Webster's dictionary.

home page. Preferred construction.

hot-bend (v.). Hyphenate.

hot-bond (v.). Hyphenate.

I

i.e. Latin abbreviation meaning *that is*, which introduces further clarification. Followed with a comma: some citruses (i.e., oranges and limes).

imply, infer. Writers or speakers *imply* something in the words they use. Listeners or readers *infer* something from the words.

in between (prep.), in-between (n., adj.). Preferred constructions.

information, info. Do not punctuate abbreviation. Avoid abbreviation in more formal text.

initials. Use periods and no space when an individual uses initials instead of a first and middle name: W.C. Fields.

inner city. Two words.

intelligent transportation systems, ITS. Preferred capitalization.

Internet. Capitalize.

intranet. Lowercase.

iPad, iPhone, iPod. Trademarked spellings.

irregardless. A double negative that usually degrades the user's credibility. Use *regardless* or *irrespective* as determined by the context.

italics. Use (sparingly) for emphasis. Use for words that reference themselves: The word till is older than the word until.

J

jail, prison. Not interchangeable. *Prison* is a generic term that may be applied to the maximum- and medium-security institutions that confine people serving sentences for felonies. *Jail* is normally used to confine people serving sentences for misdemeanors, people awaiting trial or sentencing on either felony or misdemeanor charges and people confined for civil matters, such as failure to pay alimony and other types of contempt of court.

java, Java. Lowercase in reference to the coffee. Capitalize in reference to the trademark of Sun Microsystems Inc. for a computer programming language that can be run across a number of computer systems.

JavaScript. Trademarked spelling of scripting language developed by Netscape, designed to run inside Web pages.

job descriptions, job titles. Do not capitalize unless it comes before the name of a person: Police Chief Joseph Smith, but Joseph Smith, chief of police.

judgment. Preferred spelling.

K

keyword. One word.

Kleenex. Trademarked name for a brand of facial tissue. Use *tissue* where *Kleenex* is not required.

L

label, labeled, labeling. Preferred spellings.

Latin abbreviations. Do not italicize.

law making (n.), law-making (adj.). Law making is complicated. The law-making process is complicated.

lay, lie. *To lay* is to place something in a horizontal position. *To lie* is to rest, press, or weigh against something or in a horizontal position.

lay off (v.), layoff (n.). Preferred constructions.

leakproof. One word.

like, as. Use *like* as a preposition to compare nouns and pronouns. It requires an object: Jim blocks like a pro. The conjunction *as* is the correct word to introduce clauses: Jim blocks the linebacker as he should.

like, such as. In general, *like* suggests a comparison where its meaning is *resembling*; *such as* implies inclusion where its meaning is *for example*.

line item (n.), line-item (adj.). Preferred constructions.

line of sight (n.), line-of-sight (adj.). Preferred constructions.

lists, in-line. Do not separate items in in-line lists with markers like *1)* or *a*. If the current wording is still too ambiguous for a comma or a semicolon to clarify, rewrite the sentence or create a vertical list.

lists, vertical. Only use numbered lists that have a specific rationale for ordering the items as they appear (e.g., referencing the items easily in later text). Use bullets in most cases.
CAPITALIZATION. If the setup for the vertical list is a complete sentence, capitalize the first letter of each bulleted item. If the setup is not a complete sentence, lowercase the bulleted items unless they are proper nouns or adjectives.
PUNCTUATION. End complete sentences in periods. Do not punctuate incomplete sentences unless they are completing the setup. For items that complete a setup, do not separate them with commas or semicolons; do not add *and* to the end of the penultimate item. Do not punctuate with a colon the end of a setup that is an incomplete sentence.

live load (n.), live-load (adj.). Preferred constructions.

load carrying (n.), load-carrying (adj.). Preferred constructions.

load indicator (n.), load-indicator (adj.). Preferred constructions.

load test (n.), load-test (v.). Preferred constructions.

lock-pin. Hyphenate.

log in (v.), login (n., adj.). Preferred constructions.

log off (v.), logoff (n., adj.). Preferred constructions.

log on (v.), logon (n., adj.). Preferred constructions.

Long-Range Transportation Plan. Preferred construction.

low water (n.), low-water (adj.). Preferred constructions.

lubricant-adhesive. Hyphenate.

lubricant-sealant. Hyphenate.

M

many, much. *Many* refers to count nouns: many M&Ms. *Much* refers to noncount nouns: much rice.

match-cast, match-casting. Preferred constructions.

match mark (n.), match-mark (v.). Preferred constructions.

M.D. Use the periods. *M.D.* follows the person's name: House, M.D.

media. When used as a noun, requires a plural verb: The media were at the scene of the accident.

memorandum, memorandums. Preferred plural spelling.

Metropolitan Planning Organization, MPO. Preferred capitalization.

microphone, mic. Preferred abbreviation.

mid-depth. Hyphenate.

mid-length. Hyphenate.

mid-opening. Hyphenate.

middle class (n.), middle-class (adj.). Preferred construction.

midspan. One word.

milepost, MP. One word. Preferred abbreviation. When referring to mileposts, provide more geographical context by naming the nearest town. If the town is not well-known, provide geographical context by giving how many miles and in what direction the milepost is from the nearest well-known city (e.g., Phoenix, Tucson, Flagstaff).

millimeter, mL. Preferred abbreviation.

modern day (n.), modern-day (adj.). Preferred constructions.

moon. Lowercase.

mosquito, mosquitoes. Preferred plural spelling.

mpg. Preferred abbreviation. Lowercase.

mph. Preferred abbreviation. Lowercase.

