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**BANGSAMORO TRANSITION AUTHORITY PARLIAMENT**

**BANGSAMORO GOVERNMENT CENTER**

**COTABATO CITY**

**PHILIPPINES**



# **BTA PARLIAMENT STYLEBOOK**



**A GUIDE FOR  
JOURNAL WRITERS, COPYREADERS AND EDITORS,  
COMMITTEE SECRETARIES, STENOGRAPHERS,  
RESEARCHERS, BILL DRAFTERS,  
AND OTHER DOCUMENTATION OFFICERS**

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# INTRODUCTION

The Bangsamoro Transition Authority (BTA) Parliament is the legislature of the transitional regional government of Bangsamoro. Its legal framework is mandated by Republic Act No. 11054, the Bangsamoro Organic Law (BOL). It was first constituted on February 22, 2019, during which the first set of members took their oath of office. It is composed of 80 appointed Members of Parliament (MPs) -- 41 were nominated by the Moro Islamic Liberation Front (MILF) and 39 by the National Government.

The present key challenge is on the technical capability of the Members of the Parliament and the Parliament Secretariat personnel, in their legislative work and support services, respectively. In order to address this, the Government of the Republic of the Philippines, with the assistance from the European Union (EU), has started to implement the “Support to the Bangsamoro Transition Authority” (SUBATRA) which includes the technical assistance to enhance the capacity of the BTA Parliament Secretariat in the preparation of Parliament’s official records, particularly its Journal.

The Parliament Journal is a concise and accurate account of the proceedings of what has taken place in every plenary session (Rule XXX, Parliamentary Rules, Procedures, and Practices of the BTA). It must be prepared efficiently and in accordance with the standards of parliamentary language and procedures, and uses as references other records and official documents of Parliament.

Thus, this Parliament Stylebook, which was initially prepared by the EU-SUBATRA Senior Consultant and finalized during the Journal preparation training of BTA Parliament Secretariat personnel, will serve as guide for journal officers, encoders, committee secretaries and other technical officers of the Secretariat involved in the preparation of the documents of the BTA Parliament.

# FOREWORD

Hon. Atty. Ali Pangalian M. Balindong  
Speaker, Bangsamoro Transition Authority

Assalamu Alaikum Warahmatullahi Wabarakatuh!

I am very pleased and grateful for the publication of the Bangsamoro Parliament Stylebook, which is a collaborative work between the Parliament Secretariat and the European Union-sponsored Support to the Bangsamoro Transition Authority (SUBATRA). This publication is very essential to enhance the technical writing skills of the Secretariat in the preparation and crafting of the Parliament's journal and other official documentations.

As we all know, the Journal is the written summation of the events and proceedings of all sessions in the plenary. Thus, it must be prepared accurately, effectively and expeditiously. For, without a well-prepared journal, the quality of legislative work is unnecessarily compromised. With this publication, the content and design of official Parliament documentation will be standardized and will be presented in a more logical and technical manner. It will also greatly help to expedite their preparation, which is absolutely important in the deliberation of urgent legislative measures.

More importantly, the improved technical skills of the Secretariat will enable them to effectively convey to the people the work that we do in the Parliament. As the records immortalize our actions in the plenary, we are impelled to better ourselves, not for our own benefit but for the welfare of our constituents.

Finally, I extend my heartfelt gratitude to SUBATRA for its untiring efforts to enhance the capabilities of the entire regional bureaucracy. May your generosity be rewarded with a thousand-fold of blessings from the Almighty.

## GENERAL STYLES

The following entries, arranged from A to Z, include words, phrases, and expressions and their correct spelling, form, and usage in formal language:

### A

**a, an** Use the article *a* before consonant sounds.

Examples: *a historic event*

*a one-year term* (sounds as if it begins with a *w*) *a united stad*  
(sounds like *you*)

Use the article *an* before vowel sounds.

Examples: *an energy crisis*

*an honorable man* (the *h* is silent)

*an NCEE test* (sounds like it begins with the letter *e*)

*an 1890s song*

**a-** The rules of prefixes apply, but in general, no hyphen.

Examples: *abiotic*    *asexual*

**abbreviations and acronyms** To avoid alphabet soup, do not use abbreviations or acronyms that are not quickly recognizable. However, when circumstances require abbreviations, follow these general principles:

- **before a name:** Abbreviate the following titles when used before full name outside direct quotations.

Examples: *Dr., Gov., Mr., Mrs., Sen., Rep., the Rev.* and certain legislative, military, religious, and courtesy titles listed in the entries in this book.

Spell out all except *Mr., Mrs.* and *Ms.* when they are used before a name in direct quotations.

- **after a name:** Abbreviate *Junior* or *Senior* after an individual's name.

Abbreviate *company, corporation, incorporated* and *limited* when used after the name of a corporate entity. See **company names**.

In some cases, an academic degree may be abbreviated after an individual's name. See **academic degrees**.

- **with dates or numerals:** Use the abbreviations *A.D.*, *B.C.*, *a.m.*, *p.m* *No.* and abbreviate certain months when used with the day of the month.

Right: In 375 B.C. at 9:30 a.m. in room No. 217 on Sept. 16

Wrong: Early this p.m. he asked for your telephone No.

(The abbreviations are correct only with figures.)

Right: Early this afternoon he asked for your telephone number.

- **In numbered addresses:** Abbreviate *avenue*, *boulevard* and *street* in numbered addresses. See **addresses**.

Examples: He lives on Sinsuat Avenue.

He lives at 369 Sinsuat Ave.

- **awkward constructions:** Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it. Acronyms not commonly known by the public should not be used solely to save a few words.
- **academic degrees** If mention of degrees is needed to establish credentials the preferred form is to avoid an abbreviation and use instead a phrase such as *Manuel Reyes, who has a doctorate in psychology*.

Use an apostrophe in *bachelor's degree*, *a master's*, etc.

Use such abbreviations as *M.A.*, *LL.D.*, *A.B.* and *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name – never after just a last name.

When used after a name, an academic abbreviation is set off by commas.

Example: *Manuel Arroyo, Ph. D., spoke.*

**academic departments** Use lowercase except for words that are proper nouns or adjectives.

Examples: the department of history  
the history department  
the department of English  
the English department

**academic titles** Capitalize and spell out *professor, chancellor, chairman*, etc. when they precede a name. Lowercase elsewhere.

Example: *Professor Andrew Franco*

Lowercase modifiers such as *psychology* in *psychology Professor Amparo Briones* or *department* in *department Chairman Virgilio Almario*.

### **acronyms**

**states and nations:** The names of certain nations – the United States (U.S.) and the People’s Republic of China (PROC), for example – are abbreviated in some circumstances. Acceptable but not required:

Some organizations and government agencies widely recognized by their initials: CIA, NBI, LP, UN, DOLE. It does not mean, however, that the use of these abbreviations or acronyms should be automatic. The context should determine whether to use United Nations or UN.

Capitalize acronyms of organizations and government agencies when referring to their initials (The acronym represents the first letters in the name of the organization/agency).

Examples: DOH, DOLE, DOST

However, acronyms of certain organizations and government agencies are written this way as they include the second letter of the words in the organization’s agency name.

Examples: *Comelec* for Commission on Elections

*Napocor* for National Power Corporations

**act** Capitalize when part of the name for pending or implemented legislation.

Example: *the Early Retirement Act*

Capitalize the short titles of laws except the articles.

Example: *Domestic Househelper Benefits and Protection Act*

**acting** Always lowercase, but capitalize any formal title that may follow before a name.

Examples: acting Mayor Juan Carlos  
acting Secretary-General

**act numbers** Use Arabic figures and capitalize *act*.

Examples: *Act 1*

*Act*

*Scene 2*

But: *the first act*

*the third act*

**A.D** Acceptable in all references for *anno Domini*: in the year of the Lord.

The full phrase reads *in the year of the Lord*, so the abbreviation *A.D.* goes before the figure for the year.

Example: *A.D. 33*

Do not write: *in the fifth century A.D.* *The fifth century* is sufficient.

If *A.D.* is not specified with a year, the year is presumed to be *A.D.*

**addresses** Use the abbreviations *Ave.*, *Blvd.*, and *St.* only with a numbered address.

Example: *369 Makati Ave.*

Spell them out and capitalize when part of a formal street name without a number.

Example: *Makati Avenue*

Lowercase and spell out when used alone or with more than one street name.

Example: *Makati and Buendia avenues*

All similar words (*alley*, *drive*, *road*, *terrace*, etc.) are always spelled out.

Capitalize them when part of a formal name without a number, lowercase when used alone or with two or more names.

Always use figures for an address number.

Example: *2 Bagtikan Drive*

Spell out and capitalize *First* through *Ninth* when used as street names; use figures with two letters for *10th* and above.

Examples: *74 Fifth Ave.*

*100 12th St.*

**administration** Lowercase: *the administration*, *the president's administration*, *the mayor's administration*, *the Ramos administration*.

See the **government, junta, regime** entry for distinctions that apply in using these terms and administration.

**administrator** Never abbreviate. Capitalize when used as a formal title before a name.

Example: *Provincial Administrator Orlando Iñigo*

**adopt, approve, enact, pass** Amendments, ordinances, resolutions and rules are *adopted* or *approved*. Bills are *passed*. Laws are *enacted*.

**ages** Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be years.

Ages expressed as adjectives before a noun or as substitutes for a noun, use hyphens.

Example: *A 17-year-old girl, but the girl is 17 years old.*

*The boy, 7, has a sister, 17.*

*The woman, 26, has a daughter 7 months old. The law is 20 years old.*

*The race is for 45-year-olds.*

*The woman is in her 30s. (no apostrophe)*

**aide-de-camp, aides-de-camp** A military officer who serves as assistant and confidential secretary to a superior.

**air base** Two words. Follow the Philippine Air Force practice, which uses *air base* as part of the proper name for its bases. Do not abbreviate.

Example: *Clark Air Base*

On second reference: *the Air Force base, the air base, or the base.*

**aircraft names** Use a hyphen when changing from letters to figures; no hyphen when adding a letter after figures.

Examples: *F-19*

*B-1*

*BAC-111*

*C-5A*

*DC-10*

*FH-227*

*F-4 Phantom 2*

*F-86 Sabre*

*L-1011*

- **no quotes:** Do not use quotation marks for aircraft with names:  
Example: *Air Force One*  
*the Spirit of St. Louis*  
*the Concorde*
- **plurals:** *DC-10s, 747s*. But: *747B's*. (As noted in **plurals**, the apostrophe is used in forming the plural of a single letter.)
- **sequence:** Use Arabic figures to establish the sequence of aircraft, spacecraft and missiles. Do not use hyphens.  
Example: *Apollo 13*

**airport** Capitalize as part of a proper name.

Examples: *Pili Airport*  
*Ninoy Aquino International Airport*

The word *international* may be deleted from a formal airport name while the remainder is capitalized.

