A Quick Reference to Recommended Writing Style for RWJF Publications

This Quick Reference is a convenient resource, especially for terms that are often misspelled or misused. For complete style recommendations for writing, spelling, formatting, punctuation, and citations, see the comprehensive online RWJF Writing Style Guide, sixth edition.

Terms That Are Often Misspelled, Misused (Major changes and additions are in bold.)

A
ableism
accommodate
acknowledgment
activity-friendly (adj.)
add-on (adj. and n.)
ad hoc
adolescent
advice (n.)
advise (v.)
affordable care act
African-American (black preferred)
ageism
ages 2 to 12 (not aged)
AIDS-related (adj.)
à la carte
allot; allotted; allotting (v.)
a lot (never alot)
Alzheimer or Alzheimer’s disease
antitrust
associate degree
at-risk children; children at risk
bud-in (n.); buy in (v.)
by-product (hyphen pref)
cost benefit (adj., n.)
cost-cut (v.);
cost-cutting (adj., n.)
cost-effective;
cost-effectiveness
cost-reimburse (prefer reimburse the cost)
cost-sharing
counselor
countermeasure
countrywide
countywide
co-worker
crosscut; crosscutting
cross-dresser (preferred over transvestite)
cross-section (n.);
cross-section (v.);
cross-sectional (adj.);
cross-sector (adj.)
culture of health (CoH may be used only in internal communications.)
cutback (n.); cut back (v.)
cutting edge (n.);
cutting-edge (adj.)

B
beneficence
benefited or benefitted
bikeable
bingeing or binging
bipolar affective disorder
biweekly (use every other week)
black (preferred over African-American)
breakthrough (n.);
break through (v.);
brainstorming;
break-through (adj.)
built-in (adj.);
built in (v.);
burnout (n.)
dashcam
data were (pl. v.)
day care (n.);
day-care provider (adj.)
daylight (adj.);
daytime
day-to-day (adj.)
dead-end (adj.);
dead end (n.)
decision-maker;
decision-making
diabetes
diagnostician or diettian
distance-education;
distance-learning (adjs.)
doctoral (adj.);
doctored (n.);
doctrate (n.);
doctrate-patient (adj.)

C
cannot
capacity-building (adj.);
capacity building (n.)
caregiving (adj., n.)
caseworker
catalog
catchphrase
cellphone
chair (preferred over chairperson)
changement;
changement (adj.)
chartbook
check in (v.);
check-in (n., adj.);
check out (v.);
check up (v.);
checkup (n., adj.)
child care (n.);
child-care (adj.)
childhood obesity prevention
Citywide
co-director
cooexist
cofunded
commonsense (adj.);
common sense (n.)
community-based
community-building (n., adj.)
community-wide
comorbidity
consensus-building
consortium (sing.);
consortia (pl.)
consumer-driven
co-occurring
co-pay;
copayment
co-sponsor
cost benefit (adj., n.)
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doctoral (adj.);
doctored (n.);
doctrate (n.);
doctrate-patient (adj.)

E
e-book;
e-commerce;
e-health;
e-reader;
e-trade
elder care
e-mail
emphysema
end of life (n.);
end-of-life (adj.)
end user (n.);
end-user (adj.)
entrée
entry-level (adj.)
English-speaking (adj.)
et al. (period, no italics)
ethnocentrism
ever-growing
every day (adv.);
everyday (adj.);
evidence-based (adj.)

F
face-to-face
faith-based
far-off (adj.)
fast food (n.);
fast-food (adj.)
fast-forward (n., v.)
fast-track (adj., v.);
fast track (n.)
farmers’ market
farm-to-school
fee-for-service
fine-tune (v.)
first aid (n.)
firsthand;
secondhand (adjis., advs.)
but left-hand; right-hand (adjs.)
Terms That Are Often Misspelled, Misused

first-time (adj.)
5-year-olds
flu-like; flu-related (adj.)
follow-up (n., adj.);
follow up (v.)
food-borne (adj.)
for-profit (adj.)
torego or forgo
freelance
freestanding
front line (n.); front-line (adj.)
full-time (adj., adv.);
full time (n.)
fund-raiser;
fund-raising (n., adj.)
goal-setting (n., adj.)
goodwill
grantmaking; grant writer;
grant writing
grass roots (n.);
grassroots (adj.)
guidebook
Gulf Coast; Gulf States

half-day (n. and adj.);
half-hour (n.); half-life (n.)
handheld (n.);
hand-held (adj.)
hand in hand (adv.)
handoff (n.); hand off (v.);
hands-off (adj.);
hands-on (adj.)
handout (n.); hand out (v.)
head-on (adv., adj.)
health care (See exceptions
in Writing Style Guide)
health care provider
health reform
health-related
health services program
helpline (equivalent of hotline)
hepatitis C
high-cost (adj.)
high-quality (adj.)
high-risk (adj.)
high school (n., adj.)
high school-age (adj.)
HIV-negative; HIV-positive;
HIV/AIDS
Hodgkin’s disease
home-based
home care (n., adj.);
home page; homestite;
hometown
hotline
Huntington’s disease