MP3. Preferred abbreviation. Capitalize.

multimodal. Do not hyphenate.

multiple-centerbeam. Hyphenate.

Muslim. Preferred spelling.

myriad. Note the word is not followed by *of*: the myriad books in the library.

Myspace. Trademarked spelling of social-networking site.

N

naive. No umlaut.

narrow-minded. Hyphenate.

nationalities and races. Capitalize the proper names of nationalities, peoples, races, tribes, etc.: Arab, Arabic; African-American; Navajo; Irish. Derogatory terms are never acceptable.

nighttime. One word.

neither/nor, not/or. These are the ways these words are usually paired. Pairing *not* with *nor* is also correct but requires a comma: I'm not a teacher or an engineer. I'm not a teacher, nor an engineer.

nonprofit. Do not hyphenate.

numbers. Spell out numbers that begin a sentence. Spell out casual uses: Thanks a million. Spell out whole numbers below 10, and use figures for 10 and above: They had 10 dogs, six cats and 97 rabbits. Use commas for numbers four digits in length or longer: 1,000; 50,698.
HIGHWAY DESIGNATIONS. Use numerals for highway designations: State Route 143, Interstate 17. When abbreviating, only separate the word and the number with a hyphen for interstates: SR 143, I-17. Do not include periods in US for highway designations: US 60.
LARGE NUMBERS. Spell *million*, *billion* and other large numbers, but use a numeral to express the actual number: $2 billion. Do not hyphenate the number and the word.
ORDINALS. Spell out *first* through *ninth* when they indicate sequence in time or location: first base, First Amendment. Starting with *10th*, use figures instead. Use figures for ordinals that have been assigned in forming names (usually geographic, military or political designations): 1st Ward, 5th Fleet. Do not superscript ordinals.
PERCENTAGES. Use figures for percentages, but do not use the percent symbol (*%*): 1 percent interest, 50 percent of the bill. For ranges, only use *percent* once: 12 to 15 percent.
PHONE NUMBERS. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

O

octopus, octopuses. Preferred plural spelling.

off-site, on-site. Hyphenate.

offline, online. Preferred spellings.

official titles. Do not capitalize unless it comes before the name of a person: President John F. Kennedy, but John F. Kennedy, president of the United States.

OK, OK'd, OK'ing, OKs. Preferred constructions.

onetime, one-time, one time. She is the onetime (former) governor. He is the one-time (once) winner of 2004. She did it one time.

P

park and ride (v.), park-and-ride (adj.). Preferred constructions.

patrol, patrolled, patrolling. Preferred spellings.

PDA. Capitalize.

.pdf, PDF. Lowercase for file extension. Capitalize in general use.

pedestrian hybrid beacon, PHB. Preferred capitalization.

percent, percentage, %. *Percent* is one word; it usually accompanies a figure. *Percentage* refers to amounts: A high percentage of the student body attended the dance. Do not use the symbol *%* in text, but use it in tables and other graphics.

Ph.D., Ph.D.s. Preferred constructions. In a title, it follows the individual's name: Gray, Ph.D.

phishing. A form of Internet fraud that aims to steal personal information such as credit cards, Social Security numbers, user IDs and passwords. Distinct from fishing, the outdoor activity.

phone numbers. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

phone, telephone. Use the former.

plants and animals. Lowercase common names of plants and animals: red maple, monarch butterfly. Capitalize names derived from proper nouns and adjectives: Venus flytrap, French bulldog.

pocket veto (n.), pocket-veto (v.). Preferred constructions.

pore, pour. The verb *pore* means to gaze intently or steadily: She pored over her books. The verb *pour* means to flow in a continuous stream: He poured the cream into his coffee.

post-tensioning (n., adj.). Preferred construction.

pothole. Preferred spelling.

PowerPoint. Trademarked spelling of the Microsoft Office presentation tool.
CAPITALIZATION. Capitalize bullets and new lines of text. Exception: If a series of bullets completes the thought of a higher-tiered stem, lowercase the first letter. All other capitalization rules apply.
PUNCTUATION. Punctuate complete sentences appropriately. Do not punctuate sentence fragments with end punctuation.

prefixes. In general, prefixes do not require hyphens unless the prefix ends in the same vowel that begins the root word, or the stem is a proper noun or adjective: pre-existing, anti-French. A hyphen may sometimes be necessary for clarification: recreate, re-create. The following list of prefixes gives some examples of standard hyphenation practices.
a-. achromatic, atonal.
after-. No hyphen after this prefix when it's used to form a noun: aftereffect, afterthought. Follow *after* with a hyphen when it's used to form compound modifiers: after-dinner mint, after-theater snack.
anti-. Some exceptions are listed in Merriam-Webster: anti-aircraft, anti-labor, anti-bias.
bi-. biannual, bisect, bilateral, bi-italic. Exception: bi-level.
by-. bylaws, byline.
co-. Refer to Merriam-Webster: coworker, coauthor, copilot. Exceptions to general rule: cooperate, coordinate.
counter-. counteract, counterargument, counterproposal.
cyber-. cyberspace, cyberbully, cybercafe.
dis-. dismember, disservice, dissemble.
down-. downgrade, downtown.
ex-. Do not hyphenate for words with the sense of *out of*: excommunicate, expropriate. Hyphenate words with the sense of *former*: ex-president, ex-governor.
extra-. Do not hyphenate for words with the sense of *outside of* unless the prefix is followed by a word beginning with *a* or a capitalized word: extraterrestrial, extra-alimentary, extra-Britannic. Hyphenate for words that are compound modifiers describing a condition beyond the usual size, extent or degree: extra-base hit, extra-mild taste, extra-large book.
fore-. forebrain, forefather, foregoing.
half-. Many exceptions to the general rule: half-baked, half-cocked, half-hour. Reference Merriam-Webster for specific hyphenations.
hydro-. hydroelectric, hydrocarbon, hydrophobia.
hyper-. hyperactive, hypercritical, hyperimmune.
in-. Do not hyphenate for words with the sense of *not*: inaccurate, insufferable. A few exceptions (check Merriam-Webster): in-depth, in-house, in-group.
infra-. infrared, infrastructure, infra-angelic.
inter-. inter-American, interstate, interracial.

