



# Arthur D. Simons Center

*for Interagency Cooperation*

## Publication Style Guide

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### *Editorial and Style Conventions*

As a part of its mission to foster and develop an interagency body of knowledge while facilitating broader and more effective cooperation within the United States government, the Simons Center produces a number of publications that cover a broad range of interagency topics. The Simons Center uses Gregg style in all their publications, with some additional style conventions. Some of the additional style conventions are listed below. Prospective authors are asked to review the Simons Center's writing guidelines and style conventions before submitting a manuscript for consideration.

#### **Preferred Abbreviations and Acronyms:**

- DoD for Department of Defense.
- DHS for Department of Homeland Security.
- FEMA for the Federal Emergency Management Agency.
- USAID for the United States Agency for International Development.
- USDA for United States Department of Agriculture.
- State or State Department for the Department of State. Please do not use DOS.
- Other Departments should be treated like the Department of State. Ex: Energy, Justice, etc.
- The United States may be abbreviated U.S., but should not appear as US unless used in a quote.
- The U.S. government will not be abbreviated USG. If USG is used in a quote, please change to [U.S. government].
- Foreign Service officers can be abbreviated as FSO.

#### **Other Notes:**

- The U.S. federal government will not be capitalized when referred to as a noun, except when placed in quotations.
- The U.S. government will not be capitalized when referred to as a noun, except when placed in quotations.
- Whole-of-government is always hyphenated when referred to as a noun, except when placed in quotations.
- Military Services should be capitalized. Ex: Army, Navy, etc.
- Soldier should be capitalized when used as a proper noun and referring to U.S. service personnel.
- Cybersecurity should not be hyphenated, except when placed in quotations or referencing a title.
- Foreign Service is a proper noun and capitalized.
- Avoid using acronyms and abbreviations when not necessary.

Additional information about the Simons Center's publications, including their writing guidelines and suggested research topics, is available [online](#).

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### *Questions?*

Contact the Simons Center if you have questions about our publications or research.

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