Examples: *Ninoy Aquino International Airport* or *Ninoy Aquino Airport*  
(Use whichever is appropriate in the context.)

Do not make up names, however. There is no longer a Manila International Airport. For example, *The Manila airport* (lowercase airport) would be acceptable if for some reason the proper name, Ninoy Aquino International Airport, was not used.

**all right** (adv.) Never *alright*.

**all time, all-time** Avoid the redundant phrase *all-time record*.

Example: *An all-time high, but the greatest orator of all time*

**allude, refer** To *allude* to something is to speak of it without specifically mentioning it. To *refer* is to mention it directly.

**alumnus, alumni, alumna, alumnae** Use *alumnus* (*alumni* in the plural) when referring to a man who has attended a school. Use *alumna* (*alumnae* in the plural) for similar references to a woman. Use *alumni* when referring to a group of men and women.

**a.m., p.m.** Lowercase, with periods. Avoid the redundant *10 a.m. this morning*.

**among, between** *Between* introduces two items and *among* introduces more than two.

Example: *The funds were divided among Mayors Navarro, Pastrana and Matel.*

However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time.

Example: *Negotiations are under way between the national government and the Navarro, Pastrana and Matel administrations.*

**angry** *At* someone or *with* someone.

**animals** Do not apply a personal pronoun to an animal unless its sex has been established or the animal has a name.

Examples: *The dog was scared; it barked.*

*Argus was scared; he barked.*

*The cat, which was scared, ran to its basket.*

*Felix, the cat, ran to his basket.*

**anno Domini** See A.D.

**annual** An event cannot be described as annual until it has been held in at least two successive years. Do not use the term *first annual*.

**anti-** Hyphenate all except the following words, which have specific meanings of their own:

antibiotic	antipasto
antibody	antiperspirant
anticlimax	antiphon
antidote	antiphony
antifreeze	antiseptic
antigen	antiserum
antihistamine	antithesis
antiknock	antitoxin
antimatter	antitrust
antimony	antitussive

Hyphenated words include:

anti-aircraft	anti-labor
anti-slavery	anti-inflation
anti-war	anti-smoking
anti-social	anti-intellectual

**anyone, any one** One word for an indefinite reference.

Example: *Anyone can know that.*

Two words when the emphasis is on singling out one element of a group.

Example: *Any one of them can do that.*

**apposition** A decision on whether to put commas around a word, phrase or clause used in apposition depends on whether it is essential to the meaning of the sentence (no commas) or not essential (use commas).

**arbitrate, mediate** One who *arbitrates* hears evidence from all people concerned, then hands down a decision.

One who *mediates* listens to arguments of both parties and tries by the exercise of reason or persuasion to bring them to an agreement.

**arch-** No hyphen after this prefix unless it precedes a capitalized word:

archbishop	arch-Catholic
archenemy	archrival

**armed forces** Capitalize when referring to Philippine forces.

Examples: *The Philippine Air Force*

*the Air Force*

*Air Force regulations Philippine Navy Philippine Army*

However, in case of first mention use complete name and in succeeding reference use capital and lowercase.

Use lowercase for the forces of other nations. This approach has been adopted for consistency, because many foreign nations do not use *air force* as the proper name.

Example: *the Indonesian air force*

**assassin, killer, murderer** An *assassin* is a politically motivated killer. A *killer* is anyone who kills with a motive of any kind. A *murderer* is one who is convicted of murder in a court of law.

**assemblyman, assemblywoman** Do not abbreviate. See **legislative titles**.

**assistant** Do not abbreviate. Capitalize only when part of a formal title before a name.

Example: *Assistant Director Raymundo Reyes*

**associate** Never abbreviate. Apply the same capitalization norms listed under assistant.

**association** Do not abbreviate. Capitalize as part of a proper name.

Example: *Philippine Medical Association*

**at large** Usually two words for an individual representing more than a single district.

Examples: *congressman at large*  
*councilor at large*  
*ambassador-at-large* (for an ambassador assigned to no particular country)

**attaché** It is not a formal title. Always lowercase.

**attorney, lawyer** In common usage the words are interchangeable. Technically, however, an *attorney* is someone (usually, but not necessarily, a lawyer) empowered to act for another. Such an individual occasionally is called an *attorney in fact*.

A *lawyer* is a person admitted to practice in a court system. Such an individual occasionally is called an *attorney at law*.

Do not abbreviate *attorney*.

Example: *The defense attorney, Jerome Aquino, filed a complaint.*

Capitalize and abbreviate when used with the name of a person.

Example: *Atty. Jefferson Reyes*

**average of** The phrase takes a plural verb in a construction.

Example: *An average of 100 contract workers leave the country daily.*

## **B**

**back up (v.) backup (n. and adj.)**

**backward (adj.)**

**backwards (adv.)**

**B.C.** Use in references to a calendar year in the period before Christ. Because the full phrase would be *in the year 43 before Christ*, the abbreviation *B.C.* is placed after the figure for the year: *43 B.C.*

**because, since** Use *because* to denote a specific cause-effect relationship.

Example: *He went because he was told.*

Use *since* when the first event in a sequence leads logically to the second but is not its direct cause.

Example: *He went to the game, since he had nothing else to do.*

**beside, besides** *Beside* means *at the side of*. *Besides* means *in addition to*.

**bid** To make an offer. Same form/spelling when used in the present, past and future perfect tenses

**blast off (v.) blast-off (n. and adj.)**

**bloc, block** A *bloc* is a coalition of people, groups or nations with the same purpose or goal.

*Block* has several definitions, but a political alliance is not one of them.

**board** Capitalize only when an integral part of a proper name.

Example: *the BTA Parliament Promotions Board*

**board of directors, board of trustees** Generally lowercase except when part of the proper name.

**brand names** When they are used, capitalize them.

Example: *He prefers MacBook over Toshiba laptops.*

When a company sponsors an event such as a golf tournament, use the company's name for the event in first reference and the generic term in subsequent references.

Examples: *the Marlboro Women's Open*  
*the P200,000 women's tennis tournament*  
*the tournament*

**brand-new** (adj.)

Example: *His clothes looked brand-new.*

**broadcast** The past tense is *broadcast* or *broadcasted*.

**building** Do not abbreviate. Capitalize the proper names of buildings, including the word *building* if it is an integral part of the proper name.

Example: *the Rufino Building*

**bureau** Capitalize when part of the formal name for an organization or agency.

Example: *the Bureau of Census and Statistics*

Lowercase when used alone or to designate a corporate subdivision.

Examples: *the Manila bureau of Asiaweek*  
*the bureaus of the legislative branch*

## **C**

**cabinet** Capitalize references to a specific body of advisers heading executive departments for a president, king, governor, etc.

Example: *The president-elect said he has not made his Cabinet selections.*

The capital letter distinguishes the word from the common noun meaning *cupboard*, which is lowercase.

**cabinet titles** Capitalize the full title when used before a name; lowercase in other uses.

Examples: *Secretary of Justice Leila de Lima*  
*Bro. Armin Luistro, secretary of education.*

**caliber** The form: *.45-caliber pistol*. Note the decimal point.

**call on** To ask or request someone to do something or speak/answer

**call up (v.) call-up (n.)**

Examples: *The army called up the reserve troops for active duty.*  
*Because of his occupation, he was not liable for a call-up.*

**canvas, canvass** *Canvas* is heavy cloth. *Canvass* is a noun and a verb denoting a survey.

**capitalization** In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here.

Entries in this book that are capitalized without further comment should be capitalized in all uses. As used in this book, *capitalize* means to use uppercase for the first letter of a word. If additional capital letters are needed, they are called for by an example or a phrase such as *use all caps*. Some basic principles:

- **proper nouns:** Capitalize nouns that constitute the unique identification for a specific person, place, or thing.

Examples: *Manuel Teresa*  
*Albay Bulacan*

Some words, such as the examples just given, are always proper nouns. Some common nouns receive proper noun status when they are used as the name of a particular entity.

Examples: *General Motors Legazpi Oil*

- **proper names:** Capitalize common nouns such as *party, river, street* and *south* when they are in integral part of the full name of a person, place or thing.

Examples: *Liberal Party*  
*Agusan River*  
*Finance Street*  
*South Cotabato*

Lowercase these common nouns when they stand alone in subsequent references.

Examples: *the party*  
*the river*  
*the street*

Lowercase the common noun elements of names in all plural uses.

Examples: *the Liberal and Nacionalista parties*  
*lakes Buhi and Bato*

- **popular names:** Some places and events lack officially designated proper names but have popular names that are their effective equivalent.

Examples: *the University Belt*  
*the Circle (an area in Quezon City)*  
*the Cordilleras (of Northern Luzon)*  
*the Reclamation Area*

The principle applies also to shortened versions of the proper names of one-of-a-kind events.

Examples: *Pearl Harbor*  
*the Series (for the World Series)*  
*the First Quarter Storm (for the series of student demonstrations in the Philippines during the '70s)*

- **derivatives:** Capitalize words that are derived from a proper noun and still depend on it for their meaning.

Examples: *Filipino*    *Christian*  
*Islamic*    *English*  
*Visayan*    *French*  
*Marxism*    *Shakespearean* *Freudian*

Lowercase words that are derived from a proper noun but no longer depend on it for their meaning.

Examples: *french fries*                      *herculean*  
*manhattan cocktail*                      *malapropism*  
*pasteurize*                                      *quixotic*  
*venetian blind*                                *sadism*  
*manila envelope*

- **sentences:** Capitalize the first word in a statement that stands as a sentence.

See **sentences** and **parentheses**.

In poetry, capital letters are used for the words of some phrases that would not be capitalized in prose.

- **compositions:** Capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art, etc. See **composition titles**, **magazine names**, and **newspaper names**.
- **titles:** Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Lowercase terms that are mere job descriptions rather than formal titles. See **academic titles**; **courtesy titles**; **legislative titles**; and **titles**.
- **abbreviations:** Capital letters apply in some cases. See the **abbreviations** and **acronyms** entries.

**caucus** Lowercase at all times

Example: party members' caucus

**cave in (v.)** **cave-in (n. and adj.)**

**ceasefire (n. and adj.)** **cease fire (v.)**

**celebrant, celebrator** A *celebrant* is someone who conducts a religious rite.

Example: *He was the celebrant of the Mass.*

Use *celebrator* for someone having a good time.

