

GRI

2020

Style Guide

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Prepared by



9750 SW Nimbus Avenue
Beaverton, OR 97008-7172
(503) 641-3478 | www.gri.com

GRI Style Guide

(June 15, 2020)

NOTABLE CHANGES

- One space after periods
- Spell out units of measure (except tabular material)
- Include units of measure after every number in a range
- Standardize rules for lists
- Standardize use of italics/quotation marks for titles

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SPACES

Punctuation and Spacing (6.7)

In typeset matter, one space, not two, should be used between two sentences—whether the first ends in a period, a question mark, an exclamation point, or a closing quotation mark or parenthesis. By the same token, one space, not two, should follow a colon.

NUMBERS

Chicago's General Rule—Zero Through One Hundred (9.2)

Chicago advises spelling out whole numbers from zero through one hundred. **An alternative rule—zero through nine (9.3).** Many publications, including those in scientific or journalistic context, follow the simple rule of spelling out only single-digit numbers and using numerals for all others. For GRI, we follow the alternative rule as a way of conserving space.

Numbers: Physical Quantities (9.13)

In nontechnical material, physical quantities such as distances, lengths, areas, and so on are usually treated according to the general rule. It is occasionally acceptable to depart from the general rule for certain types of quantities that are commonly (or more conveniently) expressed as numerals; such a departure, subject to editorial discretion, must be consistently applied for like quantities across a work.

A 40-watt bulb *80 miles per gallon*
A size 14 dress *A 32-inch inseam*

Abbreviations and Symbols (9.16)

If an abbreviation or a symbol is used for the unit of measure, the quantity is always expressed by a numeral. *Note that hyphens are never used between the numeral and the abbreviation or symbol, even when they are in adjectival form.*

Fractions

When expressing fractions in words, hyphenate: *one-half*, *two-thirds*, *three-quarters*.

Use ALT codes in the table below or [here](#) to insert fractions that don't autocorrect: $\frac{1}{7}$, $\frac{1}{10}$, $\frac{2}{3}$

Symbol	Windows ALT Code	Mac Shortcut	Symbol Description
$\frac{1}{3}$	ALT+8531	Option+2153	One third
$\frac{2}{3}$	ALT+8532	Option+2154	Two thirds
$\frac{1}{5}$	ALT+8533	Option+2155	One fifth
$\frac{2}{5}$	ALT+8534	Option+2156	Two fifths
$\frac{3}{5}$	ALT+8535	Option+2157	Three fifths
$\frac{4}{5}$	ALT+8536	Option+2158	Four fifths
$\frac{1}{8}$	ALT+8539	Option+215B	One eighth
$\frac{3}{8}$	ALT+8540	Option+215C	Three eighths
$\frac{5}{8}$	ALT+8541	Option+215D	Five eighths
$\frac{7}{8}$	ALT+8542	Option+215E	Seven eighths
$\frac{1}{10}$	ALT+8530	Option+2152	One tenth

Numbers

Write out numbers one through nine; use figures for 10 and above.

*James bought three apples, six pears, and 14 watermelons.
five borings*

Note: Always use a zero preceding the decimal point for numbers smaller than 1.0.

Numerals

Unlike numbers, use figures for all numerical measurements, percentages, and time of day.

*6-in.-long pipes, but six pipes
2,000 psi (use comma)
0.01, not .01*

Additional

- When writing a range, state the units or % **with both values**. If a budget increase was \$3-\$4 million dollars that might mean \$3 to \$4 million, or \$3 million to \$4 million. State the units with each number to eliminate ambiguity.
- Write out any number that begins a sentence.
- Write out ordinal numbers (a number that indicates rank) under 10; use numerals for ordinal numbers 10 and above.
- Use numerals for each number when two or more numbers appear in a sentence and one of them is 10 or larger.
- Use numerals (not words) usually until 1 million.
- To make large numbers (beginning with 1 million) easier to read, mix numerals and written-out units.
- Use numerals for exact times that are followed by a.m. or p.m.

ABBREVIATIONS AND ACRONYMS

When to Use Abbreviations (10.3)

Outside the area of science and technology, abbreviations and symbols are most appropriate in tabular matter, notes, bibliographies, and parenthetical references.

