

## ***NCPA Style Guide***

The *NCPA Style Guide* is intended to offer guidance on terms commonly used in NCPA written communications. The guide is intended to help provide uniformity and clarity, and reduce inconsistency and confusion in the association's printed and electronic materials.

The *NCPA Style Guide* also is intended to promote clear and concise communications, and provide polish to the written word, phrase and article. NCPA represents a prestigious segment of the health care profession— independent pharmacists. The *NCPA Style Guide* hopes to set the standard for communicating to and about this group in a professional manner.

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### **A**

#### **abbreviations and acronyms (abbreviations that form words)**

Except for specific abbreviations, spell out on first reference, with abbreviation immediately following:

“National Association of Chain Drug Stores (NACDS) – use abbreviation only starting with second reference (Except NCPA\*, OTC).

Avoid awkward constructions that place the second abbreviation close to the first reference.

In general, avoid alphabet soup and the coining of new abbreviations. Extensive use of a name or phrase in an article may require the use of a coined abbreviation. Avoid using an abbreviation if it will appear only rarely in the article, unless it is so familiar that it would appear awkward if spelled out in subsequent references.

Abbreviations in headlines and subheads are generally acceptable. If the name or term is obscure, spell it out in the headline or rewrite to avoid the problem. Abbreviations may be used on first reference in tables, and should be referenced as appropriate at the bottom of the table.

For possessives, do not include an apostrophe-s with the abbreviation, such as “...the Food and Drug Administration's (FDA) regulations on...”; for plurals, add a lowercase s to the abbreviation if the first reference is plural, such as “...most selective serotonin reuptake inhibitors (SSRIs) have....”

Many exceptions and oddities occur in medical literature, such as INR, Dx, and p.r.n.

Use common sense; err on the conservative.

\* In press releases, it is advised that NCPA be spelled out.

#### **academic, medical titles**

Don't use Professor, Prof., Dr., etc.; instead, use their official title on first reference, and necessary academic degrees. After first reference, refer to the individual by last name only, such as “Smith” or “Bush.” Never refer to the person by his or her first name or nickname, unless it is unavoidable due to context.

#### **active voice**

Avoid the use of passive voice (The ball was hit by the boy), and negative form (They did not often arrive on time) in favor of active voice (The boy hit the ball) and positive form (They usually arrived late).

#### **acute-care hospital**

hyphenated

**adjectives**

Avoid words such as “really,” “very,” “little,” “rather,” and “hopefully,” to name several.

**administration**

lowercase, "the Bush administration" or “the administration”

**ADRs**

acceptable on second reference for adverse drug reactions

**adviser****ages**

Always use figures:

- A 5-year-old
- The boy is 5 years old.
- The woman, 26, has a daughter 2 months old.
- In a sentence: “Adults over 40 should be tested.” Not: “Adults over age 40 should be tested.”

**AIDS**

acceptable on first reference; see HIV

**ampersand**

don't use it; acceptable as part of official titles and rare exceptions

**a.m., p.m.**

lowercase with periods

**and, but, also**

rarely start sentences with "And," "But," or "Also"

**and/or**

avoid this construction

**apostrophe with years**

OBRA '87; the '60s (but 1960s); see numbers section

**approved, passed, enacted**

Amendments are generally approved, bills are passed (sometimes they "cleared" a committee or subcommittee), laws are enacted.

### **ASP**

acceptable on second reference for average sale price

### **assisted living facility**

no hyphen

### **association**

lowercase, except as part of an official title

### **association names**

spell out on first reference, except for NCPA (spell out NCPA on first reference in news releases).

### **AWP**

acceptable on second reference for average wholesale price; do not abbreviate "any willing provider" as AWP

## **B**

### **beneficiaries, recipients, covered lives**

Medicare and private health insurance plans have beneficiaries; Medicaid, a charity program, has recipients; and private third-party plans have enrollees, subscribers, or covered lives—or, in the context of pharmacy, patients.

### **Board of Pharmacy**

Capitalize if formal title ("Illinois Board of Pharmacy"); lowercase if informal ("board of pharmacy"); see colon, semicolon use.

### **bulleted lists**

Capitalize first word of each item; don't use semicolons or commas at the end of each bullet, or end the second to last bullet with "and"; use a period if each bullet is a full sentence.