Examples: *The celebrators kept the party going until 4 a.m.*  
*birthday celebrator*

**chairman, chairperson** Capitalize as a formal title before a name.

Examples: *company Chairman Jaime Aquino*  
*committee Chairperson Loren Legarda*

Do not capitalize when used to describe merely a casual, temporary position.

Example: *meeting chairman Anthony Perez*

**chapters** Capitalize *chapter* when used with a numeral in reference to a section of a book or legal code. Always use Arabic figures. Lowercase when standing alone.

Examples: *Chapter 1*  
*Chapter 20*

**check up (v) checkup (n.)**

**citizen, resident, subject, national, native** A *citizen* is a person who has acquired the full civil rights of a nation either by birth or naturalization.

To avoid confusion, use *resident*, not *citizen*, in referring to inhabitants of provinces, towns and cities.

*Subject* is the term used when the government is headed by a monarch or other sovereign.

*National* is applied to a person residing away from the nation of which he is a citizen, or to a person under the protection of a specified nation.

*Native* denotes that an individual was born in a given location.

**city** Capitalize if used with the name of the city.

Examples: *City of Makati*  
*Quezon City*

**city hall** Capitalize with the name of a city, or without the name of a city if the reference is specific. Lowercase generic uses.

Examples: *Manila City Hall*  
*City Hall*  
*The Manila and Pasay city halls* (lowercase plural use)

**co-** Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status

co-author	co-pilot
co-chairman	co-respondent
co-defendant	(in a court case)
co-signer	co-host

Do not put a hyphen in other combinations:

coed	cooperate
coeducational	cooperative
coordinate	coexist

*Cooperate, coordinate* and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

**collective nouns** Nouns that denote a unit take singular verbs and pronouns: *class, committee, crowd, family, group, herd, jury, orchestra, team.*

Examples: *The committee is meeting to set its agenda.*  
*The jury reached its verdict.*  
*A herd of carabaos was slaughtered.*

**commander-in-chief** Capitalize only if used as a formal title before a name. However, it is always hyphenated.

Example: *Commander-in-Chief Benigno Aquino III*

**commissioner** Do not abbreviate. Capitalize when used as a formal title.

Example: *Commissioner Loretta Ann P. Rosales*

**committee** Do not abbreviate. Capitalize when part of a formal name.

Example: *the Committee on Finance, Budget and Management*

Do not capitalize shortened versions of long committee names.

Example: *the Committee on Health*, for example, becomes *the health committee.*

As much as possible, use the full names of the committees and not the shortened version.

**communism, communist** Lowercase *communism*. Capitalize *communist* only when referring to the activities of the Communist Party or to individuals who are members of it.

Examples: *The Communists almost won the election.*  
*She ran on the Communist ticket.*

**company, companies** Use *Co.* or *Cos.* when a business uses either word at the end of its proper name.

Examples: *Philippine Transportation Co.*  
*American Broadcasting Cos.*

If *company* or *companies* appears alone in second reference, spell the word out.

The forms of possessives:

Examples: *Philippine Transportation Co.'s profits*  
*American Broadcasting Cos.' profits*

**compared to, compared with** Use *compared to* when the intent is to assert, without the need for elaboration, that two or more items are similar.

Example: *He compared Ninoy's assassination to Rizal's execution.*

Use *compared with* when juxtaposing two or more items to illustrate similarities and/ or differences: *My needs are few and modest, compared with yours.*

**compose, comprise, constitute** *Compose* means to create or put together. It is commonly used in both the active and passive voices.

Examples: *He composed a song.*  
*The Philippines is composed of 7,100 islands.*  
*The zoo is composed of many animals.*

*Comprise* means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object.

Examples: *The Philippines comprises 7,100 islands.*  
*The committee comprises five men and seven women.*  
*The zoo comprises many animals.*

*Constitute*, in the sense of *form or make up*, may be the best word if neither *compose* nor *comprise* seems to fit.

Examples: *Seventy-five provinces constitute the Philippines.*  
*Five men and seven women constitute the committee.*  
*A collection of animals can constitute a zoo.*

Use *include* when what follows is only part of the total.

Examples: *The price includes a guided tour.*  
*The zoo includes crocodiles and wild boars.*

**composition titles** Apply the guidelines listed here to book titles, movie titles, opera titles, television program titles, and the titles of lectures, speeches and works of art.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize an article—*the, a, an*—or a word of fewer than four letters if it is the first or last word in a title.

Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.

Examples “*Lucy in the Sky With Diamonds*”  
 “*The Rise and Fall of the Third Reich*”  
 “*The Old Man and the Sea*”

*“Miss Saigon”*  
*the NBC-TV “Today” program*

Reference works:

Examples: *Directory of the Senate*  
*Encyclopaedia Britannica*  
*Webster’s New World Dictionary of the American Language*

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

**congressional** Lowercase unless part of a proper name.

**consensus** The term for general agreement, not *concensus*, which is a misspelling of the word.

**constitution** Capitalize references to the Philippine Constitution, with or without the *Philippine* modifier.

Example: *The president said he supports the Constitution.*

When referring to constitutions of other nations or of states, capitalize only with the name of a nation or a state. Lowercase in other uses.

Examples: *the U.S. Constitution*  
*the Texas Constitution*  
*the state constitution*  
*the organization’s constitution*

Lowercase *constitutional* except when referring to a particular body like the 1986 Constitutional Commission.

**consulate** Capitalize with the name of a nation; lowercase without it.

Examples: *the French Consulate*  
*the U.S. Consulate*  
*the consulate in New York*

**contractions** Avoid excessive use of contractions. Contractions are acceptable, however, in contexts where they reflect the way a phrase commonly appears in speech or writing.

**contrasted to, contrasted with** Use *contrasted to* to assert that two items have opposite characteristics.

Example: *He contrasted the appearance of the building today to its abandoned look last year.*

Use *contrasted with* when juxtaposing two or more items to illustrate similarities and/or differences.

Example: *He contrasted the Marcos government with the Aquino government.*

**convention** Capitalize as part of the name for a specific political convention.

Examples: *the Liberal Party National Convention*  
*the Bicol Liberal Convention*

Lowercase in other uses.

Examples: *the national convention*  
*the provincial convention*  
*the annual convention of the United Sons of San Roque*

**cooperate, cooperative** But *co-op* as a short term of *cooperative*, to distinguish it from *coop*, a cage for animals.

Example: *Their co-op office is so small it resembles a coop.*

**copyright** (n., v. and adj.) Use *copyrighted* only as the past tense of the verb.

Examples: *The expose was made in a copyright story.*  
*He copyrighted the article.*

**corporation** Abbreviate corporation as *Corp.* when a company or government agency uses the word at the end of its name.

Examples: *Gulf Oil Corp.*  
*the National Deposit Insurance Corp.*

Spell out *corporation* when it occurs elsewhere in a name.

Example: *the Construction and Development Corporation of the Philippines*

Spell out and lowercase corporation whenever it stands alone.

Example: *the objectives of the corporation*

The form for possessives: *Philippine National Construction Corp.'s profits*

**corps** Capitalize when used with a word or a figure to form a proper name.

Example: *the Marine Corps*  
*the Signal Corps*

Capitalize when standing alone if it is a shortened reference to the PMA Corps of Cadets.

The possessive form is corps' for both singular and plural: *one corps' location*, *two corps' assignments*.

**counsel, counseled, counseling, counselor, counselor at law** To *counsel* is to advise. A *counselor* is one who gives counsel or advice.

A *counselor at law* (no hyphens for consistency with attorney at law) is a lawyer.

**counter-** In general, no hyphen.

Examples: *counteract*  
*countercharge*

**coup d'état** The word *coup* usually is sufficient.

**couple** When used in the sense of *two people*, the word takes plural verbs and pronouns.

Example: *The couple were married Saturday and left Sunday on their honeymoon.*  
*They will return in two weeks.*

In the sense of a *single unit*, use a singular verb.

Examples: *Each couple was asked to give P10,000.*  
*A couple of drinks is all he needs.*

**course numbers** Use Arabic numerals and capitalize the subject when used with a numeral.

Examples: *History 5*  
*Political Science 209*  
*Chemistry 12*

**court decisions** Use figures and a hyphen.

Examples: *The Supreme Court rules 5-4*  
*a 5-4 decision*

The word *to* is not needed, but use hyphens if it appears in quoted matter.

Examples: *The court rules 5-to-4*

**courtesy titles** In general, do not use the courtesy titles *Miss, Mr., Mrs. or Ms.* on the first name of the person.

Example: *Mr. George Baccay*, not *Mr. George*

- **married women:** The preferred form on first reference is to identify a woman by her own first name and her husband's last name.

Example: *Susan Lozano*

Use *Mrs.* on the first reference only if a woman requests that her husband's first name be used or her own first name cannot be determined.

Example: *Mrs. Ernesto Lozano*

On second reference, use *Mrs.* unless a woman initially identified by her own first name prefers *Ms.*

Examples: *Mrs. Lozano, Ms. Lozano*; or no title, *Susan Lozano, Lozano*

If a married woman is known by her maiden name, precede it by *Miss* on second reference unless she prefers *Ms.*

Examples: *Cecilia Lana, Miss Lana, Ms. Lana* or no title, *Cecilia Lana, Lana.*

- **unmarried women:** For women who have never been married, use *Miss, Ms.* or no title on second reference according to the woman's preference.

For divorced women and widows, the normal practice is to use *Mrs.* or no title. But if a woman returns to the use of her maiden name, use *Miss, Ms.* or no title if she prefers it.

- **marital status:** If a woman prefers *Ms.* or no title, do not include her marital status in a story unless it is clearly pertinent.

**court-martial, court-martialed, courts-martial**

## **D**

**damage, damages** *Damage* is destruction.

Example: Authorities said damage from the storm would total more than P4 billion.

*Damages* are awarded by a court as compensation for injury, loss, etc.

Example: The woman received P25,000 in damages.

**dangling modifiers** Avoid modifiers that do not refer clearly and logically to some words in the sentence.

Dangling: *Taking our seats, the game started.* (*Taking* does not refer to the subject, *game*, nor to any other word in the sentence.)

Correct: *Taking our seats, we watched the opening of the game.* (*Taking* refers to *we*, the subject.)

**decades** Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter *s*.

Examples: *the 1960s*                      *the '60s*  
                   *the Psychedelic '60s*        *the 1940s*  
                   *the mid-1970s*

**decimal units** Use a period and numerals to indicate decimal amounts. Decimalization should not exceed two places in textual material unless there are special circumstances.