I
ibid.
IM, IM’ing, IM’d (for instant
messaging)
in-depth (adj.)
indoor air
industry-wide
influenza-like (adj.)
in-house
in-kind (adj.)
in-patient (n. and adj.)
in person (used after the n.);
in-person (used before
the n.)
Institute of Medicine (IOM)
interdepartmental
internet
intranet

J
joint-use
judgment or judgement
jump-start (n. and v.)
kickoff (n.); kick off (v.);
kick-off (adj.)
kindergartner
knowledgeable

L
lawmaker; lawmaking
Legionnaires’ disease
life cycle (n.); life-cycle (adj.)
lifeelong (adj.)
lifesaver; (adj.)
lifesaving (n., adj.)
life span
lifestyle
line item (n.); line-item (adj.)
long-standing (adj.)
long-term;
long-term-care (adj.)
long time (n.); long-time (adj.)
lookout (n.)
low-birthweight (adj.)
low-cost; low-risk; low-fat;
low-income (adj.)
lunchroom
Lyme disease

M
makeup (n., adj.);
make up (v.)
measurable
media were (pl. v.)
meme

memorandum (sing.)
memorandums (preferred
plural usage)
memorial health (cmpd. adj.)
meta-analysis
metadata
methicillin-resistant
Staphylococcus aureus
(MRSA)
midcareer
mid-day
middle age; middle-aged;
middle-ager
middle-class (adj.); middle
class (n.)
middle school (n. and adj.)

mind-set
migrant
misuse (v., n.)

multi-city
multicultural; multi-ethnic;
multiracial

N
1990s
9th-grader; 12th-grade
student
non-Hodgkin’s lymphoma
nonmaleficence
nonprofit
nonsmoking
not-for-profit
nurse-midwife
nursing-sensitive

O
offshore
off-site
old-time
omit; omitted
onetime (adv., adj.)
ongoing
online
on-site (adv., adj.)
out-of-pocket
outpatient
output

P
Parkinson’s disease
part-time (adj.);
works part time
patient-centered;
patient-doctor
payer
pay-for-performance
pneumonia
podcast
policyholder

policymaker; policymaking
postdoctoral
post-traumatic stress
disorder (PTSD)
pre-eminent; pre-emption
pre-existing
pretest
primary care (n., adj.);
primary-care-based (adj.)
prime time (n.);
prime-time (adj.)

privilege
proactive
problem-solving
provider-patient
public health (n., cmpd. adj.)
quality care; quality
improvement (cmpd. adjs.)
quiltine

R
real-life (adj.)
re-align
re-assess
recession-proof (v., adj.)
record-keeping
re-enroll; re-entry; re-evaluate
regardless (not irregardless)
relevant
respondent
return-on-investment
retweet (or RT after first
full reference)
risk-adjusted;
re-assessment (adj.);
risk adjustment (n.)

road map
rollout (n.); roll out (v.)
round-trip (n., adj.)
roundup (n.); round up (v.)
rundown (n.); run-down (adj.);
run down (v.)
rwjf.org (or www.rwjf.org)

S
safety-net (adj.);
safety net (n.)
scale-down;
scaled-back (adj.)
school-age (adj.);
school-based;
schoolchildren; schoolroom;
schoolteacher; schooltime;
schoolwork
secondhand
semifinalist
separate
serviceman; service member; servicewoman
setup (n.); set up (v.)
severe acute respiratory syndrome (SARS)
short-term (adj.)
short run (n.); short-run (adj.)
side effect
smoke-free (adj., adv.)
sociodemographic
socioeconomic
spokesperson
stand-alone (adj.)
startup (n., adj.)
state-level (adj.)
state-of-the-art (adj.)
statewide
status quo
substance-use (adj.)
supervisor
swine flu (H1N1)
symposium (sing.);
symposia (pl.)
systemwide
T
take-away (adj., n.)
takeout (n. and adj.)
take-up (adj., n.)
task force
tax-exempt
tax-free
teen, teenager (n.);
   teenage; teenaged (adjs.)
telltale (adj., n.)
think tank
three-year grant
third party (n.);
   third-party payer (adj.)
time-consuming
time frame
time line
timetable; timeworn
tobacco control (n.),
tobacco-control (adj.)
tobacco-free; -related (adjs.)
toolbox; toolkit
top-down; -ranked (adj.)
toward (not towards)
trade-off
tradeshow
tans fat
transgender
t-shirt
turnaround; turnover
$2 million award (no hyphen)
U
underfunded
underserved
underway (adj.);
   under way (adv.)
up-front (adj.);
   upstream
up-to-date; up-to-the-minute (adj.)
usage
user-friendly
username
V
value-added; value-based;
   value-driven (adj.)
videoconference
voicemail (one word)
W
waitlist
wake-up (adj.)
wakeable
walk-through (n.)
web-based
web browser
webcam; webcast;
   webfeed; webinar;
   webmaster; webpage;
   website
weeklong (adj.)
wellness-to-work (adj.)
well-being (n.)
well-thought-out (adj.)
white (regarding race)
white paper
willpower
work-based
workday; workforce;
   workflow; workforce;
   workplan; worksite
world-class; world-view
worldwide
wrap around (v.);
   wraparound (n. or adj.)
X Y Z
X-ray
year-end
yearlong (adj.)
year-round
zero-base (adj.)
ZIP code