### **business names**

Abbreviate business names that use these words at the end of its proper name:

- Company (Co. or Cos.)
- Corporation (Corp.)
- Incorporated (Inc.)
- Limited (Ltd.)

**bylines**

Strive to use bylines and author bios on all features (and departments if possible). If no byline, try to identify source of information at end of article.

If article is written by a pharmacist, include pharmacy designation (RPh, PharmD, etc.)

Try to use photo/art credits whenever possible

**C****CAALLTC**

acceptable on second reference for Community Aging, Assisted Living, and Long Term Care certificate program

**CAM**

Acceptable on second reference for the Complementary and Alternative Medicine program

**caregiver**

one word

**CCRx**

acceptable on second reference for Community CCRx (include service mark in first reference)

**Centers for Disease Control and Prevention**

note the plural; "CDC" on second reference

**chairman**

Capitalize as formal title before a name, "House Energy and Commerce Committee Chairman John Dingell (D-Mich.)," "Chairman Dingell," "the chairman"; see sexist language.

**chapter**

Always lowercase. "The University of Southern California chapter is two years old."

**city, state**

"a Reno, Nevada, pharmacist"

**cities that do not require state name**

Atlanta

Baltimore

Boston

Chicago

Cincinnati

Cleveland  
Dallas  
Denver  
Detroit  
Honolulu  
Houston  
Indianapolis  
Las Vegas  
Los Angeles  
Miami  
Milwaukee  
Minneapolis  
New Orleans  
New York  
Oklahoma City  
Philadelphia  
Phoenix  
Pittsburgh  
San Antonio  
San Diego  
San Francisco  
Salt Lake City  
Seattle  
St. Louis  
Washington, DC

**CMS**

Spell out Centers for Medicare & Medicaid Services on first reference. Note the ampersand in the official title.

**CNS**

spell out central nervous system on first reference

**cochairman**

No hyphen

**colon, semicolon**

Simple lists following a colon are separated by commas, not semicolons. The use of semicolons following colons is reserved for cases where clauses are very long, or are themselves subdivided by commas.

If the element introduced by the colon consists of more than one sentence each referring to the statement before the colon, or if it is a formal statement, a quotation, or a speech in dialogue, it should be capitalized. Otherwise, it will begin with a lowercase letter. See Chicago for detailed style guidelines.

### **commas**

Always placed inside quotes, including single quotes inside double quotes. Use a comma before the “and” in a series: “...pharmacists, physicians, and consumers...”

### **compound modifiers**

When a compound modifier—two or more words that express a single concept—**precedes** 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,” “a bluish-green dress,” “a full-time job,” “a low-income family,” “a well-known man,” “a know-it-all attitude,” “a very good time.”

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: “The team scored in the first quarter.” “She works full time.”

### **copay**

copay

### **community pharmacy (preferred)**

not “retail pharmacy”

### **complementary; complimentary**

The former is something that matches or goes well with something else; the latter is a free offer, or to pay a compliment.

### **compliance, complied**

Preferred over “adherence” or “adhered”

### **Congressional terms, titles, committees**

Capitalize U.S. Congress and Congress when referring to the U.S. Senate and House of Representatives. Although Congress is sometimes used as a substitute for the House, it properly is reserved for reference to both the Senate and House.

Capitalize all specific references to governmental legislative bodies, regardless of whether the name of the nation is used: “the U.S. Senate,” “the Senate,” “the Virginia Senate,” “the state Senate,” “the Senate.” Lowercase plural uses: “the North Carolina and Virginia senates”

Capitalize “the U.S. House of Representatives,” “the Massachusetts House of Representatives”; Also capitalize shortened references that delete the words of “Representatives” – “the U.S. House,” “the Massachusetts House,” “the House” (if reference is to specific body); Lowercase plural uses: “the North Carolina and Virginia houses”

Singular: “Rep. Jerry Moran (R-Kan.)” Plural: “Reps. Jerry Moran (R-Kan.), Tom Davis (R-Va.), and Anthony Weiner (D-N.Y.); do not use titles after first reference. Spell out and lowercase “representative” in other uses.

Singular: “Sen. Charles Grassley (R-Iowa)” plural: “Sens. Charles Grassley (R-Iowa), Mark Pryor (D-Ark.), and Maria Cantwell (D-Wash.). Spell out and lowercase “senator” in other uses.