intra-. intracity, intraparty, intranet.
like-. Hyphenate for words with the meaning of *similar to*: like-minded, like-natured. Do not hyphenate words with meanings of their own: likelihood, likewise, likeness.
mid-. In general, do not hyphenate unless a capitalized word follows: midair, mid-America, midsemester, midterm.
multi-. multicolored, multimillion, multilateral.
non-. In general, no hyphens: nonprofit, nongovernmental organization, nonrestrictive. Hyphenate before a proper noun or in awkward combinations: non-U.S. governments, non-insulin-dependent diabetes.
off-. Follow Merriam-Webster. Commonly hyphened: off-peak, off-white, off-site. Commonly not hyphenated: offset, offstage, offside.
one-. Hyphenate when used in writing fractions: one-half, one-third.
out-. Follow Merriam-Webster: outdated, outfield, outpatient, output.
over-. overexert, overrate, override.
pan-. No hyphen with common nouns: panchromatic, pantheism. When paired with a proper noun or adjective, also capitalize *pan-*: Pan-American, Pan-Asiatic, Pan-African.
post-. Usually not hyphenated: postdate, postdoctoral, postelection. Some exceptions: post-bellum, post-convention, post-mortem.
pre-. pre-election, pre-empt, pre-exist, prearrange, precondition, prehistoric.
pro-. Use a hyphen when coining terms that denote support for something: pro-labor, pro-peace, pro-business, pro-war. No hyphen when *pro-* is used in other senses: produce, profile, proactive.
quasi-. Needs a hyphen when used as a prefix: quasi-stellar. Exception: quasiparticle.
re-. Follows hyphenation rules: re-enter, reread, re-establish. Exceptions based on sense: recover, re-cover; reform, re-form; resign, re-sign.
self-. Hyphenate: self-interest, self-denial, self-reflection. Exceptions: selfish, selfless.
semi-. semifinal, semiannual, semi-invalid.
sub-. subbasement, subcommittee, subdivision.
super-. supercharge, superhighway, superpower.
supra-. supranational, supragovernmental, supra-angular.
trans-. transcontinental, transmigrate, trans-Siberian.
ultra-. ultramodern, ultrasonic, ultraviolet.
un-. unnecessary, un-American, unavailable.
under-. underdog, underground, undersecretary.
up-. upgrade, uptown, upstate.
wide-. Usually hyphenated: wide-angle, wide-brimmed, wide-open.

prepositions. It is grammatically acceptable to end a sentence with a preposition, especially a particle: This should cheer you up. But, do not end with a preposition if the meaning of the sentence would be the same without it. WRONG: Do you want to go with? RIGHT: Do you want to go? However, minimize ending sentences with prepositions because of the general perception that doing so is incorrect.
DOUBLE PREPOSITIONS. Usually unnecessary, imprecise. Sometimes it's fixed by simply deleting one of the prepositions: Get off ~~of~~ the freeway.

presentation. Use this term to refer to a file created in Microsoft Office PowerPoint.

president. Only capitalized when appearing in front of the individual president's name.

Presidents Day. Preferred construction.

prime time (n.), prime-time (adj.). Preferred constructions.

principal, principle. *Principal* refers to something that is the most important or highest in rank. A *principle* is a rule or code.

pronouns. Match the number and gender of the pronoun to the number and gender of the antecedent: George lost his wallet. Make subjects plural where the gender is either unknown or immaterial: Drivers should check their mirrors regularly.

proof load (n.), proof-load (adj.). Preferred construction.

proposition. Do not abbreviate. Capitalize when used with a figure in describing a ballot question: Proposition 15.

pros and cons. Preferred construction.

public, publicly. Preferred adverb spelling.

pull in (v.), pull-in (n., adj.). Preferred constructions.

pull out (v.), pullout (n., adj.). Preferred constructions.

push out (v.), push-out (n., adj.). Preferred constructions.

Q

quotation (n.), quote (v.). Preferred constructions. Do not use *quote* as a noun.

R

red light (n.), red-light (adj.). Preferred constructions.

referendum, referendums. Preferred plural spelling.

regime, regimen. A *regime* is a system or rule of government. A *regimen* is a systematic plan, such as a diet, therapy, etc. These two words have the same roots and have been treated as synonymous in the past. Their synonymy, however, has weakened as their meanings have become more distinct. Do not treat them as synonymous.

resume. No diacritical marks.

right hand (n.), right-hand (adj.). Preferred constructions.

right of way, rights of way. Preferred constructions and plural spelling.

rip-rap. Hyphenate.

rotational capacity (n.), rotational-capacity (adj.). Preferred constructions.

run off (v.), runoff (n.). Preferred constructions.

rush hour (n.), rush-hour (adj.). Preferred constructions.