**defense attorney** Always lowercase, never abbreviate.

**demolish, destroy** Both mean to do away with. Something cannot be partially demolished or destroyed. It is redundant to say *totally demolished* or *totally destroyed*.

**Department of Agrarian Reform (DAR);**  
**Department of Agriculture (DA);**  
**Department of Budget and Management (DBM);**  
**Department of Education (DepEd);**  
**Department of Energy (DOE);**  
**Department of Environment and Natural Resources (DENR);**  
**Department of Finance (DOF);**  
**Department of Foreign Affairs (DFA);**  
**Department of Health (DOH);**  
**Department of the Interior and Local Government (DILG);**  
**Department of Justice (DOJ);**  
**Department of Labor and Employment (DOLE);**  
**Department of National Defense (DND);**

**Department of Public Works and Highways (DPWH);**  
**Department of Science and Technology (DOST);**  
**Department of Social Welfare and Development (DSWD);**  
**Department of Tourism (DOT);**  
**Department of Trade and Industry (DTI);**  
**Department of Transportation and Communications (DOTC)**

Avoid acronyms when possible. A phrase such as *the department* is preferable on second reference because it is more readable and avoids alphabet soup.

The *of* may be dropped and the title flopped while capitalization is retained.  
Example: *the Finance Department*

Lowercase *department* in plural uses, but capitalize the proper name element.  
Example: *the departments of Labor and Justice*

A shorthand reference to the proper name element also is capitalized.  
Example: *The senator said, "Finance and Budget must resolve their differences."*

Lowercase *department* whenever it stands alone. Do not abbreviate *department* in any usage.

**deputy** Capitalize as a formal title before a name.

Example: *Deputy Speaker Ziaur-Rahman A. Adiong*

**designate** Hyphenate: *chairman-designate*. Capitalize only the first word if used as a formal title before a name.

**die-hard (n. and adj.)**

**different** Takes the preposition *from*, not *than*.

**differ from, differ with** To *differ from* means to be unlike. To *differ with* means to disagree.

Examples: The committee rooms differ from each other in terms of size.  
The chairman differed with the members on the list of guests to be invited.

**dimensions** Use figures and spell out *inches, feet, yards, etc.*, to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

Examples: *Ronald Santos is 4 feet 11 inches tall. the 6-foot-9-inch man  
the 5-foot man  
the basketball team signed a 7-footer  
The car is 17 feet long, 6 feet wide and 5 feet high.  
The carpet is 12 feet by 36 feet.  
the 12 x 36 carpet  
The storm left 30 feet of water.*

Use an apostrophe to indicate feet and quote marks to indicate inches (5'6") only in very technical contexts.

**directions and regions** Lowercase *north, south, northeast, northern*, etc. when they indicate compass direction; capitalize these words when they designate regions.

Examples: *Northern Luzon  
from the north south of Manila*

**director** The formal title for the individuals who head certain government offices. Capitalize when used immediately before their names or those of others for whom director is a formal title.

Example: *NBI Director Caesar R. Rojas*

Most uses of *director*, however, involve an occupational description not capitalized in any use.

Example: *company director Jose Panganiban*

**discreet, discrete** Discreet means prudent, circumspect.

Example: "I'm afraid you were not very discreet," she said.

Discrete means detached, separate.

Example: There are four discrete sounds from my stereo system.

**disease** When a disease is known by the name of a person identified with it, capitalize only the individual's name.

Examples: Bright's disease  
Parkinson's disease

**distances** Use figures for 10 and above, spell out *one* through *nine*.

Examples: *He walked four kilometers.*

*I'm 500 miles away from home.*

**district** Always spell it out. Use a figure and capitalize *district* when forming a proper name.

Example: *the 2nd District of North Cotabato*

**doctor** Use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of medicine degree.

Example: *Dr. Eric Tayag*

If appropriate in the context, *Dr.* also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies *Dr.* only with physicians, care should be taken to assure that the individual's specialty is stated in first or second reference. The only exception would be a story in which the context left no doubt that the person was a dentist, psychologist, chemist, historian, etc.

Do not use *Dr.* before the names of individuals who hold only honorary doctorates. Do not use *Dra.* if referring to female doctors.

**down-** The rules in prefixes apply, but in general, no hyphen.

Examples: downgrade  
downtown

**-down** Some examples, all nouns and/or adjectives:

breakdown rundown  
countdown sitdown

All are two words when used as verbs.

## E

**each other, one another** Two people look at each other. More than two look at one another.

Either phrase may be used when the number is indefinite.

Examples: *We help each other.*  
*We help one another.*

**editor** Capitalize *editor* before a name only when it is an official corporate or organizational title.

Do not capitalize as a job description.

**editor in chief** No hyphens. Capitalize when used as a formal title before a name.

Example: *Editor in Chief Teodoro Locsin Jr.*

**either** Use it to mean one or the other, not both.

**either... or, neither....nor** The nouns that follow these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearer subject.

Examples: *Neither they nor he is going.*  
*Neither he nor they are going.*

**-elect** Always hyphenate and lowercase.

Example: *President-elect Aquino*

**emeritus** This word often is added to formal titles to denote that individuals who have retired retain their rank or title. When used, place *emeritus* after the formal title, in keeping with the general practice of academic institutions.

Examples: *Professor Emeritus Alex Rafael*  
*Dean Emeritus Niel Gabriel*  
*Publisher Emeritus Leon O. Ty*  
*Otilia Bolima and Elizabeth Lee, professors emeriti of history*  
*Alfonso Picar, dean emeritus of the faculty of business*  
*Leon O. Ty, publisher emeritus*

**emigrate, immigrate** One who leaves a country emigrates from it. One who comes into a country immigrates. The same principle holds for *emigrant* and *immigrant*.

**enroll, enrolled, enrolling**

**en route** Always two words.

**ensure, insure** Use *ensure* to mean guarantee.

Example: *Steps were taken to ensure accuracy of transcripts.*

Use *insure* for references to insurance.

Example: *This policy insures his life.*

**enumerations** See examples in the dash and periods entries in the **Punctuation** chapter.

**equally** Do not use the word together with *as*; *equally* is sufficient. Omit the *equally* shown here in parenthesis.

Example: She was (equally) as pretty as Gemma.

Omit the *as* shown here in parenthesis.

Example: She and Gemma were equally (as) pretty.

**essential clauses, nonessential clauses** These terms are used in this handbook instead of *restrictive clause* and *nonrestrictive clause* to convey the distinction between the two in a more easily remembered manner.

Both types of clauses provide additional information about a word or phrase in the sentence.

The difference between them is that the essential clause cannot be eliminated without changing the meaning of the sentence—it so restricts the meaning of the word or phrase that its absence would lead to a substantially different interpretation of what the author meant.

The nonessential clause, however, can be eliminated without altering the basic meaning of the sentence—it does not restrict the meaning so significantly that its absence would radically alter the author's thought.

- **punctuation:** An essential clause must not be set off from the rest of a sentence by commas. A nonessential clause must be set off by commas.

The presence or absence of commas provides the reader with critical information about the writer's intended meaning.

Examples: *Stenographers who do not read the stylebook should not criticize their*

(The writer is saying that only one class of stenographers, those who do not read the stylebook, should not criticize their editors. If the *who...stylebook* clause were deleted, this meaning would not be changed.)

- **use of who, that, which:** When an essential or nonessential clause refers to a human being or animal with a name, it should be introduced by *who* or *whom*. Do not use commas if the clause is essential to the meaning; use them if it is not.

*That* is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name.

*Which* is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name.

The pronoun *which* may be substituted occasionally for *that* in the introduction of an essential clause that refers to an inanimate object or an animal without a name. In general, this use of *which* should appear only when *that* is used as a conjunction to introduce another clause in the same sentence.

Example: The general said that the part of the army which suffered severe casualties needs reinforcement.

**essential phrases, nonessential phrases** These terms are used in this book instead of *restrictive phrase and nonrestrictive phrase* to convey the distinction between the two in a more easily remembered manner. The underlying concept is the one that also applies to clauses.

An essential phrase is a word or group of words critical to the reader's understanding of what the author had in mind.

A nonessential phrase provides more information about something. Although the information may be helpful to the reader's comprehension, the reader would not be misled if the information were not there.

- **punctuation:** Do not set an essential phrase off from the rest of a sentence by commas.

Example: *We saw the award-winning movie "Pulp Fiction."* (No comma, because many movies have won awards, and without the name of the movie the reader would not know which movie was meant.)

*They ate dinner with their daughter Maria.* (Because they have more than one daughter, the inclusion of Maria's name is critical if the reader is to know which daughter is meant.)

*They ate dinner with their daughter Julie and her husband, David.* (Julie has only one husband. If the phrase read *and her husband David*, it would suggest that she had more than one husband.)

*The company chairman, Alfonso Yuchengco, spoke.* (In the context, only one person could be meant.)

*Camote, or sweet potato, was harvested.* (*Sweet potato* provides the reader with the name of the crop, but its absence would not change the meaning of the sentence.

**every one, everyone** Two words when it means each individual item.

Example: *Every one of the transcripts was worthless.*

One word when used as a pronoun meaning all persons.

Example: *Almost everyone* wants to get rich. (*Everyone* takes singular verbs and pronouns.)

**ex-** Do not hyphenate words that use *ex-* in the sense of *out of*.

Examples: *excommunicate*  
*expropriate*

Hyphenate when using *ex-* in the sense of former.

Examples: *ex-convict* *ex-president*

Do not capitalize *ex-* when attached to a formal title before a name.

Example: *ex-President Marcos*

The prefix modifies the entire term.

Example: *ex-Albay Gov. Romeo Salalima*, not *Albay ex-Gov.*

## **F**

**face to face** When a story says two people meet for discussions, talks or debate, it is unnecessary to say they met face to face.

**fact-finding** (adj.)

**false titles** Often derived from occupational titles or other labels. Lowercase unless used with the title holder's name.

Example: *Architect Ever Napay.*

**family names** Capitalize words denoting family relationships only when they precede the name of a person or when they stand unmodified as a substitute for a person's name.

Examples: *I wrote to Grandfather Alfonso.*

*I wrote Mother a letter.*

*I wrote my mother a letter.*

**farther, further** *Farther* refers to physical distance.

Example: *He walked farther into the woods.*

*Further* refers to an extension of time or degree.

Example: *The committee will look further into the mystery.*

**father** Use *the Rev.* in first reference before the names of Episcopal, Orthodox and Roman Catholic priests. Use *Father* before a name only in direct quotations.