“committee” and “subcommittee” are lowercase alone, but formal names such as “Judiciary Committee” or “House Energy and Commerce Subcommittee on Oversight and Investigations” are uppercase

“chairman” is lowercase alone, but “House Energy and Commerce Committee Chairman Joe Barton (R-Texas)” is uppercase.

“chairman” is lowercase if name comes after the title: “Joe Barton (R-Texas), chairman of the House Energy and Commerce Committee.”

## **Congress**

uppercase

## **congressman**

don't use it; use "member of Congress," “Senator,” or “Representative”

## **continuing education quiz answers**

Use upper case on multiple choice (A,B,C,D) and title case in first word of answers.

Use a period if answer is in form of a sentence

## **corporation**

Abbreviate “corporation” as “Corp.” when a company uses the word at the end of its name “Gulf Oil Corp.” “the Federal Deposit Insurance Corp.”

Spell out and lowercase “corporation” whenever it stands alone. (See *business names* entry)

## **cosponsor**

“Rep. Tom Davis (R-Va.) was a cosponsor of the bill”

## **council**

capitalize as part of the formal name of an NCPA council or other formal title

## **courts**

Lowercase when used generically: “I’ll see you in court.”

Capitalize: “the U.S. Supreme Court”; “the Supreme Court”; “the state Superior Court”; “the Superior Court”; “Superior Court”

For courts identified by a numeral: “2nd District Court; 8th U.S. Court of Appeals”

Use "Court" for the U.S. Supreme Court only.

## **D**

**data**

The word data is plural, but can be plural or singular in construction. The singular form, datum, is rarely encountered, even in scientific articles. In nonscientific articles, avoid the awkward constructions "data are" or "these data" when the word is referring to a body of information, synonymous with "information" or "evidence." In scientific articles the plural construction will generally prevail.

**database**

one word

**datelines**

For datelines in press releases, stories originating in U.S. cities should have both the city and state name in the dateline. The city name should be capitalized, and the state name should be abbreviated where appropriate: "KANSAS CITY, Kan." "ALEXANDRIA, Va."

Spell out Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Abbreviate all others. Refer to the Associated Press Style Book for a complete list.

Cities listed under the *city/state entry* do not require a state in the dateline.

**DEA**

acceptable on second reference for Drug Enforcement Administration

**decision maker**

two words, no hyphen

**degrees**

PharmD, RPh, PD, PhD, MD; omit periods; avoid alphabet soup and contrived designations.

**Democrat, Democratic**

"Republican" is also capitalized

**Department of Health and Human Services**

"HHS" is acceptable on second reference

**Department of Veterans Affairs**

"DVA" is acceptable on second reference; no longer the "VA"

**diabetes**

Do not use "diabetic" as an adjective or noun to a patient; similarly, avoid constructions that might tend to stigmatize a group of patients, usually in adjective forms, or worse, such as the offensive "He is an asthmatic."

**died**

avoid euphemisms such as “expired” or “passed away”

**diseases**

lowercase, as in "hepatitis"; but "Alzheimer's disease"

**dispense**

avoid "fill" to describe a pharmacist's activities — a patient might get a prescription order "filled," but a pharmacist "dispenses" a prescription

**DME**

acceptable on second reference for durable medical equipment

**DNA, RNA**

acceptable on first reference

**doctor**

avoid using. If it is known that the reference is to an M.D., use “physician” or “physicians.” See academic, medical titles

**dose, dosage**

as in “given a dose”; dosage refers to the amount given; not “dosing”

**drugstore**

one word, but “pharmacy” is preferred

**DUR**

use “drug utilization review” on first reference.

**E**

**ellipses**

Avoid the unnecessary use of ellipses to indicate omitted words.

**e-mail**

Within a sentence, “e-mail” should be two words, hyphenated with a lowercase “e.”

**em dash**

No spaces before or after. Use between phrases

**en dash**

Replaces the word “to” in number ranges, measurements, years, etc.; no spaces before or after.

**enteral**

generally refers to nutritional solutions given by mouth or by nasogastric tube; see parenteral

**exclamation marks**

Don’t use them!