S

seal-weld (v.). Hyphenate.

seasons. Do not capitalize unless part of a formal name: We will go to Flagstaff this winter. This year we're going to the Summer Olympics.

semilog. One word.

send off (v.), send-off (n.). Preferred constructions.

service limit (n.), service-limit (adj.). Preferred constructions.

service load (n.), service-load (adj.). Preferred constructions.

set up (v.), setup (n., adj.). Preferred constructions.

sheet, workbook. Use these terms to refer to a file created in Microsoft Office Excel.

sheet flow. Two words.

shop-splice (adj.). Hyphenate.

shop-weld (adj.). Hyphenate.

sic. Italicize. If added to quoted text, enclose within brackets.

single-ply. Hyphenate.

slip-critical. Hyphenate.

snowplow. One word.

Social Security number. Do not capitalize *number*.

spaces. A maximum of one space is allowed between words and punctuation. Most punctuation should be flush with the previous letter.

Spell Checker. Trademarked spelling for the spelling- and grammar-checking software.

split infinitives. Grammatically acceptable, but generally thought to be incorrect usage. Avoid where possible.

stand in (v.), stand-in (n., adj.). Preferred constructions.

stand off (v.), standoff (n., adj.). Preferred constructions.

stand out (v.), standout (n., adj.). Preferred constructions.

state. Lowercase all constructions of *the state of*: the state of Arizona. Do not capitalize *state* when used simply as an adjective to specify a level of jurisdiction: state Rep. Jane Doe, state funds, state department of transportation.

state names. Spell out state names when they stand alone in textual material. These states are always spelled out, regardless of context: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. When in conjunction with a city name in text and datelines, and in short-form party affiliation, use these abbreviations (postal codes in parentheses for clarity): Ala. (AL), Ariz. (AZ), Ark. (AR), Calif. (CA), Colo. (CO), Conn. (CT), Del. (DE), Fla. (FL), Ga. (GA), Ill. (IL), Ind. (IN), Kan. (KS), Ky. (KY), La. (LA), Md. (MD), Mass. (MA), Mich. (MI), Minn. (MN), Miss. (MS), Mo. (MO), Mont. (MT), Neb. (NE), Nev. (NV), N.H. (NH), N.J. (NJ), N.M. (NM), N.Y. (NY), N.C. (NC), N.D. (ND), Okla. (OK), Ore. (OR), Pa. (PA), R.I. (RI), S.C. (SC), S.D. (SD), Tenn. (TN), Vt. (VT), Va. (VA), Wash. (WA), W.Va. (WV), Wis. (WI) and Wyo. (WY).

stereotypes. Because stereotypes tend to be more offensive than not, do not use them.

still water (n.), still-water (adj.). Preferred constructions.

stormwater. One word.

straight, strait. *Straight* refers to something that has no bend or angle. A *strait* is a narrow passage of water that connects two larger bodies of water.

suffixes. Suffixes are not generally hyphenated, but follow Merriam-Webster's advice. Below are some example uses of suffixes.
-down. Generally separated from stem to create verbs: break down, breakdown; count down, countdown; run down, rundown.
-fold. No hyphen: twofold, fourfold, hundredfold.
-in. Precede with a hyphen: break-in, cave-in, write-in.
-less. No hyphen: childless, waterless, tailless.
-like. No hyphen unless the letter *l* would be tripled or the main element is a proper noun: bill-like, businesslike, Norwalk-like, shell-like. Exception: flu-like.
-maker. Follow Merriam-Webster's usage: chip-maker, policymaker, coffee maker.
-off. Follow Merriam-Webster. Commonly hyphenated: send-off (n.). Commonly not hyphenated: liftoff, playoff, takeoff.
-out. Follow Merriam-Webster. Generally, hyphenate nouns and adjectives: fade-out, fallout, washout, hide-out. Use two words for

verbs: fade out, hide out, wash out.
-over. Follow Merriam-Webster. Some frequently used words: carry-over (n.), takeover (n.), walkover (n.). Use two words when any of these occurs as a verb.
-up. Follow Merriam-Webster. Some frequently used words (as nouns and adjectives): breakup, call-up, checkup, close-up, grown-up, makeup, pileup. Use two words when any of these occurs as a verb.
-wide. No hyphen: citywide, statewide, countrywide.
-wise. Do not hyphenate where the meaning is i*n the direction of* or *with regard to*: clockwise, lengthwise, otherwise. Hyphenate where the meaning is *smart*: penny-wise, street-wise.

sun. Lowercase.

swivel joint (n.), swivel-joint (adj.). Preferred constructions.

swivel joist (n.), swivel-joist (adj.). Preferred constructions.