**fewer, less** In general, use *fewer* for individual items, *less* for bulk or quantity.

Wrong: *The company president wanted more machines and less people. (People in this sense refers to individuals.)*

Wrong: *She was fewer than 60 years old. (Years in this sense refers to a period of time, not individual years.)*

Right: *Fewer than 20 singers auditioned for the job. (Individuals)*

Right: *I had less than P500 in my pocket. (an amount)*

But: *I had fewer than 50 P5-bills in my pocket.*

**figuratively, literally** *Figuratively* means in an analogous sense, but not in the exact sense.

Example: *He bled them white.*

*Literally* means in an exact sense; do not use it figuratively.

Example: *He literally bled them white.* (wrong)

**filibuster** To *filibuster* is to make long speeches to obstruct the passage of legislation. A legislator who used such methods also is a filibuster, not a *filibusterer*.

**first degree, first-degree** Hyphenate when used as a compound modifier.

Examples: *It was murder in the first degree.*

*He was convicted of first-degree murder.*

**first family** Use lowercase.

Example: *The first family enplaned for Japan accompanied by members of the Cabinet.*

**first lady** Capitalize when used before the name of a chief of state's wife.

Example: *First Lady Ming Ramos is a music enthusiast.*

Lowercase when use as an appositive.

**first quarter, first-quarter** Hyphenate when used as a compound modifier.

Examples: *He scored in the first quarter.*

*The team took the lead on his first-quarter shots.*

**fiscal, monetary** *Fiscal* applies to budgetary matters. The denotation has given rise to the use of *fiscalizer* in Philippine politics, meaning a vigilant watchdog of how public funds are spent. This usage is not found elsewhere.

*Monetary* applies to money supply.

**flack, flak** *Flack* is slang for press agent. *Flak* is a type of anti-aircraft fire, hence, figuratively, a barrage of criticism.

**flaunt, flout** To *flaunt* is to make an ostentatious or defiant display:

Example: *She flaunted her wealth by wearing diamonds at the picnic.*

To *flout* is to show contempt for.

Example: *He flouts the dress code by wearing rubber shoes at formal occasions.*

**fleet** Use figures and capitalize fleet when forming a proper name.

Example: *the 7th Fleet*

**floor leader** Treat it as a job description, lowercased, rather than a formal title.

Example: *former floor leader Francis Pangilinan*

Do not use when a formal title such as *Majority Leader* or *Minority Leader* would be the accurate description.

**follow up** (v.) **follow-up** (n. and adj.)

**food** Capitalize brand names and trademarks.

Examples: *Kraft cheese*  
*Tabasco sauce*  
*Chiquita banana*

Most proper nouns or adjectives are capitalized when they occur in a food name.

Examples: *Bicol express*  
*Russian dressing*  
*Swiss cheese*  
*Waldorf salad*

Lowercase is used, however, when the food does not depend on the proper noun or adjective for its meaning.

Examples: *french fries*  
*graham crackers*  
*manhattan cocktail*

**forbear, forebear** To *forbear* is to avoid or shun. A *forebear* is an ancestor.

**forego, forgo** To *forego* means to go before, as in *foregone conclusion*. To *forgo* means to abstain from.

**foreign currency** Use official name and symbol.

Examples: US\$  
HK\$

**foreign governmental bodies** Capitalize the names of the specific foreign governmental

agencies and departments, either with the name of the nation or without it if clear in the context.

Example: *the French Foreign Minister*  
*the Foreign Ministry*

Lowercase the *ministry* or a similar term when standing alone.

**foreign legislative bodies** Capitalize the proper name of a specific legislative body abroad, whether using the name of a foreign language or an English equivalent.

The most frequent names in use are *congress*, *national assembly* and *parliament*.

- **generic uses:** Lowercase *parliament* or a similar term only when used generically to describe a body for which the foreign name is being given.

Example: *the Diet*, *Japan's parliament* or similar term when used independently of the foreign name.

*Parliament* is the appropriate generic descriptive for *the Diet* in Japan, *the Cortes* in Spain, *the Knesset* in Israel, and the *Supreme Soviet* in the former USSR.

- **plurals:** Lowercase *parliament* and similar terms in plural constructions.

Examples: *the parliaments of Japan and Israel* *the Japanese and Israeli parliaments*

- **individual houses:** This principle applies also to individual houses of the nation's legislature, just as *Senate* and *House* are capitalized in the Philippines.

Example: *New leaders have taken control of the Chamber of Deputies of France.*

**foreign particles** Lowercase particles such as *de*, *la* and *von* when part of a given name.

Examples: *Guy de Maupassant*,  
*Maria von Trapp*,  
*Juan de las Flores*

**foreign words** Some foreign words and abbreviations have been accepted universally into the English language. They may be used without explanation if they are clear in the context.

Examples: *bon voyage*  
*versus*  
*et cetera*

Many foreign words and their abbreviations are not understood universally, although they may be used in special applications such as medical or legal terminology.

**former** Always lowercase.

Example: *former President Aquino*

**forward** (adv.) Not *forwards*.

**Fourth Estate** Capitalize when used as a collective name for journalism and journalists. The description is attributed to Edmund Burke, who is reported to have called the reporters' gallery in Parliament a "Fourth Estate." Early English society was composed of three estates: the Lords Spiritual (the clergy), the Lords Temporal (the nobility) and the Commons (the bourgeoisie).

**fractions** Spell out amounts less than one, using hyphens between the words.

Example: *two-thirds*  
*four-fifths*

Use figures for precise amounts larger than one, converting to decimals whenever practical.

In tabular material, use figures exclusively, converting to decimals if the amounts involve extensive use of fractions that cannot be expressed as a single character.

**fraternal organizations and service clubs** Capitalize the proper names.

Examples: *Lions Club*  
*Oragon Society Rotary Club*  
*Y's Men's Club*  
*Sigma Rho*

Capitalize also words describing membership.

Examples: *He is a Y's Ma*

*a Lion*  
*a Rotarian*  
*a Boy Scout*  
*a Jaycee*

Capitalize the formal titles of officeholders when used before a name.

Example: *Lord Chancellor Samson Reyes of the Alpha Phi Beta Fraternity*

**free-for-all** (n. and adj.)

**full** Hyphenate when used to form compound modifiers:

full-dress	full-page
full-fledged	full-scale
full-length	full-time

**fund raising, fund-raising, fund-raiser**

Examples: *Fund raising is difficult.*

*They planned a fund-raising campaign.*

## G

**gamut, gauntlet** A *gamut* is a scale or notes of any complete range or extent. A *gauntlet* is a glove. To *throw down the gauntlet* means to issue a challenge. To *take up the gauntlet* means to accept a challenge.

**general manager** Capitalize only as a formal title before a name.

**get-together** (n.)

**gibe, jibe** To *gibe* means to taunt or sneer.

Example: *They gibed him about his mistakes.*

*Jibe* means to shift direction or, colloquially, to agree.

Example: *Their testimonies did not jibe.*

**gods and goddesses** Capitalize God in references to the deity of all monotheistic religions.

Capitalize all noun and personal pronoun references to the deity.

Examples: *God the Father*

Examples: *Holy Spirit*  
*Yahwek*  
*Allah*  
*He*  
*Him Thee*  
*Thou*

Lowercase *god, gods* and *goddesses* in reference to false gods.

Examples: *He made money his god.*  
*She has become the goddess of evil.*

**government, junta, regime** A government is an established system of political administration.

Example: *the Philippine government.*

A *junta* is a group or council that often rules after a coup. A *junta* becomes a government after it establishes a system of political administration.

Example: *A military junta controls the nation.*

The word *regime* is a synonym for *political system*.

Examples: *a democratic regime*  
*an authoritarian regime.*

Do not use *regime* to mean *government* or *junta*.

For example, use *the Marcos government* in referring to a past government of the Philippines, not *Marcos regime*. But: *The Marcos government was an authoritarian regime.*

An *administration* consists of officials who make up the executive branch of a government.

Example: *the Ramos administration*

**government branches** Lower case if used in general terms (legislative, judicial, executive)

- **legislature** Capitalize

Example: *the Philippine Legislature*

Although the word *legislature* is not part of the formal, proper name for the lawmaking body of the Philippines, it commonly is used that way and should be treated as such in any story that does not use *Congress of the Philippines*.

Lowercase *legislature* when used generically.

Example: *No legislature will consent to abolish itself.*

Use legislature in lowercase for all plural references.

Example: *The Philippine and U.S. legislatures are considering the amendment to the treaty.*

- **Judiciary** Capitalize. Lowercase *judiciary* when used generically.
- **Executive** Capitalize. Lowercase *executive* when used generically.

**governor** Capitalize and abbreviate as *Gov.* or *Govs.* when used as a formal title before one or more surnames in regular text. Capitalize and spell out when used as a formal title before one or more surnames in direct quotations.

Lowercase and spell out in all other uses.

**grade level** Use Arabic numerals.

Examples: Grade 1

Grades 6 and 12

**graduate (v.)** *Graduate* is correctly used in the active voice.

Example: *He graduated from the university.*

It is correct, but unnecessary, to use the passive voice: *He was graduated from the university.*

## H

**half-** Follow the dictionary listing. Some frequently used words without a hyphen.

halfback

halftone

halfhearted

halftrack

halftime

Some frequently used combinations that are two words without a hyphen:

half brother	half size
half dollar	half sole (n.)
half note	half tide

Some frequently used combinations that include a hyphen:

half-baked	half-life
half-blood	half-moon
half-cocked	half-sole (v.)
half-hour	half-truth

**half-mast, half-staff** On ships and at naval stations ashore, flags are flown at *half -mast*.

Elsewhere ashore, flags are flown at *half-staff*.

**handpicked (adj.)**

**hands off, hands-off** Hyphenate when used as a compound modifier.

Examples: *He kept his hands off the matter.*  
*He follows a hands-off policy.*

**hand to hand, hand-to-hand, hand to mouth, hand-to-mouth** Hyphenate when used as compound modifier.

Examples: *The cup was passed from hand to hand.*  
*They live a hand-to-mouth existence.*

**hang, hanged, hung** One *hangs* a picture, a criminal or oneself. For past tense or the passive use, use *hanged* when referring to executions or suicides, *hung* for other actions.

**head-on (adj., adv.)**

**heavenly bodies** Capitalize the proper names of planets, stars, constellations, etc.

Examples: *Mars, Arcturus*  
*the Big Dipper*  
*Aries*

For comets, capitalize only the proper noun element of the name.

Example: *Halley's comet*

Lowercase *sun* and *moon*, but if their Greek names are used capitalize them.