**F****fax**

lowercase

**FDA**

use Food and Drug Administration on first reference; do not use U.S. before the name of the agency

**federal**

lowercase unless part of formal title

**fee-for-service**

hyphenate the adjective form; avoid “FFS” abbreviation

**G****G.I.**

Uppercase with periods; acceptable on first reference for “gastrointestinal.”

**generic and brand names of drugs**

Capitalize first letter of brand names only, and lowercase generic names in parentheses; preferred use is generic name only without parentheses. Don’t use TM or ®; don’t use company names except when the context requires it.

**genus and species**

*Proteus miabilis*, note the capitalization and italics.

**H****headlines**

Preferably no more than two decks, no more than 22 characters on each

Features should have catchy main head, and descriptive deck; should ideally have subject and verb

Headlines should also have initial letter uppercase on primary words and verbs; prepositions and smaller words should be lowercase

Ex: “Compounding Is a Viable Niche for Independents”

However, on multiple deck headline, capitalize first letter

Ex: “Compounding Is a Viable Niche  
For Independent Pharmacists”

### **health care**

never one word; do not hyphenate; exception: As part of the formal title of an organization, such as JCAHO, the Joint Commission on Accreditation of Healthcare Organizations

### **HHS**

acceptable on second reference for Department of Health and Human Services. Not “DHHS”

### **HIV**

acceptable on first reference for Human Immunodeficiency Virus

### **HIV-positive**

acceptable on first reference, distinguish from AIDS; see AIDS

### **HMO**

acceptable on second reference for health maintenance organization

### **home health care**

HHC acceptable on second reference

### **House**

acceptable on first reference for the U.S. House of Representatives

### **House of Delegates**

Upper case with NCPA identifier: “The NCPA House of Delegates passed six resolutions.”

### **hyphen**

hyphen - between words hyphens are also used for compound modifiers (see *compound modifiers* entry)

## **I**

### **I.V.**

Acceptable on first reference for “intravenous,” however, “home infusion,” “infusion,” or “home infusion therapy” is preferred; injections may be I.M., subcutaneous, etc. Note: I.V. is frequently an inaccurate description; a parenteral medication may be intravenous (in a vein), or it may be intramuscular, subcutaneous, or introduced via a central line, etc.

**impact**

never use it as a verb

**incorporated**

Abbreviate and capitalize as “Inc.” when used as part of a corporate name. It usually is not necessary, but when it is used, do not set off with commas: “J.C. Penney Co. Inc. announced...” (See *business names* entry)

**industry**

This refers either to a drug product or drug manufacturing.

**in-house**

adjective form

**inpatient**

one word

**in-service**

hyphenate

**insurer**

an organization that assumes risk in contracting to cover the health requirements of the covered population

**intensive care unit**

ICU is acceptable on second reference

**Internet**

The word “Internet” should always have an uppercase “I”.

Refer to a “Web site” (uppercase “W”, two words); the “Web” is also acceptable

When referring to Web sites, use “www.ncpanet.org” (not “http://www.ncpanet.org”).

- preferred: “...more information is available at www.ncpanet.org”
- avoid when possible: “visit the Web site at www.ncpanet.org”
- avoid when possible: “go to the NCPA Web site at www.ncpanet.org.”

**IPMS**

acceptable on second reference for the Independent Pharmacy Matching Service

**it's, its**

“It’s” is a contraction for “it is” or “it has.” “It’s up to you. “It’s been a long time.”

“Its” is the possessive form of the neuter pronoun: “The company lost its assets.”

**J****JCAHO**

acceptable on second reference for the Joint Commission on Accreditation of Healthcare Organizations; also acceptable on second reference is Joint Commission

**JCPP**

acceptable on second reference for the Joint Commission of Pharmacy Practitioners

**L****Latin abbreviations - i.e., e.g., etc.:**

Avoid the use of etc., i.e., and e.g. in general writing; they are acceptable in technical writing. i.e. means “that is,” and e.g. means “for example.”

**legislation**

Referred to as "H.R.10" or "S.10" no spacing between the period and number; may also be referred to only by title, or both title and number; sometimes by "generic" name.

**legislature**

lowercase unless part of proper title

- “the state legislature”
- “the Michigan Legislature”

**Legislative Defense Fund**

“LDF” is acceptable on second reference

**LTC**

acceptable on second reference for long-term care.