T

take off (v.), takeoff (n., adj.). Preferred constructions.

take out (v.), takeout (n., adj.). Preferred constructions.

take over (v.), takeover (n., adj.). Preferred constructions.

take up (v.), takeup (n., adj.). Preferred constructions.

team. Use a singular verb and the pronoun *it* when referring to the team as a collective unit. However, the team name takes a plural verb: The Phoenix Suns are on the road right now.

teen, teenager, teenage. Never teenaged.

telephone numbers. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

telltale. Preferred spelling.

temperature. Use figures for all temperatures except zero. Use a word, not a minus sign, to indicate temperatures below zero: The day's low was minus 10. The day's low was 10 below zero. Temperatures get higher or lower, but not warmer or cooler: Temperatures are expected to rise above 100 degrees Fahrenheit on Friday. In cases that require mention of scale, use these forms: 100 degrees Fahrenheit; 43 C.

tensile strength (n.), tensile-strength (adj.). Preferred constructions.

tension indicator (n.), tension-indicator (adj.). Preferred constructions.

text, texted, texting. Preferred spellings.

than, then. Use *than* for comparisons. Use *then* to show time and sequence.

that, which. Use *that* and *which* in referring to inanimate objects and to animals without a name. Use *that* for essential clauses, important to the meaning of the sentence, and without commas: All that glitters is not gold. Use *which* for nonessential clauses, where the pronoun is less necessary, and use commas: The cake, which I have heard so much about, is a lie.

thumbs-down, thumbs-up. Preferred constructions.

tie in (v.), tie-in (n., adj.). Preferred constructions.

tie up (v.), tie-up (n., adj.). Preferred constructions.

till (prep.). Not *'til*.

time. Use the days of the week, not *today* or *tonight*, but only use when the days of the week are within seven days before or after the current date. Use the month and a figure where appropriate. For time in-line with text, lowercase with periods, separate from the time with one space, and drop the *:00*: 7 p.m., 6:30 a.m., 4-5 p.m., 8 a.m.-5:30 p.m. For time shown in a list (e.g., an Hours and Locations Web page or section), follow the same rules, but eschew the periods: 7 pm, 6:30 am, 4-5 pm, 8 am-5:30 pm.

timeline. One word.

tip off (v.), tip-off (n., adj.). Preferred constructions.

titles. Follow these rules for formatting titles.
CAPITALIZATION. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles (i.e., *the*, *a*, *an*) or words of fewer than four letters if it is the first or last word in a title or subtitle: "The Hunger Games," "Harry Potter and the Sorcerer's Stone."
TREATMENT. Put quotation marks around all titles except religious texts and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar productions: the Talmud, "The Late Night Show with Jay Leno," "The Hunger Games," the Farmer's Almanac. Do not use quotation marks around titles of software: Windows, WordPerfect.
PERSONAL. Only capitalize personal titles when they appear in front of the individual's name. Lowercase everywhere else: President Obama lives in Washington, D.C. The president's family lives with him in the White House.
SUBTITLES. Follow the same rules for subtitles as you would for titles. The first word after the colon is capitalized.

tornado, tornadoes. Preferred plural spelling.

total, totaled, totaling. Preferred spellings.

toward. Not *towards*.

trade in (v.), trade-in (n., adj.). Preferred constructions.

trademark, ™, ®. Where possible, replace brand names and trademarks with generic terms. Where not possible, use only on first use for registered and unregistered trademark terms: Windows® XP, Windows Vista®, Windows 7.

trade off (v.), trade-off (n., adj.). Preferred constructions.

traffic-loading (n., adj.). Preferred construction.

transgender. Use the pronoun preferred by the individuals who have acquired the physical characteristics of the opposite sex or present themselves in a way that does not correspond with their sex at birth. If that preference is not expressed, use the pronoun consistent with the way the individuals live publicly.

transit-friendly. Hyphenate.

transsexual. A person who changes gender by undergoing surgical procedures.

travel, traveled, traveling. Preferred spellings.

try out (v.), tryout (n.). Preferred constructions.

tsar. Do not use. Use *czar* instead.

T-shirt. Preferred construction.

Tumblr. Trademarked spelling of the popular tumble blog site.

20-something. Preferred construction.

24/7. Preferred construction.

two-by-four. Preferred construction.

Twitter. Trademarked spelling of the social-networking site.

U

unground. One word.

United Arab Emirates, U.A.E. Use the periods in the abbreviation.

United Kingdom, U.K., UK. Use the periods in the abbreviation when it appears in text. For graphics, do not use the periods.

United Nations, U.N. Use the periods in the abbreviation.

United States, U.S., US, USA. Use the periods in *U.S.* when it appears in text. For graphics, do not use the periods. *USA* never takes periods.

units of measurement. No periods in most SI and U.S. abbreviations. Two exceptions are *inch* and *fluid ounce*: in., fl. oz. Lowercase all prefixes in or under the thousands. (Exception: *Kilobyte* is abbreviated KB.) Capitalize prefixes in the millions and above. Separate the number from the unit of measurement with one space.

upside down (adv.), upside-down (adj.). The car turned upside down. The book is upside-down.

upward. Not *upwards*.

user-friendly. Hyphenate.

username. Preferred spelling.

U-turn. Preferred construction.

V

Valley of the Sun, the Valley. Capitalize in reference to the Phoenix Metro area: Longtime residents of the Valley know how hot the summers can get.

V-E Day. Preferred construction.

versus, vs., v. Abbreviate to *v.* for court cases only: *Brown v. The Board of Education*.

veto, vetoed, vetoes, vetoing. Preferred spellings.

video game. Preferred construction.

V-J Day. Preferred construction.

virus, viruses. Preferred plural spelling.

W

walk up (v.), walk-up (n., adj.). Preferred construction.

Washington, D.C. Preferred construction. When *Washington, D.C.*, doesn't end a sentence, follow it with a comma.

waterline. Preferred construction.

water table. Preferred construction.

weather forecaster. Preferred over *weatherman*.

Web. Capitalize.