Example: *Helios and Luna*

Lowercase nouns and adjectives derived from the proper names of planets and other heavenly bodies.

Examples: *jovian*      *lunar*  
*Martian*      *solar*  
*venusian*      *plutonian*

**his honor/ her honor /your honor** Capitalize

Examples: *Your Honor, may I interrupt?*  
*His Honor*  
*Her Honor*

**historical periods and events** Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history.

Examples: *the Iron Age*  
*the Dark Ages*  
*the Middle Ages*  
*the Pliocene Epoch*

Capitalize also widely recognized popular names for periods and events.

Examples: *the Atomic Age*  
*the First Quarter Storm*  
*the Civil War*  
*the Exodus (of the Israelites from Egypt)*  
*the Great Depression, the EDSA Revolution*  
*the Death March*

Lowercase century: *the 20<sup>th</sup> century*

Capitalize only proper nouns or adjectives in general descriptions of a period.

Examples: *ancient Greece*  
*classical Rome*  
*the Victorian era*  
*the fall of Rome*  
*the Japanese occupation*

**history** Avoid the redundant *past history*.

**hit and run** (v.) **hit-and-run** (n. and adj.)

Examples: *His coach told him to hit and run.*  
*He scored on a hit-and-run.*  
*She was struck by a hit-and-run driver.*

**hold-up** (v.) **holdup** (n. and adj.)

**hopefully** It means in a hopeful manner. Do not use it to mean it is hoped, let us hope or we hope.

**house** Capitalize *House* when referring to Senate of the Philippines or House of Representatives.

## I

**imam** Lowercase when describing the leader of prayer in a mosque.

Capitalize before a name when used as the formal title for a Moslem leader or ruler. See **religious titles**.

**imply, infer** Writers or speakers *imply* in the words they use.

A listener or reader *infers* something from the words.

**in, into** *In* indicates location.

Example: *He was in the room.*

*Into* indicates motion.

Example: She went into the room.

**“in”** When employed to indicate that something is in vogue, use quotation marks only if followed by a noun.

Examples: *It was the “in” thing to do.*  
*Short skirts are in again.*

**in-** No hyphen when it means not:

inaccurate            insufferable

Often solid in other cases:

inbound            infighting  
indoor              infield

A few combinations take a hyphen, however:

in-depth            in-house  
in-group            in-law

**inasmuch as** Two words, not four.

**incredible, incredulous** *Incredible* means unbelievable.  
*Incredulous* means skeptical.

**incur, incurred, incurring**

**indiscreet, indiscrete** *Indiscreet* means lacking prudence. Its noun form is *indiscretion*.

*Indiscrete* means not separated into distinct parts. Its noun form is *indiscreetness*.

**indoor (adj.) indoors (adv.)**

Examples: *He plays indoor games.*  
*He'd rather stay indoors than go shopping.*

**initials** Use periods and no space when an individual uses initials instead of a first name.

Example: *N.V.M. Gonzales*

This format has been adopted to assure that in typesetting the initials are set on the same line.



- Italicize a word used as a word.  
Example: He used the word *interment* when he meant *internment*.
- Use italics for biological classifications of plants, animals, insects and micro organisms. Note in the following examples that the genus is capitalized but not the species.  
Examples: *Aedes aegypti*, *Straphylococcus aureus*, *Tyrannosaurus rex*
- On second reference, these terms may be abbreviated thus:  
Examples: *A. aegypti*, *S. aureus*, *T.rex*
- Set poetry in italics when it is quoted in verse form but simply enclose it in quotation marks when it is run into the body of a sentence or a paragraph.

The end of one run-in line and the beginning of another should be indicated with a virgule (slant line) and with a capital letter if appropriate.

Example: *There is a tide in the affairs of men,  
Which taken at the flood, leads to fortune;  
Omitted, all the voyage of their life  
Is bound in shadows and in miseries.*

**(Shakespeare, “Julius Caesar”)**

Shakespeare says in “As You Like It” that “sweet are the uses of adversity/ Which like the toad, ugly and venomous,/ Wears yet a precious jewel in his head.”

- Avoid using italics as a means of giving emphasis in news stories.

In opinion pieces and special articles italics should be preferred to capitalization or boldface as a means of emphasis.

In general, good writing should supply the needed emphasis naturally without typographical assistance.

- The standard book publishing style is to use italics for titles of books and films.

**it’s, its** *It’s* is a contraction for “it is” or “it has.”

Examples: *It’s up to you.*  
*It’s been a long time.*

*Its* is the possessive form of the neuter pronoun.

Example: *The country lost its freedom.*

## JK

**job descriptions** Always lowercase. See **titles**.

Examples: *computer operator Ortiz*

*warehouseman Sevilla*

**judge advocate** The plural: judge advocates. Also: *judge advocate general, judge advocates general*

Capitalize as a formal title before a name.

**junior, senior** Abbreviate as *Jr.* and *Sr.* only with full names of persons. Do not precede by a comma.

Example: Jainal P. Rasul Jr

The notation *II* or *2nd* may be used if it is the individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of junior—they often are used by a grandson or nephew.

If necessary to distinguish between father and son, use *the elder* or *the young*, as in *the elder Locsin* and *the younger Locsin*.

**king** Capitalize only when used before the name of royalty. Lowercase *king* when it stands alone.

Example: King Edward

Capitalize in plural uses before names.

Example: Kings George and Edward

Lowercase in phrases such as *action king Fernando Poe Jr.*; *box-office king*.

**kudos** It means credit or praise for an achievement.

## L

**lady** Do not use as a synonym for woman. *Lady* may be used when it is a courtesy title or when a specific reference to fine manners is appropriate without patronizing overtones

**lame duck** (n.) **lameduck** (adj.)

**languages** Capitalize the proper names of languages and dialects.

Examples: *Tagalog*                      *Itneg*  
                   *English*, *Persian*        *Serbo-Croatian*  
                   *French*                        *Ilocano*  
                   *Spanish*                        *Bantu*

**last** Avoid the use of *last* as a synonym for *latest* if it might imply finality.

*The last time it rained, I forgot my raincoat*, is acceptable. But: *The last announcement was made at noon today* may leave the reader wondering whether the announcement was the final announcement, or whether others are to follow.

The word *last* is not necessary to convey the notion of most recent when the name of a month or day is used:

Preferred: *It happened Friday.*  
                   *It happened in April.*

Correct, but redundant: *It happened last Wednesday.*

But:            *It happened last week*  
                   *It happened last month*

**lawyer** A generic term for all members of the bar.

An *attorney* is someone legally appointed or empowered to act for another, usually, but not always, a lawyer. An *attorney at law* is a lawyer.

*Counselor*, when used in a legal sense, means a person who conducts a case in court, usually, but not always, a lawyer. A *counselor at law* is a lawyer. *Counsel* is frequently used collectively for a group of counselors.

A *solicitor* in the United States as well as in the Philippines is a lawyer employed by a government body. Solicitor is generally a job description, but in some agencies it is a formal title.

*Solicitor general* is the formal title for a chief law officer (where there is no attorney general) or for the chief assistant to the law officer (when there is an attorney general). Capitalize when used before a name.

**lay, lie** The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

*Lie* indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*.

**lectern, podium, pulpit, rostrum** A speaker stands behind a *lectern*, on a *podium* or *rostrum*, or in the *pulpit*.

**left hand (n.) left-handed (adj.) left-hander (n.)**

**left wing (n.)** But: **left-wing (adj.) left-winger (n.)**

**legislative titles** Use *Rep., Reps., Sen. and Sens.* as formal titles before one or more full name in regular text. Spell out and capitalize these titles before one or more names in a direct quotation.

Spell out other legislative titles in all uses. Capitalize formal titles such as *Member of Parliament, Assemblyman, Assemblywoman, City Councilor, Delegate, etc.*, when they are used before a name. Lowercase in other uses.

- **congressman, congresswoman:** *Rep.* is the preferred first-reference forms when a formal title is used before the full name of a member of the House of Representatives. The words *congressman* or *congresswoman*, in lowercase, may be used in subsequent references that do not use an individual's name, just as *senator* is used in references to members of the Senate.
- **majority leader, majority floor leader:** Use the official title used in the pertinent House Rules. In the BTA Parliament, *Majority Floor Leader* is used. Also use *Minority Floor Leader*.
- **member of parliament:** Capitalize when used before a name. Lowercase in other uses. Spell out *Member of Parliament* before a name on first mention; use *MP* in subsequent reference/s.
- **organizational titles:** Capitalize titles for formal, organizational offices within a legislative body when they are used before a name.

Examples: *Parliament Speaker Ali Pangalian Balindong*  
*Majority Leader Lanang Ali, Jr.*

**likable** Not **likeable**.

**like-** Follow with a hyphen when used as a prefix meaning similar to *like-minded* and *like-natured*

No hyphen in words that have meanings of their own:

*likelihood*      *likewise*      *likeness*

**line numbers** Use figures and lowercase the word *line* in naming individual lines of a text.

Examples:      *line 1*  
                   *line 9*  
                   *the first line*  
                   *the 10th line*

**long distance, long-distance** Always a hyphen in reference to telephone calls.

Examples:      *We keep in touch by long-distance*  
                   *He called long-distance.*  
                   *She took the long-distance call.*

In other uses, hyphenate only when used as a compound modifier.

Examples: *She traveled a longdistance.*  
*He has experienced the loneliness of a long-distance runner.*

**long term, long-term** Hyphenate when used as a compound modifier.

Examples: *The senator will win the presidency in the long term.*  
*He has a long-term assignment.*

**long time, longtime**

Examples: *They have known each other a long time.*  
*They are longtime partners.*

**-ly** Do not use a hyphen between adverbs ending in *-ly* and adjectives they modify.

Examples: *an easily remembered poem*  
*a badly damaged reputation*  
*a fully dressed woman*

**lump sum (n.), lump-sum (adj.)**

## M

**magazine names** Capitalize the name but do not place it in quotes. Lowercase *magazine* unless it is part of the publication's formal title.

Examples: *Harper's Magazine*  
*Newsweek magazine*  
*Time magazine*  
*Life*  
*Asiaweek magazine*

Check the masthead if in doubt.

**make up (v.) makeup (n. and adj.)**

**martial law** Use lowercase at all times.

**member of parliament:** see **legislative titles**

**media** In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural.

Example: *The news media are resisting attempts to limit their freedom.*

**messiah** Capitalize in religious uses. Lowercase when used generically to mean *liberator*.

**mid-** No hyphen unless a capitalized word follows:

mid-Luzon      midsemester  
mid-Atlantic      midterm

But use a hyphen when *mid-*precedes a figure: *mid-30s*.