**M****mail order**

never hyphenate, even if used as an adjective

**Management Institute**

Uppercase in all references

**Medicaid, Medicare**

and "Medicare Part B"

**Medicare Part D**

"Part D" is acceptable on second reference

**middle initials:**

Avoid them in text, but be sensitive to what the individual prefers; for more formal constructions such as bylines, middle initials are acceptable.

**MHRAT**

acceptable on second reference for Men's Health Risk Assessment Tool

**MMA**

acceptable on second reference for Medicare Modernization Act. "Medicare drug benefit" is also sometimes used to describe the prescription drug aspect of the MMA.

**money references**

- \$5 (not \$5.00) , example: "rose from \$2 to \$2.25"
- \$3 million; \$3.5 million
- 50 cents (not \$.50)
- \$700,000

**months**

Abbreviate months when used with specific dates – Nov. 14, Aug. 19, etc. However, the months of March, April, June and July are not abbreviated (July 21, April 1, June 19). Spell out when only used with year ("September 2005")

Note comma use: "his June 1988 testimony"; "his June 14, 1988, testimony"

**MTM services**

acceptable on second reference for medication therapy management services

**N****National Institutes of Health**

note the plural; "NIH" on second reference

**NCPA groups: committees**

NCPA has a number of committees focusing on a number of pharmacist issues. If only one committee is mentioned in a story, it should be upper case and have an NCPA reference on first mention.

“NCPA’s Committee on Communications met to discuss strategic plans.” “The NCPA Committee on Communications met to discuss strategic plans.”

On second reference, use lower case “committee.” “The committee focused on improving revenue.”

If multiple committee references are made, use a format to clearly identify them with NCPA. “NCPA’s committees on Communications, Home Health Care Pharmacy Services, Innovation and Technology, and Multiple Locations met to discuss new initiatives.”

If a second reference is made to a committee in an article with multiple committee references, no additional mention of NCPA is needed, but list the formal name of the committee in upper case. “Among the committees at the meeting, the Committee on Communications focused primarily on grammar.”

The following is a list of NCPA committees with their formal names:

- Committee on Communications
- Committee on Home Health Care Pharmacy Services
- Committee on Innovation and Technology
- Committee on Long-Term Care Pharmacy Services
- Committee on Management
- Committee on Multiple Locations
- Committee on National Legislation and Government Affairs
- Committee on Third-Party Payment Programs

#### **NCPA groups: student groups**

NCPA has a number of student governing organizations. These are the Student Regional Council and the Student Leadership Council. On first reference, spell out with NCPA preceding. “The NCPA Student Regional Council announced its new members.” “The NCPA Student Leadership Council met to discuss new initiatives.”

Abbreviate on second reference. “Students first serve on the SRC, and then the SLC.”

#### **NCPA groups: executive committee**

In first mention, reference NCPA and uppercase: “The NCPA Executive Committee has a chairman and five other members.”

On second reference, the more informal “committee” can be used. But, “Executive Committee Chairman Stephen Giroux, PD.” Or, “Stephen Giroux, PD, is the committee chairman.”

#### **NCPA groups: officers**

In first mention, reference NCPA and lowercase: “NCPA officers serve voluntarily.”

For titles: “NCPA Secretary-Treasurer Donnie Calhoun, PD, ....” Also, “Donnie Calhoun, PD, NCPA secretary-treasurer...”

#### **NCPA: association, meeting references**

- Lowercase when used alone: “The association’s magazine is *America’s Pharmacist*.”

- Uppercase: “NCPA’s 107 Annual Convention and Trade Exposition will be held Oct. 15-19, 2005.”
- Lowercase: “NCPA’s annual convention is held every October.”
- Uppercase: “NCPA’s 37<sup>th</sup> Annual Conference on National Legislation and Government Affairs was held May 1-3, 2005.”
- Lowercase: “The legislative conference was held in May.”
- Uppercase: “NCPA’s 2006 Multiple Locations Pharmacy Conference is Feb. 8-12”

### **NCPA Foundation**

Uppercase: “The NCPA Foundation supports many programs.” On second reference, drop NCPA, but uppercase: “The Foundation supports many research projects.”

### **NCPA PAC**

acceptable on second reference for the NCPA Political Action Committee

### **NIPCO**

acceptable on second reference for National Institute for Pharmacist Care Outcomes division

### **numbers**

The guidelines below will help establish our style guidelines, but common sense will dictate exceptions.