Web addresses. Do not include the "http://" or "www." For more information, go to azdot.gov.

website, Web page, World Wide Web. Preferred constructions.

weld toe (n.), weld-toe (adj.). Preferred constructions.

well. Hyphenate as part of a compound modifier: well-dressed, well-informed.

well-being. Hyphenate.

what, which. Use *what* when referring to an unknown or unspecified number of possible answers or options: What is your favorite color? Use *which* when referring to a fixed or limited number of possible answers or options: Which is your favorite color, blue or red?

wheel path. Two words.

wheel-load. Hyphenate.

wheelchair. Preferred construction.

white. Lowercase in reference to the race.

who, whom. *Who* is a subjective pronoun, meaning that it represents the noun performing the action of the phrase, clause or sentence: Who asked you? *Whom* is an objective pronoun, meaning that it represents the noun receiving the action of the phrase, clause or sentence: Whom did you tell? Use *whom* after prepositions (e.g., *to*, *with*, *for*, etc.) and (usually) after the verb of a sentence.

wiki. Lowercase in reference to the general website structure.

Wikipedia. Trademarked spelling of the online crowd-sourced encyclopedia.

work zone. Preferred construction.

workplace. Preferred construction.

workspace. Preferred construction.

worksheet. Preferred construction.

XYZ

X-ray. Preferred construction.

Yahoo. Trademarked spelling. Not *Yahoo!*.

year-end (n., adj.). Preferred construction.

yearlong. Preferred construction.

YouTube. Trademarked spelling of the online video-sharing community.

zero, zeros. Preferred plural spelling.

ZIP code. Preferred capitalization.

Ampersands, &

usage. Do not use except in Web addresses and trademarked names.

Apostrophes, ’

contractions. For ease of understanding and a less formal tone, some words can be shortened by omitting letters: I’ve, it’s, don’t, ‘tis the season.

dates. Use a right apostrophe to show a contracted date (the year of ’86) or possession (1969’s atmosphere). Do not use an apostrophe to show plural dates (the 1920s).

letters. Use an apostrophe for plurals of single letters, but not for multiple-letter combinations. Mind your p’s and q’s; He learned his ABCs and brought home a report card with four A’s and two B’s. The Oakland A’s won the pennant. The CEOs gathered for a brunch.

numbers. Do not use an apostrophe for plurals of numerals: He earned all 5s on his AP exams.

possession. The apostrophe’s most common usage is to show possession.
PLURAL NOUNS NOT ENDING IN *S*. Add *’s*: the alumni’s contributions, women’s rights.
NOUNS PLURAL IN FORM, SINGULAR IN MEANING. Add only an apostrophe: mathematics’ rules, measles’ effects. Apply the same principle when a plural word occurs in the formal name of a singular entity: General Motors’ profits, the United States’ wealth.
NOUNS THE SAME IN SINGULAR AND PLURAL FORM. Treat them the same as plurals, even if the meaning is singular: one corps’ location, the two deer’s tracks, the lone moose’s antlers.
SINGULAR NOUNS NOT ENDING IN *S*. Add *’s*: the church’s needs, the girl’s toys, the horse’s food, the ship’s route, the VIP’s seat. Some style guides say that singular nouns ending in *s* sounds such as *e*, *x* and *z* may take either the apostrophe or *’s*. For consistency and ease in remembering a rule, use *’s* if the word does not end in the letter *s*: Butz’s policies, the fox’s den, the justice’s verdict, Marx’s theories, the prince’s life, Xerox’s profits.
SINGULAR COMMON NOUNS ENDING IN *S*. Add *’s* unless the next word begins with *s*: the hostess’s invitation, the hostess’ seat; the witness’s answer, the witness’ story.
SINGULAR PROPER NOUNS ENDING IN *S*. Use only an apostrophe: Achilles’ heel, Dickens’ novels, Jules’ seat, Kansas’ roads, Tennessee Williams’ plays. (An exception is St. James’s Palace.)
JOINT AND INDIVIDUAL POSSESSION. Use a possessive form after only the last word if ownership is joint: Fred and Sylvia’s apartment, Fred and Sylvia’s stocks. Use a possessive form after both words if the objects are individually owned: Fred’s and Sylvia’s books.

Brackets, [ ]

quoted material. Use to show alteration to an original quotation: “They [the students] ... took a field trip.” It is not necessary to put brackets around ellipses, even if they were not part of the original text.

parenthetical. Use to show a parenthetical embedded within a parenthetical: Joey (the school [Hawthorne High’s] star sprinter) twisted his ankle slipping on a patch of ice. This construction is generally thought to be bad form and should be avoided.

Colons, :

general. Do not place a colon at the end of a sentence fragment.

capitalization. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: He promised this: The company would make good all the losses. But: There were three considerations: expense, time and feasibility.

listing. Use the colon in such listings as time elapsed (1:31:07.2), time of day (8:31 p.m.), biblical and legal citations (Arizona Revised Code 3:245-260).

dialogue. Use a colon for dialogue: Bailey: What were you doing the night of the 19th?

Q and A. The colon is used for question-and-answer interviews: Q: Where did you go to school to become an engineer?

introducing quotations. Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use a colon to introduce long quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.

placement with quotation marks. Colons go outside quotation marks unless they are part of the quotation itself.

in titles. Use a colon to indicate a subtitle within a title.

miscellaneous. Do not combine an em dash and a colon.