**middle class (n.), middle-class (adj.)**

Examples: *He is a member of the middle class.*  
*She has middle-class tastes.*

**middle initials** In general, use them. They are an integral part of a person's name. Particular care should be taken to include middle initials in stories where they help identify a specific individual. A middle initial may be dropped if a person does not use one or is publicly known without it.

Example: *Juan Ponce Enrile      Manuel Luis Quezon*

**midnight** Do not put *12* in front of it. It is part of the day that is ending, not the one that is beginning.

**military titles** Capitalize a military rank when used as a formal title before an individual's name.

Spell out any title used before a name in a direct quotation. On first reference, use the appropriate title before the full name of a member of the military.

Spell out and lowercase a title when it is substituted for a name.

Examples: *Gen. Ruben Maglaya arrived today.*  
*An aide said the general would review the troops.*

• **plurals:** Add *s* to the principal element in the title.

Examples: *Majs. Prospero Catabay and Nazario Marifosque*  
*Maj. Gens. Prospero Catabay and Nazario Marifosque*

*SPOs Prospero Catabay and Nazario Marifosque*

- **retired officers** A military rank may be used before the name of an officer who has retired if it is relevant to a story. Do not, however, use the military abbreviation *Ret.* Instead, use *retired* just as *former* would be used before the title to a civilian.

Example: *They invited retired Army Gen. Juan Magtanggol.*

- minus sign** Use a hyphen, not a dash, but use the word *minus* if there is any danger of confusion. Use a word, not a minus sign, to indicate temperatures below zero.

Example: *minus 10 or 5 below zero*

- months** Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out when used alone, or with a year alone.

When a phrase lists only a month and a year, do not separate the year with commas.

When a phrase refers to a month, day and year, set off the year with commas.

Examples: *February 1969 was a cold month.*  
*Feb. 2 was the coldest day of the month.*  
*His birthday is May 23.*  
*Feb. 14, 1966, was the target date.*

In tabular material, use these three-letter forms without a period: *Jan*, *Feb*, *Mar*, *Apr*, *May*, *Jun*, *Jul*, *Aug*, *Sep*, *Oct*, *Nov*, *Dec*.

- monuments** Capitalize the popular names of monuments and similar public attractions.

Examples: *the Oblation, the Rizal Monument, the Centennial Tower*

- mount** Spell out in all uses.

Examples: *Mount Banahaw, Quezon*  
*Mount Apo*

- mountains** Capitalize as part of a proper name.

Examples: *Sierra Madre Mountains*

**Mr., Mrs.** The plural of *Mr.* is *Messrs.*; the plural of *Mrs.* is *Mmes.* These abbreviated spellings apply in all uses, including direct quotations.

**Ms.** This is the spelling and punctuation for all uses of the courtesy title. There is no plural. If several women who prefer *Ms.* must be listed in a series, repeat *Ms.* before each name.

Example: *Ms. Lana, Ms. Montas and Ms. Reyes*

## N

**national anthem** Lowercase. But: *Lupang Hinirang*

**nationalities and races** Capitalize the proper names of nationalities, peoples, races, tribes, etc.

Examples: *Arab*            *Arabic*  
                   *African*        *Afro-American*  
                   *American*       *Caucasian*  
                   *Ibanag*            *Chinese*  
                   *Singaporean*    *French*  
                   *Tausug*            *Japanese (singular and plural)*  
                   *Jew*                 *Jewish*  
                   *Latin*                *Nordic*  
                   *Oriental*         *Ilongo*

**navy** Capitalize when referring to Philippine forces.

Examples: *the Philippine Navy*  
                   *the Navy*

Lowercase when referring to the naval forces of other nations which do not use *navy* as the proper name.

Example: *the British navy*

**newspaper names** As a general rule, italicize. Capitalize *the* in a newspaper's name if that is the way the publication prefers to be known.

Example: *The Manila Bulletin*

Lowercase *the* before newspaper names if a story mentions several papers, some of which use *the* as part of the name and some of which do not.

**nicknames** a nickname should be used in place of a person’s given name in news stories only when it is the way the individual prefers to be known.

Example: *Bong Revilla*

When a nickname is inserted into the identification of an individual, use quotation marks

Example: *Sen. Gregorio “Gringo” B. Honasan (Honasan is known as “Gringo”)*

Capitalize without quotation marks such terms as *the Quezon City of the South, Chinatown, the Walled City, the Red, White and Blue.*

**No.** Use as the abbreviation for number in conjunction with a figure to indicate position or rank.

Examples: *No. 1 man*

*No. 3 choice*

**none** It usually means *no single one*. When used in this sense, it always takes singular verbs and pronouns.

Example: *None of the employees was in his office.*

Use a plural verb only if the sense is “no two or no amount”.

Examples: *None of the senators agree on the same approach.*

*None of the laws have been passed.*

**numerals** Roman numerals use the letters *I, V, X, L, C, D and M*. Use Roman numerals for wars and to show personal sequence for animals and people.

Examples: *World War II*

*King George VI*

*Pope John XXIII*

Use Arabic forms unless Roman numerals are specifically required.

The figures 3, 6, 9, etc., and the corresponding words—*three, six, nine, etc.*—are called cardinal numbers.

The term *ordinal number* applies to *3rd, 6th, 9th, third, sixth, ninth, etc.*

- **large numbers:** When large numbers must be spelled out, use a hyphen to connect a word ending in *y* to another word; do not use commas between words that are part of one number.

Examples: *twenty*

*twenty-one*

*one hundred forty-three*

*one thousand one hundred fifty-five*

*one million two hundred seventy-six thousand five hundred*

- **sentence start:** Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception - a numeral that identifies a calendar year.

Wrong: *734freshmen entered the college last year.*

Right: *Last year 734freshmen entered the college.*

Right: *1969 was a very good year.*

- **figures or words** For ordinals: Spell out *first* through *ninth* when they indicate sequence in time or location: *third base, the First Amendment, he was fifth in line*. Starting with *10th* use figures.

Spell out ordinals when referring to Congress.

Example: The Sixteenth Congress will formally begin on July 22, 2013.

Use *1st, 2nd, 3rd, 4th, etc.* when the sequence has been assigned in forming names. The principal examples are geographic, military and political designations such as *2nd District, 7th Fleet and 1st Sgt.*

- **punctuation and usage examples:**

- *Act 1, Scene 2*

- *a 5-year-old girl*

- *a 5-4 court decision*

- *the 1980s, the 80s*

- *5 centavos, P1.05, P650,000, P2.45 million*

- *0.6 percent, 1 percent, 6.5 percent*
  - *a pay increase of 12 percent to 15 percent. Or: a pay increase between 12 percent and 15 percent*
  - *from \$12 million to \$14 million*
  - *a ratio of 2-to-1, a 2-1 ratio*
- **other uses:** Spell out whole numbers below 10, use figures for 10 and above.

## O

**occupational titles** They are always lowercase.

**ocean** The five, from the largest to the smallest: Pacific Ocean, Atlantic Ocean, Indian Ocean, Antarctic Ocean, Arctic Ocean.

Lowercase ocean standing alone or in plural uses.

Examples: *the ocean*  
*the Atlantic and Pacific oceans*

**odd-** Follow with a hyphen.

Examples: odd-looking      odd-numbered

**off, -off** (adj.) Follow the dictionary listing. Hyphenate if not listed there. Some commonly used combinations with a hyphen:

off-color    off-white  
off-peak    send-off  
off-season   stop-off

Some combinations without a hyphen:

cutoff      offside  
liftoff      offstage  
offhand     playoff

**officers of the Senate, Parliament** Capitalize the following officers when used as formal titles before the name of the officers: President, President Pro Tempore, Majority Leader, Minority Leader, Secretary, Sergeant-At-Arms, Parliament Speaker, Deputy Speaker, Majority Floor Leader, Minority Floor Leader, |

Example: *Senate President Vicente Sotto*  
*Parliament Speaker Ali Pangalian Balindong*

Capitalize when used as substitute for person's name.

Example: *The Senate President called for an all-senators' caucus.*  
*The Parliament Speaker called the members...*

**officer-in-charge** Always hyphenated

**olympics** Capitalize all references to the international athletic contests held every four years.

Examples: *the Olympics*  
*the Olympic Games the Games*

Lowercase other uses.

Example: *a beer-drinking Olympics*

**one-** Hyphenate when used in writing fractions.

Examples: *one-half*  
*one-third*

Use phrases such as *a half* or *a third* if precision is not intended.

**one man, one vote** The adjective form: *one-man, one-vote*.

Examples: *He supports the principle of one man, one vote.*  
*The one-man, one-vote rule.*

**one time, one-time**

Examples: *He did it one time.*  
*He is a one-time winner.*  
*She is a one-time friend.*

**oral, verbal, written** Use *oral* to refer to spoken words.

Example: *He gave an oral presentation.*

Use *written* to refer to words committed to paper.

Example: *We had a written agreement.*

Use *verbal* to compare words with some other form of communication.

Example: *His tears revealed the sentiments that his poor verbal skills could not express.*

**organizations and institutions** Capitalize the full names of organizations and institutions.

Examples: *the Philippine Medical Association*  
*University of Santo Tomas*  
*Far Eastern University Medical School*  
*the Society of Professional Journalists*  
*Texas Instruments Inc.*

Retain capitalization if *Inc.*, *Corp.* or a similar word is deleted from the full proper name.

Example: *Texas Instrument*

• **subsidiaries:** Capitalize the names of major subdivisions.

Example: *the Finance Division of Texas Instruments*

• **internal elements:** Use lowercase for internal elements of an organization when they have names that are widely used generic terms.

Examples: *the board of trustees of the Araneta Foundation*  
*the history department of Aquinas University*

Capitalize internal elements of an organization when they have names that are not widely used generic terms.

Examples: *the General Assembly of the World Council of Churches*  
*the Board of Regents of the University of the Philippines*  
*the House of Bishops of the Episcopal Church*

**flip-flopped names:** Retain capital letters when commonly accepted practice flops a name to delete the word of.

Examples: *University of Santo Tomas*  
*Santo Tomas University*

Do not, however, flop formal names that are known to the public with the word of.

Example: *Mapua Institute of Technology*, for example, not *Mapua Technology Institute*.