Spell out one through nine, use numerals for 10 and more, but 4 percent (see percent listing), 24.5, 0.04, two million, 36 million, 1,497, two-thirds. In general, approximations are spelled out, particularly with large numbers and in non-scientific use, “There are more than five thousand facilities....” Numbers applicable to the same category should be treated alike within the same context. Numbers beginning a sentence are spelled out; rewrite when necessary to resolve awkward constructions.

For ranges of numbers: 10 to 20 days, three to 12 hours (in tables and figures, use 2–3 hours; 25–50 mg, 5–10%, 75°–80° F), November 8–12; using an en-dash. There is a nonbreaking space between the number and the metric abbreviation.

Number use examples:

- “Classes have between five and nine students”
- “Classes have between eight and 10 students.”
- “More than two million people live in Chicago.”
- “More than 10 million people live in California”
- “Prices are 3 percent lower (spelling out numbers less than 10 does not apply with percentages)
- “1990s” “the ‘90s”
- 300,000 (not 0.3 million)
- Use commas for numbers of 1,000 or more
- It is 75 degrees fahrenheit (“75 degrees F” okay on second reference)

Do not spell out when referencing weights and measures:

- 5 liters
- 9 mg
- 6.5 lbs.

**nursing facility**

the preferred term; avoid the use of “nursing home”

**Q**

**OBRA**

in most cases, acceptable on first reference for Omnibus Budget Reconciliation Act when referring to a specific act, such as OBRA '87

**online**

No hyphen; one word

**OTC**

acceptable on first reference for "over the counter"

**outpatient**

one word

**P**

**parenteral**

refers to injected drugs or nutrition, including I.V., I.M., and other types of infusion; see enteral

**parentheses**

Do not use the construction, 1), etc. Either use two parentheses, or none at all.

**partner**

never use this word as a verb

**past president, Past President**

Lowercase, unless used before a name, in which case only “President” is capitalized; no hyphen. “NCPA Past President Tony Welder.” “Tony Welder, NCPA past president.”

**patient**

"resident" is preferred for people living in nursing homes; other settings, such as hospitals or rehabilitation facilities, would have patients; in addition, pharmacists and other health care professionals have patients

**payer**

not payor

**PDP**

acceptable on second reference for prescription drug plan

**percentages**

Percentages should be spelled out. For a percentage range use the format 10–20 percent (“%” symbol okay in charts, graphs, tables)

**periods**

Always place periods inside quotation marks. Only one space after periods in text.

**pharmacist**

Use the term “pharmacist.” Don’t use “druggist”

List designation in first references, including bylines (ex: RPh, PharmD, PD)

**pharmaceutical**

This refers either to a drug product or the manufacturing industry. Do not use it to mean professional pharmacy services, the preferred description, nor when you mean to refer the profession of pharmacy. Always keep pharmacy (a learned profession) and the pharmaceutical industry (drug manufacturers) separate and distinct.

**pharmaceutical companies**

Do not indicate the manufacturer of a drug product unless it is essential to the story, such as the case of a new drug or a drug in development. Be sure to double-check the correct spelling of the company.

**pharmacy benefit manager**

“PBM” acceptable on second reference

**pharmacy terms and abbreviations**

Dosing abbreviations such as b.i.d., t.i.d., q.d., p.r.n., p.o., o.d., and many others are acceptable on first reference; lowercase, with periods. However, avoid awkward, confusing, or potentially ambiguous constructions by spelling out abbreviations.

**physician**

not "doctor," but "John Doe, MD," is preferred on first reference only; never the redundant “Dr. John Doe, MD”; see academic, medical titles

**post office abbreviations**

Don't use them in text; only used in addresses

## **PPO**

acceptable on second reference for preferred provider organization

## **prescribing**

not “prescriptive” authority

## **prescription**

not "script" or "Rx"

## **president**

lowercase, but "President George W. Bush"; "the president"

## **prioritize**

don't use it

## **proactive**

don't use it

## **PSTAC**

acceptable on second reference for Pharmacist Services Technical Advisory Coalition

## **publications, book titles, articles**

Names of newspapers, magazines, academic journals, academic studies, book titles, etc., should be listed in italics. (*The Washington Post*, *America's Pharmacist*, *Time*)

Article titles should be in quotation marks. (The article, “How Medicare Will Affect Your Practice,” was published in the July 2005 *America's Pharmacist*.)