Commas, ,

in a series. Use a comma to separate elements in a series, but do not put a comma before the conjunction in a simple series: Arizona's flag is red, blue, yellow and copper. Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: I had orange juice, toast, and ham and eggs for breakfast. Also use a comma before the concluding conjunction in a complex series of phrases.

with coordinate adjectives. Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal, or coordinate: the gray, scratchy shawl. Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is equivalent to a single noun phrase: a cheap fur coat.

with nonessential phrases and clauses. A nonessential phrase or clause must be set off by commas. An essential phrase or clause must not be set off from the rest of a sentence by commas.

with introductory phrases and clauses. Use a comma to separate an introductory clause or phrase from the main clause: When the leaves begin to change, children spend more time outside. The comma may be omitted after short introductory phrases if no ambiguity would result: During the night he heard many noises. But use the comma if its omission would slow comprehension: On the street below, the curious gathered.

with conjunctions. Use a comma before coordinating conjunctions (i.e., *for*, *and*, *nor*, *but*, *or*, *yet*, *so*) that connect independent clauses: She was glad she had looked, for someone was approaching the house. The comma may be dropped if the two independent clauses are short: He ran and I walked.

introducing a direct quotation. Use a comma to introduce a complete one-sentence quotation within a paragraph. Use a colon to introduce quotations of more than one sentence. Do not use a comma at the start of an indirect or partial quotation.

before attribution. Use a comma instead of a period at the end of a quotation that is followed by attribution: "Run to the store," she suggested. Do not use a comma, however, if the quoted sentence ends with a question mark or exclamation point: "Why should I?" he asked.

with hometowns and ages. Use a comma to set off an individual's hometown or age when it is placed in apposition to a name (whether *of* is used or not): Mary Smith, Glendale, and Mark Smithe, Scottsdale, were there.

separating similar words. Use a comma to separate duplicated words that otherwise would be confusing: What the problem is, is not clear.

in large figures. Use a comma for most figures greater than 999. The major exceptions are street addresses (1655 W. Jackson), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers, page numbers and years (1990).

placement with quotations. Commas always go inside quotation marks.

with full dates. When a phrase refers to a month, day and year, set off the year with commas: February 14, 2012, is Arizona's centennial.

DO NOT USE. To separate a subject from a verb. WRONG: The cat, was lazy. To separate a verb from the remaining predicate. WRONG: The cat was, lazy. To separate compound subjects. WRONG: The cat, and dog were lazy. To separate compound objects. The cat was lazy, and fat. To separate an essential dependent clause following an independent clause. WRONG: The cat was fat, because it ate too much. BUT: Because it ate too much, the cat was fat.

Ellipses, ...

construction. Consider the ellipsis a three-letter word: a space before and after, but none in between the letters, or periods in this case.

purposes. Use an ellipsis to indicate the deletion of one of more words in condensing quotations, texts and documents. Do not delete text that would distort the meaning. An ellipsis may also be used to indicate a thought that the speaker or writer does not complete.

with other punctuation. If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I don't have enough flour. ... I'll have to go to the store. When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis: Will you come with me? ... When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

quotations. In writing a story, do not use ellipses at the beginning and end of direct quotations. RIGHT: "It has become evident to me that I no longer have a strong enough political base," Nixon said. WRONG: " ... it has become evident to me that I no longer have a strong enough political base ... ," Nixon said.

special effects. Ellipses also may be used to separate individual items within a paragraph of show-business gossip or similar material. Use periods after items that are complete sentences.

Em Dashes, —

abrupt change. Use an em dash to denote an abrupt change in thought in a sentence or an emphatic pause: We will fly to Paris in June — if I get a raise. Smith offered a plan — it was unprecedented — to raise revenues.

series within a phrase. When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use em dashes to set off the full phrase: He listed the qualities — intuitive, visually appealing and unbuggy — that he liked in a smartphone.

attribution. Use an em dash before an author's or composer's name at the end of a quotation: "Reports of my death are greatly exaggerated." — Mark Twain.

in datelines. NEW YORK (AP) — The city is broke.

with spaces. Put a space on both sides of an em dash in all uses.

En Dashes, –

AP style. Do not use an en dash. No style guidelines exist in the 2011 AP Stylebook to direct its usage.

5.4 Editorial Style Guide | Punctuation Review

Exclamation Points, !

emphatic expressions. Use the exclamation point to express high degree of surprise, incredulity or other strong emotion.

overuse. It's easy to do, and the mark will lose its meaning quickly. End mildly exclamatory sentences with a period. Do not end mildly exclamatory interjections with an exclamation point.

placement with quotation marks. Place the mark inside quotation marks when it is part of the quoted material: "How wonderful!" he exclaimed. Place the mark outside the quotation marks when it is not part of the quoted material: I loved reading Spenser's "Faerie Queene"!

miscellaneous. Do not use a comma or a period after the exclamation mark. WRONG: "Halt!", the corporal cried. RIGHT: "Halt!" the corporal cried. Do not pair the exclamation point with a question mark. WRONG: "What?!" she cried. RIGHT: "What!" she cried. RIGHT: "What?" she cried.