Abbreviations

Spell out units of measure except for tabular matter, notes, bibliographies. Abbreviate after first instance of a unit with 3+ words (e.g., "parts per million (ppm)"). Shaded cells below are units of measure that should be abbreviated after the first instance.

in.	inch(es)	ft	foot, feet
sq ft	square foot/feet	sec	second
gal.	gallon(s)	L	liter(s)
g	gram(s)	mg	milligram(s)

ppm	parts per million	m	meter(s)
cu yd	cubic yard(s)	psf	pounds per square foot
mg/kg	milligrams per kilogram	pcf	pounds per cubic foot

Use of a.m. and p.m.: Do not capitalize a.m. and p.m. (but do use periods).

i.e. and e.g. (6.43, 10.43). It is preferable to spell out i.e. (*in other words, that is*) and e.g. (*for example*) in formal prose. Always put a comma after e.g. and i.e. Do not italicize e.g. or i.e. Chicago style is to use these abbreviations only within parentheses or in notes.

Academic degrees. Chicago recommends omitting periods in abbreviations of academic degrees unless they are required for reasons of tradition. Spelled-out terms, often capitalized in institutional settings, should be lowercased in normal prose. These designations are set off by commas when they follow a personal name.

*BA bachelor of arts; MS master of science; PhD doctor of philosophy.
Jane S. Doe, PhD, attended Harvard University.*

Do not use periods with an abbreviation for a degree: MA, BA, PhD, etc.

Professional designations. Abbreviations for other designations, professional and otherwise, follow the pattern of academic degrees. (*PE, GE, CEG*)

Abbreviations (10.3). Spell out an abbreviation or acronym when it is first used. Follow it with the abbreviation in parentheses. Abbreviations should not be used only once in a document, never to be used again. In a short document, try to avoid using them at all, *especially* if the term will only be used once or twice. Often, it is easier to spell out the term twice.

SYMBOLS

Percentages

Do not use a space between the number and the percent sign. Use numerals and the % symbol except when beginning a sentence:

Spontaneous recovery occurred in 15% of the patients. Eighty-five percent of patients took longer to recover.

For expressions including two or more quantities, the abbreviation or symbol is repeated if it is closed up to the number, but not if it is separated.

35%-50%.
2 x 5 centimeters.
3°C-7°C.

Use °, not degrees.

PERIODS AND COMMAS

Serial (Oxford) Commas (6.18)

When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction.

Brown mottled red, white, and gray.

Do not use periods for the names of laws.

COLONS AND SEMICOLONS

Using Semicolons Instead of Commas in a Series (6.19)

When elements in a series include internal punctuation, or when they are very long and complex, they may need to be separated by semicolons rather than by commas. For a simple list, however—even if it is introduced with a colon—commas are preferred.

The performances included a percussion duo; a dance team, which consisted of a woman, man, and child; and a guitarist.

QUOTATION MARKS AND APOSTROPHES

In most cases, avoid using quote marks around specific words. Where possible, use italics. Nicknamed “scare quotes,” they signal to the reader that this is not how the term is usually used. The intent may be to emphasize the quoted words, but the quotes may actually mislead or confuse the reader.

Apostrophes

Use an apostrophe with degrees such as bachelor’s degree, including when the word “degree” is not used, as in “He finished his master’s last summer.”

Use apostrophes for possessives but not for nonpossessive plurals except for letters and symbols.

Plural: *girls, women, princesses, Joneses.*

Possessive singular: *girl’s, woman’s, Jones’s, Smith’s*

Possessive plural: *girls’, women’s, princesses’, Joneses’, Smiths’*

Plurals of Letters and Numbers (7.14)

Capital letters used as words, numerals used as nouns, and abbreviations usually form the plural by adding *s*. Lowercase letters form the plural with an apostrophe and an *s*. Exceptions can be found in Section 10.43.

In this font, 5s and 6s look alike.

Her report card was full of Cs and Ds.

The three Rs; x’s and y’s; the 1990s; IRAs; BSs, MAs, PhDs.

Punctuation within Quotation Marks (6.10)

The period and comma always go within quotation marks in American English usage. Colons and semicolons follow closing quotation marks; question marks, dashes, and exclamation points follow closing quotation marks as well unless they belong within the quoted matter or the full sentence.

HYPHENATION

Used primarily to form compound modifiers, except when using an adjective ending in -ly.

6-inch-long pipes, but the pipes are 6 inches long
8-foot-diameter hole, but the hole is 8 feet in diameter
time-and-expenses basis
well-known geotechnical engineer
normally consolidated soils

Compound Modifiers

In general, hyphenate if the modifier appears *BEFORE* the noun and do not hyphenate if it appears *AFTER* the noun:

We saw a sleep-inducing concert.
The concert was sleep inducing.