## **Q**

### **quoted material**

Quotes may be altered to fit NCPA style or to correct spelling and grammar, but do not change context. Take additional care when quoting public officials.

## **R**

### **race**

It is not possible to establish a style that addresses all races, nationalities, ethnic groups, etc., that is completely consistent; in addition, generalizations on race sometimes are inaccurate. Generally, we will use black, white, Asian, Hispanic, and Native American. See Chicago for detailed style guidelines.

**RPh, PhD, MD**

omit the periods

**record-keeping**

hyphenate the adjective

**Reference to tables, figures, charts**

give location for charts, tables in stories. Ex: Table 1 (above); Table 2 (at left) Figure 2 (page 24)

**Rep. John Dingell (D-Mich.)**

preferred style on first reference for members of the U.S. House of Representatives; See Congress section

**Republican**

“Democrat” is also capitalized

**Rx**

don't use this abbreviation, use “prescription”

**S****says, said**

“says” is preferred in feature articles; “said” is preferred in news items; avoid “stated” or contrived attribution verbs

**script, scrip**

don't use it, use "prescription"

**Sen. Jim Sasser (D-Tenn.)**

preferred style on first reference for members of the U.S. Senate; See *Congress* section

**Senate**

acceptable on first reference for the U.S. Senate; See Congress section

**serial commas**

When listing three or more items, always place a comma after the second to last item that precedes the "and."

**sexist language**

Use gender-neutral constructions, but avoid contrived words and phrases such as "chairperson" or "chair" and "his or her"; do not create constructions that draw attention to the effort to avoid sexist language. In context, use man, male, woman, and female. Chairman is preferred regardless of gender.

**skilled nursing facility**

no hyphen

**spaces**

one space after periods; be careful not to use additional spaces between words

**SSA**

acceptable on second reference for Social Security Administration

**SSRIs**

acceptable on second reference for selective serotonin reuptake inhibitors; see Abbreviations

**state names**

spell out all state names

**subacute-care facility**

hyphenate the adjective form

**symposium, symposia**

**T**

**telephone numbers**

Use the style 703-739-1300; omit the "1-"

**the**

not in front of NCPA, unless referring to a subsequent word, such as "the NCPA committee," and avoid its use in front of other abbreviated organizations

**third party, third-party**

hyphenate the adjective form, "third-party program"; but, "paid by the third party"

**time zones**

Use "eastern time," etc., as necessary; avoid "central standard time" or "eastern daylight time" or "EDT." Note the distinction between standard time and daylight saving time.

**time**

use 3 p.m. (not 3:00 p.m.); but 3:30 p.m.

**titles**

CEO acceptable on first reference for chief executive officer

Spell out other, less familiar titles - chief financial officer, chief operating officer, etc. Capitalize titles if used in front of name, lowercase if after name (except for CEO)

- President and CEO John Smith; John Smith, president and CEO
- Chief Financial Officer Chuck Smith; Chuck Smith, chief financial officer

**toward**

Not “towards”

**trademark, registered symbols**

Delete these from non-NCPA materials in print

**TrOOP**

acceptable on second reference for true out-of-pocket costs

**unit dose, unit-dose**

hyphenate when used as an adjective

**U****United States**

don't use "U.S." as a noun in text, but the abbreviation is acceptable as an adjective;

- “In the United States, community pharmacy is alive and well.”
- “U.S. pharmacists are increasingly active in politics.”

U.S. is generally unnecessary before names of federal agencies

**utilize**

don't use it

**utilization**

use this sparingly, and never when “use” will suffice

**V****versus**

spell out, except for references to court cases; *Row v. Wade*, and italic

**very**

a weak adjective; avoid it

**W****which, that, who**

“Which,” as a relative pronoun, should be used only with independent clauses, and separated by commas. Use “that” for dependent clauses, omitting commas; in general, try to avoid using “that” in writing. Do not use “that” when referring to people, or “who” when referring to organizations or entities.

**who, whom**

use “who” if referring to he, she, or they; use “whom” when referring to him, her, or them

**Web site**

two words; see Internet section