Hyphens, -

avoiding ambiguity. Use a hyphen whenever ambiguity would result if it were omitted: The president will speak to small-business men. (Businessmen is normally one word, but "the president will speak with small businessmen" is unclear.) He recovered his health. She re-covered the sofa.

compound modifiers. When two or more words expressing a single concept precede a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *-ly*: a first-quarter touchdown, rush-hour traffic, a very pretty horse, an easily remembered rule. Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: The team scored in the first quarter. The traffic during rush hour is heinous. But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen must usually be retained to avoid confusion: The celebrity is well-known. That child is soft-spoken.

compound proper nouns and adjectives. Use a hyphen to designate dual heritage: Irish-American, African-American. No hyphen, though, for *French Canadian* or *Latin American*.

prefixes and suffixes. Do not hyphenate prefixes unless the stem is a proper noun or adjective, or the stem begins with the same vowel that ends the prefix. See the prefixes and suffixes sections of the Editorial Style chapter for more examples. Defer to Merriam-Webster for all words not occurring in this guide.

avoiding doubled vowels, tripled consonants. Hyphenate to avoid most doubled vowels: anti-intellectual, pre-empt. Exception: cooperate, coordinate. Hyphenate to avoid tripled consonants: shell-like, bill-like.

with numerals. Use a hyphen when large numbers ending in *-y* must be spelled out: twenty-one, sixty-five.

expressing ranges. Use a hyphen to show a range, but not when *between* or *from* precedes the numerals: The concert is 6:30-10 p.m. The concert is from 6:30 to 10 p.m. The concert will take place between 6:30 and 10 p.m.

suspensive hyphenation. The form: He received a 10- to 20-year sentence in prison.

in titles. When the word before a hyphen would stand on its own as a word (i.e., not a prefix), do not capitalize the word after the hyphen. Capitalize the word after the hyphen in all other cases. Do not use hyphens to indicate subtitles.

miscellaneous. In some styles, a hyphen can be paired with an en dash to express a nuanced relationship between the parts of the compound word: a non–cat-and-mouse game. Because AP does not use en dashes, another hyphen is acceptable: a non-cat-and-mouse game.

Parentheses, ( )

parenthetical information. Use sparingly. In general, rewrite the sentence so that the information does not have to be set off with parentheses.

with periods. Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment). (An independent parenthetical sentence like this one takes a period before the closing parenthesis.) When a clause placed in parentheses (this one is an example) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

Periods, .

sentence termination. Use a period to end declarative and mildly imperative sentences: The stylebook is finished. Shut the book. Use an exclamation point if greater emphasis is desired for imperative sentences: Be careful! Use a period to end rhetorical and indirect questions: Why don't we go. He asked what the score was.**SPACING.** Use a single space after a period at the end of a sentence.

abbreviations. Most lowercase and two-letter uppercase abbreviations take periods. Check individual entries and Merriam-Webster for specific abbreviations.

initials. One- and two-letter initials take periods: John F. Kennedy, T.S. Eliot. No spaces between two-letter initials. Abbreviations using only the initials of a name do not take periods: JFK, LBJ.

placement with quotation marks. Periods always go inside quotation marks.

Question Marks, ?

sentence termination. Use a question mark to end direct and interpolated questions: When will the on-ramp close? You told me — Did I hear you correctly? — that the on-ramp would be closed all weekend.

placement with quotation marks. Place within quotation marks when part of the quoted text only: Who wrote "Gone with the Wind"? He asked, "How long is the book?"

miscellaneous. The question mark supersedes the comma that normally is used when supplying attribution for a quotation: "How long is the book?" he asked.

Quotation Marks, " "

when not required. Original text and Q-and-A formats.

irony. Put quotation marks around a word or words used in an ironical sense: The "debate" turned into a free-for-all.

unfamiliar terms. A word or words being introduced to readers may be placed in quotation marks on first reference and then eschewed in subsequent references: Broadcast frequencies are measured in "kilohertz."

composition titles. Put quotation marks around all titles except religious texts and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar productions: the Talmud, "The Tonight Show with Jimmy Fallon," "The Hunger Games," the Farmer's Almanac. Do not use quotation marks around titles of software: Windows, WordPerfect.

quotations within quotations. Alternate between double quotation marks (" or ") and single quotation marks (' or '). Use three marks together if two quoted elements end at the same time: She said, "He told me, 'I'm a big fan.'"

placement with other punctuation. The period and the comma always go within the quotation marks. The colon, em dash, exclamation point, question mark and semicolon go inside the quotation marks when they are part of the quoted material. They go outside when they apply to the whole sentence.

Semicolons, ;

in a series. Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas: This summer, we're traveling to Carlsbad, New Mexico; Amarillo, Texas; and St. Louis, Missouri.

linking independent clauses. Use semicolons when a coordinating conjunction (i.e., *for*, *and*, *nor*, *but*, *or*, *yet*, *so*) is not present: The on-ramp will be closed this weekend; they are repainting the lines. If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses: They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane. If a conjunctive adverb is present (e.g., *however*, *moreover*, etc.), use a semicolon and set off the adverb with a comma: The day was rainy; however, we were warm by the fire. It may sometimes be better to break the clauses into different sentences.

placement with quotation marks. Place semicolons outside quotation marks unless they are part of the quoted material.

Slashes, /

descriptive phrases. 24/7, 9/11.

alternatives. Use to denote alternative words: the writer/director, and/or.

poetry. Use to denote three or fewer separate lines of poetry: Roses are red / violets are blue. Where four or more quoted lines are necessary, use block formatting.

spacing. For constructions that connect only one word on either side of the mark, no spaces are required: and/or. For quoted verse and constructions with more than one word on either side of the mark, surround the mark with one space on each side: Cold War / Red Scare era.

Editorial Style

Because ADOT's Research Center specializes in a particular type of publication, writers of that section should follow The Chicago Manual of Style where applicable. Please refer to this guide for transportation-specific terms because they are based on the American Association of State Highway and Transportation Officials (AASHTO) style. If a transportation-specific term is not here, refer to AASHTO's style manual before proceeding either to Merriam-Webster or Chicago.

Citation Style

Use Chicago's style for citing sources.