Abbreviations, Acronyms, Initialisms
• All academic degrees and professional certifications (no periods: MA, PhD, RN)
• An initialism for Culture of Health (CoH) may be used for internal communications only.
• Spell out United States as a noun, but abbreviate and use periods as an adjective: living in the United States BUT: concern over U.S. unemployment rates.

Ethnic Terms
• American Indian preferred over Native American
• Asian-American
• black preferred over African-American
• Hispanic or Latino(a)
• Mexican-American
• white recommended over Caucasian
• See dual heritage/citizenship and ethnicity/race in online RWJF Writing Style Guide, Sixth Edition.

Hyphenation
• Hyphenate a compound modifier when it comes before the noun: community-supported agriculture; low-income communities.
• There are exceptions. See hyphen in online RWJF Writing Style Guide, sixth edition.

Internet
• Use italics for an email address and a URL: www.rwjf.org.
• For all hyperlinks, whether they are words in running text or URLs: Use blue type and no underscore.
• Exclude the words available at before the URL is given. Use a comma before the URL instead.
• In a visible hyperlink, if www. is not used, include http:// before the first letters of the URL. Otherwise, omit http:// preceding www. in the visible link.

Punctuation, Spacing
• Dashes: Leave no space between words/numerals and the em or en dashes: a long—albeit fruitful journey
• Dates: No comma between month and year: January 2003.
   Include a comma after year with full dates in running text:
   The deadlines are January 10, 2015, for brief proposals and March 1, 2015, for full proposals.
• Headlines and titles: Uppercase the words that follow the hyphen in compound adjectives in headlines and titles: Long-Term-Care Changes Are Necessary.
• Lists: Use semicolons within a running list of terms for clarity: a community organizer; educator; leader; local government worker; or health care worker. See semicolon and lists in online RWJF Writing Style Guide, sixth edition.
• Periods: Use one space after periods between sentences.
• Serial commas may be used for clarity.
• Time span: For clarity, denote spans of time with words instead of dashes: The meeting is scheduled from 1 p.m. to 3 p.m.; the program will run from January 1 through December 31, 2012.
## States and Dateline Cities

<table>
<thead>
<tr>
<th>State</th>
<th>AP</th>
<th>Postal</th>
<th>Dateline Cities (U.S.)</th>
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</table>

## Rules for State Names
- Always spell out state name when the state stands alone: *The program is unique in Massachusetts* (not Mass.).
- In running text, use the AP state abbreviation after a city name: *The grantee is located in Newark, N.J.*  
  Exception: Do NOT add state names after dateline cities: *Five grants were awarded in Seattle.*

## RWJF national program names
- In all instances, RWJF national program names will no longer be italicized.

## Lowercase/Uppercase
- Use lowercase for expanded versions of these commonly used terms, but all caps for their acronyms: *national advisory committee (NAC); call for proposals (CFP); national program office (NPO).*

## Numbers, Percentages
- Spell out numbers through nine, then use numerals for 10 and above. But spell out a number used as the first word of a sentence. *(There are exceptions.)*
- Use of superscript is optional for ordinal numbers: *2nd* or *2nd*.
- Use *percentage* as a noun, not *percent*: *A large percentage of the population*…
- In running text, spell out *percent* in conjunction with numerals: *12 percent*.
- Use % symbol only in charts and within parenthetical phrases: *(12% of the population).*
- Some punctuation and usage examples involving numbers:
  - a fleet of 10 cars and two vans
  - a 4 to 3 score
  - 12 percent to 15 percent (repeated and spelled out in running text)
  - 0.6 percent, 1 percent, 6.5 percent;
  - (57%): Use % in parentheses and charts
  - from $12 million to $14 million
  - a ratio of 2-to-1; 2–1 ratio (en-dash)
  - children ages 2 to 12 (not aged; use numerals)
  - $15 million grant
  - 50/50 chance
  - 5 cents, $1.05, $650,000, $2.45 million
  - 1 in 4 voters
  - grades K–12 (note en dash) or grades K to 12
  - the 1980s or the ’80s (choose one OR the other)
  - three-year grant