

Style Guide of Correct and Preferred Usage in National Capital Area Council Publications

Purpose	2
Applicability	2
Background	2
References	2
Policy	2
Appendix A.....	3
General	
Word Watch	
Misused Terms	
Idioms	
Troublesome Words	
Appendix B	4
Material Submissions to <i>The Scouter Digest</i>	
Appendix C.....	4
Acronyms and Abbreviations	
Appendix D.....	4
Capitalizations	
Titles and Headings	
Italics	
Appendix E	4
Punctuation and Numbers	
Appendix F	4
Brevity	



Purpose

The principal purpose is to improve the quality of National Capital Area Council publications. This objective can be achieved by constant application of the technically correct and preferred usage provided in this guide.

Applicability

All personnel, both staff and volunteer, are to use the guidance in this guide in writing and reviewing NCAC publications.

Background

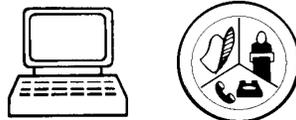
This guide does not contain all guidance needed for writing NCAC publications. Rather, it concentrates on recurring problems in usage found in NCAC writing and on questions asked by NCAC staff and volunteers.

References

Writers should also consult *The Language of Scouting* (no.3000), Merriam-Webster's *Ninth New Collegiate* and unabridged dictionaries, and the *Chicago Manual of Style*.

Policy

Guidelines in this style guide will receive preference. Preferences will then be given to guidelines in *The Language of Scouting*, Merriam-Webster's *Ninth New Collegiate* and unabridged dictionaries, and the *Chicago Manual of Style*, in that order.



APPENDIX A

General - *The Scouter Digest* and many other National Capital Area Council (NCAC) publications are intended for a limited and/or targeted audience, many of whom are new to Scouting's idioms and procedures. These publications must be fully understandable to this audience. The policy for abbreviations and acronyms must be carefully implemented.

Word Watch - New terms and phrases are constantly appearing in public and Scouting literature. Watch for updated and new terminology to use in publications. Examples include the use of Tiger Cub dens to replace Tiger Cub groups and Chartered Organization Representative to replace Scouting coordinator.

Misused Terms - Most misused terms are the result of a desire to be brief. This leads to misunderstandings and confusion. An example is the use of Scoutmaster Fundamentals rather than Scoutmastership Fundamentals. Many people are led to believe this training course is only for Scoutmasters.

Idioms - These expressions which are unique to Scouting can hinder communication. Be careful in the use of idioms. Explanations of idioms should be provided when they are first used. Examples include camporee, roundtable, Scout bucks, FOS, and rechartering your unit.

Troublesome Words & Phrases - Overly used words can imply a lack of education or concern. Examples: *That* is a word *that* is used so many times *that* it may even stop the reader from reading *that* which we mailed to them. (word overuse) The *Cub Scout Training* and *Scoutmaster Fundamentals Training* was hosted by *National Cap.* (improper nomenclatures)

- Correct spelling and nomenclature is a must for quality publications. The correct spelling, preferred usage and nomenclature of troublesome words & phrases include:

<u>Cub Scout Leader Roundtable</u>	Cub Scout <u>Leader Basic Training</u> (CSLBT)
<u>Boy Scout Leader Roundtable</u>	NCAC (not NCAC council)
<u>Council</u> (when NCAC is implied)	The <u>Memorial/Tribute</u> Fund
Goshen Scout <u>Camps</u>	<u>Advisor</u> (for Exploring and all committees)
<u>Claude</u> Moore Farm	<u>Adviser</u> (for Order of the Arrow adviser only)
<u>Wood</u> Badge	Webelos <u>Leader Outdoor Training</u> (WLOT)
Ron L. <u>Carroll</u>	<u>Quality District Award</u>
<u>Northeast</u> <u>Region</u>	<u>National Council</u>
<u>Silver</u> <u>Beaver</u> <u>Award</u>	<u>District Award of Merit</u>
...is an <u>Eagle</u> <u>Scout</u> . (regardless of age)	
<u>Scoutmastership</u> Fundamentals (SMF)	
Lenhok'sin <u>High Adventure</u> (not Lenhok'sin <i>Trail</i>)	
<u>The Church of Jesus Christ of Latter-day Saints</u> (LDS)	
vice_chairman; vice_president (capitalized if with a name; Vice Chairman Jim	

Smith)

All multiple-session training events should follow this example: Scoutmastership Fundamentals (SMF)-Session 1 of 3; SMF-Session 2 of 3; SMF-Session 3 of 3.

Note: Underlines indicate the troublesome areas of each word or phrase.

APPENDIX B

Material Submissions to *The Scouter Digest* - Use of the following will help insure proper communications and a quality Council publication.

- ◆ Submit all articles on a diskette(s) along with a printed copy of the full text no later than the issue's due date.
- ◆ IBM formatted and *virus-free* diskettes are to be used. District diskettes will be made available free-of-charge by contacting the finance department at 301-214-9114.
- ◆ Please use 10 point Times New Roman font for all articles with 12 point Times New Roman for all headings and titles.
- ◆ Do not use **Bold**, *Italic* or **Reversed** fonts—they will be deleted in the styling process.
- ◆ Do not use ALL CAPS for headers, titles or to make a statement such as DON" T MISS THIS—they will be deleted in the styling process.
- ◆ Do not use Underlines—they will be deleted in the styling process.

Improper District News Submission

Best District News

submitted by John Doe
January 1, 2000
(please see photos included with this diskette)



CUB EARNS EAGLE SCOUT

For the first time in the history of the movement, a Cub Scout has earned the rank of EAGLE SCOUT.

FORM SAMPLE 

Please, take time *right now* to let us know how you feel about these upcoming district events.