Exception: do not use a hyphen after an adverb ending in -ly.

It was a tremendously rewarding experience.
He is a barely known actor.

Hyphens and Numbers

Use a hyphen when the number is a descriptor and a modifier for numbers between 21 and 99, unless the compound modifier includes an abbreviation.

24-inch ruler
10-minute delay
18-year-old power plant over a 12-month period
five-year plan
three-week period
4 psi pressure

CAPITALIZATION

Do not capitalize state, federal, or nation unless it is a proper name (Federal Register). Do not capitalize or underline for emphasis. Use **bold** or *italics*.

Title case capitalization:

Natural Gas Consumption Increasing.

Sentence case:

Natural gas consumption increasing.

Be consistent for headers and titles within a document.

USE OF ITALICS AND BOLD

GRI prefers italics text for emphasis. Italics can be used to emphasize a word or phrase, rarely a whole sentence or paragraph. If used too frequently, italics or bolding for emphasis lose their power.

Do not use italics for:

et al. (and all other items)

i.e. (in other words)

e.g. (for example)

Italics and Bold in Titles

Italics is preferred to set off the titles of major or freestanding works such as books, journals, movies, and paintings. Quotation marks are usually reserved for the titles of subsections of larger works—including chapter and article titles, and titles of reports. Do not italicize the publishing agency name (e.g., ODOT, USGS, ASCE).

Reports: "Report titles"

Standard References: USGS National Seismic Hazard Maps

Codes: Oregon Revised Statutes Section XX.XXX, "Name of Code Section"

Oregon Structural Specialty Code Section XX, "Name of Section"

Standard Documents: ASCE 7-16, *Minimum Design Loads and Associated Criteria for Buildings and Other Structures*

DATES AND TIME

Do not begin a sentence with a numeral or a year.

Incorrect: *2012 stocks are increasing.*

Correct: *Stocks in 2012 are increasing. The year 2012 shows increasing stocks.*

Calendar references are not units of measure, so spell out the numbers. (Two weeks vs 2 weeks)

Dates

Comma on both sides of the year unless only month and year are given:

June 3, 1968, was a wonderful day.

June 1968 was a wonderful month.

Names of months followed by the day, or day and year, may be abbreviated as three-letter abbreviations (*Mar.*, *Apr.*, *May*, *Jun.*, etc.) in footnotes, tables, and bibliographies where space is limited. Otherwise, spell out the full name of the month.

Use of a.m. and p.m.

Do not capitalize a.m. and p.m. (but do use periods). Include a space between the time and a.m./p.m. (6:30 a.m.).

Additional:

- Use *since* with time (Since 2005, natural gas use has grown.) and *because* when you want to show the cause (Because it was raining, we got wet.).

LOCATIONS

Do not use postal codes except in addresses and footnotes: Cushing, Oklahoma, not Cushing, OK (except for Washington, DC where the postal code is part of the city name).

City and State

Include a comma on both sides of the state name.

Dave grew up in Boston, Massachusetts, with his family.

LISTS

For everything you need to know about lists, see CMOS 6.121-6.126.

Lists and Outlines—General Principles (6.121)

Unless introductory numerals or letters serve a purpose—to indicate the order in which tasks should be done, to suggest chronology or relative importance among the items, to facilitate text references, or, in a run-in list, to clearly separate the items—they may be omitted.

Run-In vs. Vertical Lists (6.122)

Short, simple lists are usually better run in, especially if the introduction and the items form a complete grammatical sentence.

Run-In Lists (6.123)

If numerals or letters are used to mark the divisions in a run-in list, enclose them in parentheses. If letters are used, they are sometimes italicized within roman parentheses. If the introductory material forms a grammatically complete sentence, a colon should precede the first parenthesis. When each item in a list consists of a complete sentence or several sentences, the list is best set vertically.

Vertical Lists—Punctuation and Format (6.124)

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences. If the items are numbered, a period follows the numeral and each item begins with a capital letter.

Additional:

- If you have more than three points, consider using a numbered or bulleted list. Saying 'seventh' is cumbersome and confusing.
- Do not use commas or semicolons at the end of each list item.
- Use numbered lists to indicate steps, sequence, or ranking.
- Use a bulleted list when the order of the items is not important, and the list is not about steps or procedures. Use a bulleted list rather than sentences when you want to clearly indicate the main points to readers.

CITATIONS

Include the following information in source citations that appear as either notes or footnotes for online GRI articles, graphs, and images.

Geotechnical Investigation, "Phase I Core Park Developments, Vancouver Waterfront Park, Vancouver, Washington," dated March 26, 2012, prepared by GRI for BergerABAM.

For in-text citations, state the author's last name, comma, then published year in parentheses at the end of a clause or sentence. If there are more than three authors for a reference, use "et al." after the first author's last name (e.g., "(Beeson et al., 1991)").

Citing References

List references in alphabetical order; note use of lowercase letters in titles. If there are multiple references under the same lead author, order them by published date. If the published dates are the same, include lettered numbering after published date in reference and in-text citation (*USGS, 2014(a), USGS, 2014(b)*) Examples:

Beeson, M. H., Tolan, T. L., and Madin, I. P., 1991, Geologic map of the Portland quadrangle, Multnomah and Washington counties, Oregon and Clark County, Washington: Oregon Department of Geology and Mineral Industries, Geologic Map Series GMS-75.

_____, 1989, Geologic map of the Lake Oswego quadrangle, Clackamas, Multnomah and Washington Counties, Oregon: Oregon Department of Geology and Mineral Industries, Geological Map Series GMS-59.

U.S. Geological Survey, 2008, Probabilistic hazard lookup by latitude, longitude, accessed 11/19/15 from USGS website: <https://geohazards.usgs.gov>

MISCELLANEOUS

- In data tables, letters are recommended for footnotes to avoid confusion with the numbers in the data table.
- The CMOS recommends *website* vs. *web site* (14.243), and *email* vs. *e-mail*.
- The word *data* is the plural form of *datum*. Example: *the data are subject to revisions*.
- The word *memoranda* is the plural form of *memorandum*.
- The word *appendices* is the plural for of *appendix*.
- Avoid using the word *impact* unless referring to forceful blow.
- Use of the word *toward* instead of *towards*? *Toward* is, according to the CMOS, the most common American English spelling, while *towards* is British English.
- Avoid using the word *initiate* unless referring to ceremony to enter a special society.

- Avoid using the words *hence*, *herein*; they are archaic and formal.
- When referring to sections, figures, and tables in the report, use:
 - see Section
 - on Figure
 - in Table
 - on page
- Use between here and there, not between here to there.

GLOSSARY OF COMMON GRI WORDS AND PHRASES (and how to hyphenate and/or abbreviate them)

2-inch-outside-diameter 3-inch-inside-diameter	National Geodetic Vertical Datum of 1929 (NGVD 29)
aggregate base (AB)	North American Vertical Datum of 1988 (NAVD 88)
American Association of State Highway and Transportation Officials (AASHTO)	northwest total petroleum hydrocarbons (NWTPH)
American Public Works Association (APWA)	NWTPH gasoline extended range (Gx) NWTPH diesel extended range (Dx)
American Society of Civil Engineers (ASCE)	Oregon Standard Specifications for Construction (OSSC)
asphalt concrete (AC)	Oregon Structural Specialty Code (SSC)
Asphalt Pavement Association of Oregon (APAO)	overexcavated/overexcavation
ASTM International (ASTM)	overcompacted/overcompaction
backcalculation analysis	overconsolidation
California bearing ratio (CBR)	Pile Driving Analyzer (PDA)
Case Pile Wave Analysis Program (CAPWAP)	polycyclic aromatic hydrocarbons (PAHs)
concrete masonry unit (CMU)	pore water, pore-water pressure
cone penetration test (CPT)	portable photo-ionization detector (PID)
cyclic direct simple shear (DSS) test	portland cement concrete (PCC)
deep soil mixing (DSM)	proof rolled
Department of Environmental Quality (DEQ) Clean Fill Screening Criteria (CFSC)	riverbank
dilatometer test (DMT) soundings	shear-wave velocity
drainpipe	sheetpile
dynamic cone penetration test (DCPT)	standard penetration test (SPT)
falling weight deflectometer (FWD)	stormwater
ground-penetrating radar (GPR)	subduction-zone event/earthquake
groundwater	toxicity characteristic leaching procedure (TCLP)
hand-augered borings	unreinforced masonry (URM)
in situ (in-situ when modifying a noun)	vibrating-wire piezometer
Kessler dynamic cone penetration (KDCP)	volatile organic compounds (VOCs)
Load and Resistance Factor Design (LRFD)	Wave Equation Analysis of Pile Driving (WEAP)
maintenance and rehabilitation (M&R)	weepholes
micropiles	World Geodetic System 1984 (WGS 84)

**If you have any additional questions about standard terms, please reach out to a fellow member of Production.