Pinewood Derby	<input type="checkbox"/> Good	<input type="checkbox"/> Great	<input type="checkbox"/> OK
Camporee	<input type="checkbox"/> Good	<input type="checkbox"/> Great	<input type="checkbox"/> OK

New River District Calendar

MARCH 2000	APRIL 2000	MAY 2000
12 Roundtables	5 Committee Meeting	3 SMF #1
14,15,16 Camporee	12th District Banquet (<i>TBA</i>)	17-18 SMF #2

Notes:

First article is incorrect, false, all caps heading, and broken into 3 parts—please proof and verify all articles, names and phone numbers before submitting your diskette and let all sentences "wrap around" on their own. Bold, italic and underlining is used. Columns and graphics (☐) are used in the "form" and calendar sections. Various fonts, font sizes, and graphics are used. Center justification is used once. TBA (to be announced) is used. No locations or times are listed. If locations, times, and costs are not known, please work with your committees to get this important information—your readers want to know!

- ♦ All photos and/or graphics must be turned in with the article on its due date.
- ♦ The IBM diskette should contain the following file types:
 - ♦ Microsoft WORD files up to version 6.0/7.0 (Windows) This is the preferred type.
 - ♦ Wordperfect files up to version 6.0/6.1 (Windows) or 6.0 (DOS)
 - ♦ PageMaker text files, up to version 6.0.

If these programs are not available to you, save your file as a .RTF (rich text format) file from *within your word processor*. Please indicate on your diskette which file type you have used and the name of the file(s).

- ♦ All documents should contain no formatted items such as tables, columns and special tab settings. Use two spaces between sentences, one space after commas.
- ♦ Only district dates are to be listed in district calendars. Council events and holidays will be listed once in the Council calendar section.
- ♦ All diskettes and photos will be returned.
- ♦ Use the term National Capital Area Council or the possessive "our Council" when referring to or writing about our Council.

Proper District News Submission

Best District News, submitted by John Doe, January 1, 2000
 Editor-please see photos included with this diskette

20-year-old Earns Eagle Scout Award

For the first time in the history of the Best District, a 20-year-old Boy Scout has earned the rank of Eagle Scout. Jim Doe is a hard working Scout with disabilities registered to Troop 1 of the Fair City School. By applying before his...

Form Sample

Please take time right now to let us know how you feel about these upcoming district events.

Pinewood Derby	Good	Great	OK
Camporee	Good	Great	OK

March

12	Cub Scout & Boy Scout Leader Roundtables--St.Mark's Church, 11 Rose Ave, Fairfax --7:30 pm
14-16	Frontiersman Camporee--Claude Moore Outdoor Education Center

April

5	District Committee Mtg--First Union Bank Board Room, 101 West Ave, Winchester --7:30 pm
12	District Banquet--Washington Convention Center, 145 Main Street, Washington, DC--6:00 pm--\$25

per person

May

3	Scoutmastership Fundamentals (SMF)-Session 1 of 3
17-18	SMF-Session 2 of 3

Notes:

Times New Roman 10 point font is used for text and 12 point is used for headings. No bold, italic or underlining is used. All headings and text are left justified with no indents and tabs, not single spacing, is used to line up items in the "form" and calendar sections. In the calendar section, the first tab is used for the date and the second tab is used for the event listing. Times, locations and costs are listed with each calendar date. Special notes to the editor may be written on the hard copy submitted with the diskette. All multi-session events should be listed as illustrated with the May SMF course. Always spell out acronyms and abbreviations on their first occurrence within an article.

- ◆ Please follow the examples below when entering your articles and calendar dates.

APPENDIX C

Acronyms and Abbreviations - Abbreviations and acronyms are acceptable only after being spelled out after their first occurrence within an article. [National Capital Area Council (NCAC), Friends of Scouting (FOS)] Constraint must be used if acronyms and abbreviations are to be placed in titles or on flyers. Consider receiving this flyer as a new Scouter: **JOTA '98** - A must for EPAs, PLCs and JASMs - Sponsored by NESAs, NPCCs and EPAC - Call your UC or the DFS at NCAC for info.

APPENDIX D

Capitalizations - These rules are general. When in doubt, don't capitalize.

- ◆ Activities - Capitalize pow wow, camporee, jamboree, derby or show only if it is a specific event. [1997 National Scout Jamboree; 1999 Council Pow Wow]
- ◆ Groups - Capitalize packs, den, troop, patrol, team, post, ship, district, council, region, or area only if the reference is specific. [Pack 123; Patuxent District] In addition, capitalize Council when NCAC is implied.

Titles and Headings - Always capitalize Tiger Cub, Cub Scout, Boy Scout, Varsity Scout, Explorer, Cubmaster, Scoutmaster, Coach (Varsity Scout Coach only), Advisor (Explorer Advisor only), Skipper, and Scouter. Capitalize other titles when they precede the name. [District Executive Tutt and Vice Chairman Johnson are working with other district executives and vice chairmen.]

Italics - Italics are used when referring to the titles of books, magazines, newspapers, ships and aircraft. Done with restraint, italics may also be used to emphasize a word or phrase. Any NCAC Texas Instruments computer publications should use underlines since *italic* fonts are not available on the system. The TI system is being replaced by PCs using Microsoft's Office Pro software—WORD, Excel, Access and PowerPoint.

APPENDIX E

Punctuation and Numbers - Refer to *The Language of Scouting* (no.3000).

APPENDIX F

Brevity - Articles should always be written with the most important information at the beginning of the article. If required, any of *The Scouter Digest* articles will be shortened by cutting the last paragraphs of an article first.



Any input for future revisions of this publication should be addressed to NCAC-BSA, 9190 Wisconsin Avenue,
Bethesda, MD 20814-3897 Attn:Marketing Director