**out-** Follow the dictionary listing. Hyphenate if not listed there. Some frequently used words:

outargue    outpost  
outbox      output  
outdated    outscore

**-out** Follow the dictionary listing. Hyphenate nouns and adjectives not listed there. Some frequently used words (all nouns):

cop-out     hide-out  
fade-out    pullout  
fallout     walkout

Two words for verbs:

fade out    walk out  
hide out    wash out  
pull out    cop out

**out of court, out-of-court**

Examples: *They settled out of court.*  
*He accepted an out-of-court settlement.*

## P

**page numbers** Use figures and capitalize page when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen.

Examples: *Page 3*  
*Page 20 Page 40A*

One exception: *It's a Page One story*

**part time, part-time** Hyphenate when used as a compound modifier.

Examples: *He works part time.*  
*He has a part-time job.*

**patrolman, patrolwoman** Capitalize before a name only if the word is a formal title.

**people, persons** Use *person* when speaking of an individual.

Example: *One person got on the train.*

The word *people* is preferred to *persons* in all plural uses.

Examples: *Thousands of people attended the inauguration.*  
*Some rich people were present. What will people say?*  
*There were 650 people in the room.*

*People* takes a plural verb when used to refer to a single race or nation.

Example: *The Filipino people are united.*

In this sense, the plural is *peoples*: *The peoples of Asia speak many languages.*

**people's** Use this possessive form when the word occurs in the formal name of a nation.

Example: *the People's Republic of China.*

Use this form also in such phrases as *the people's desire for justice.*

**percent** One word. It takes a singular verb when standing alone or when a singular word follows an *of* construction.

Examples: *The teacher said 70 percent was failing grade.*  
*He said 50 percent of the membership was absent.*

It takes a plural verb when a plural word follows an *of* construction.

Example: *He said 50 percent of the members were there.*

**percentages** Use figures: *15 percent, 2.5 percent* (use decimals, not fractions), *25 percent.*

For amounts less than 1 percent precede the decimal with a zero.

Example: *The cost of living rose 0.9 percent.*

Important: Repeat percent with each individual figure.

Example: *He said 50 percent to 65 percent of the population live below the poverty level.*

**-person** Do not use coined words such as *chairperson* or *spokesperson* in regular text.

Instead, use *chairman* or *spokesman* if referring to a man or the office in general. Use

*chairwoman* or *spokeswoman* if referring to a woman.

Use *chairperson* or similar coinage only in direct quotations or when it is the formal description for an office.

**pesos** Always lowercase. Use figures and the *P* sign in all except casual references or amounts without a figure.

Examples: *The book costs P85.*

*Father, please give me a peso. Pesos are worthless overseas.*

For specified amounts, the word takes a singular verb.

Example: *He said P75,000 is what they want.*

For amounts of more than P1 million, use the *P* and numerals up to two decimal places. Do not link the numerals and the word by a hyphen.

Examples: *He is worth P8.35 million.*

*The senator is worth exactly P20,351,242.*

*He proposed a P30 billion budget.*

The form for amounts less than P1 million: P4, P25, P500, P1,000, P650,000.

**pile up (v.) pileup (n., adj.)**

**planets** Capitalize the proper names of planets.

Examples: *Jupiter Mars*  
*Mercury Neptune*  
*Pluto Saturn*  
*Uranus Venus*

Capitalize *earth* when used as the proper name of our planet.

Example: *The astronauts returned to Earth.*

Lowercase nouns and adjectives derived from the proper names of planets and other heavenly bodies.

Examples: *martian*

*jovian*

*lunar*

*solar*

*Venusian*

**planning** Avoid the redundant *future planning*.

**plants** In general, lowercase the names of plants, but capitalize proper nouns or adjectives that occur in a name.

Examples: *mahogany Philippine mahogany*

If a botanical name is used, capitalize the first word; lowercase others.

Examples: *pine tree (Pinus)*

*rice (Oriza sativa)*

*corn (Zea maize)*

**plurals** Follow these guidelines in forming and using plural words:

- **most words:** Add *s*: *boys, girls*
- **words ending in *ch, s, sh, ss, x and z*:** Add *es*:

Examples: *crutches lenses*

*parishes glasses*

*boxes quizzes*

*Monarchs* is an exception.

- **words ending in *is*:** Change *is* to *es*.

Examples: *bases*

*oases*

*parentheses*

*theses*

- **words ending in y:** If *y* is preceded by a consonant or *qu* change *y* to *i* and add *es*:  
Examples: *countries armies cities navies soliloquies*  
Otherwise add *s*: Examples: *donkeys, monkeys*
- **words ending in o:** If *o* is preceded by a consonant, most plurals require *es*.  
Examples: *buffaloes, dominoes, echoes, heroes, potatoes.*  
Exceptions: *pianos*  
*zeros*
- **words ending in f:** Change *f* to *v* and add *es*.  
Examples: *leaves selves*
- **Latin ending s:** Latin-root words ending in *us* change *us* to *i*.  
Example: *alumnus-alumni*
- **Most words ending in a change to ae.**  
Examples: *alumna - alumnae*  
*formula - formulas* is an exception
- **Those ending in on change to a**  
Examples: *phenomenon – phenomena*  
*criterion - criteria*
- **Most words ending in um add s.**  
Examples: *memorandums*  
*referendums*  
*stadiums*
- **Among those that still use the Latin ending.**  
Examples: *addenda*  
*curricula*  
*media*
- **form change:**  
Examples: *man – men*  
*child –children*  
*foot – feet*  
*mouse - mice*
- **words the same in plural and singular:**  
Examples: *corps*      *chassis*  
*deer*      *sheep*

The sense in a particular sentence is conveyed by the use of a singular or plural verb.

- **words plural in form, singular in meaning:** Some take singular verbs:

*measles, mumps, news, mathematics*

Others take plural verbs: *grits, scissors*

- **compound words:** Those written solid add *s* at the end.

Examples: *cupfuls*

*handfuls*

*tablespoonfuls*

For those that involve separate words or words linked by a hyphen, make the most significant word plural.

Significant word first.

Examples: *adjutants general aides-de-camp*

*attorneys general courts-martial*

*daughters-in-law passers-by*

*postmasters general presidents-elect*

*secretaries general sergeants major*

Significant word in the middle.

Examples: *assistant attorneys general*

*deputy chiefs of staff*

Significant word last.

Examples: *deputy secretaries*

*assistant corporation counsels*

*deputy sheriffs*

*lieutenant colonels*

*major generals*

- **words as words:** Do not use ‘s.

Example: *His speech had too many “ifs,” “ands” and “buts”.*

- **proper names:** Most ending in *es* or *z* add *es*.

Examples: *Alvarezes*

*Salinases*

*Cruzes*

Most ending in *y* add *s* even if preceded by a consonant.

Examples: *the Yasays the Kennedys*  
*the two Tommys*

For others, add *s*.

Examples: *the Aquinos*  
*the Tans*  
*the Hassans*

- **figures:** Add *s*.

Examples: *The Beatles were rock idols in the 1960s.*  
*The airline has two 747s.*  
*Temperatures will be in the low 20s.*  
*There were five size 7s.*

**p.m., a.m.** Lowercase, with periods. Avoid the redundant *8 p.m. tonight*.

**poetic license** It is valid for poetry, not transcripts of proceedings and news stories.

**point** Do not abbreviate. Capitalize as part of a proper name.

Example: *Poro Point*

**point-blank**

**policymaker (n.) policymaking (n. and adj.)** one word

**political parties and philosophies** Capitalize both the name of the party and the word party if it is customarily used as part of the organization's proper name.

Examples: *the Liberal Party*  
*the Communist Party of the Philippines*

Capitalize *Democratic, Liberal, Republican, Socialist, etc.*, when they refer to the activities of a specific party or to individuals who are members of it. Lowercase these words when they refer to political philosophy.

Lowercase the name of a philosophy in noun and adjective forms unless it is the derivative of a proper name: *communism, communist; fascism, fascist*. But: *Marxism, Marxist; Maoist, Mao*.

**politics** Usually it takes a plural verb.

Example: *His politics are radical.*

As a study or science, it takes a singular verb.

Example: *Politics makes strange bedfellows.*

**pontiff** Not a formal title. Always lowercase.

**pope** Capitalize when used as a formal title before a name; lowercase in all other uses.

Examples: *Pope Francis spoke to the students.*  
*At the close of his address, the pope gave his blessing.*

**possessives** Follow these guidelines:

- **plural nouns not ending in s:** Add 's.

Examples: *the alumni's contributions*  
*women's rights*

- **plural nouns ending in s:** Add only an apostrophe.

Examples: *the churches' needs*  
*the girls' toys*  
*the horses' mouth*  
*the ships' wake*  
*states' rights*  
*the VIPs' entrance*

- **nouns plural in form, singular in meaning:** Add only an apostrophe.

Examples: *physics' rules*  
*mumps' effects*

Apply the same principle when a plural word occurs in the formal name of a singular entity.

Example: *the Philippines' wealth*

- **nouns the same in singular and plural:** Treat them the same as plurals, even if the meaning is singular.

Examples: *one corps' location*  
*the two deer's tracks*

- **singular nouns not ending in s:** Add 's.

Examples: *the church's needs*  
*the girl's toys*  
*the horse's mouth*  
*the ship's route*  
*the VIP's seat*

Although some stylebooks say that singular nouns ending in *s* sounds such as *ce*, *x*, and *z* may take either the apostrophe alone or 's, for consistency and ease in remembering a rule, always use 's if the word does not end in the letter *s*.

Examples: *Butz's office*  
*the fox's den*  
*the justice's verdict*  
*Marx's theories*  
*the province's forests*

- **singular common nouns ending in s:** Add 's unless the next word begins with *s*.

Examples: *the witness's tale*  
*the witness' story*

- **singular proper names ending in s:** Use only an apostrophe.

Examples: <i>Archimedes' discovery</i>	<i>Mercedes' book</i>	<i>Sisyphus' ordeal</i>
<i>Descartes' theories</i>	<i>Dickens' novels</i>	
<i>Euripides' dramas</i>	<i>Hercules' labors</i>	
<i>Jesus' life</i>	<i>Julius' seat</i>	
<i>Marcos' wealth</i>	<i>Moses' law</i>	
<i>Socrates' life</i>	<i>Gonzales' speech</i>	
<i>Marne Kilates' poems</i>	<i>Xerxes' armies</i>	

**special expressions:** The following exceptions to the general rule for words not ending in *s* apply to words that end in an *s* sound and are followed by a word that begins with *s*.

Examples: *for appearance' sake*  
*for conscience' sake*  
*for goodness' sake*

Use 's otherwise: *the appearance's cost, my conscience's voice*

- **joint possession, individual possession:** Use a possessive form after only the last word if ownership is joint.

Examples: *Tony and Irene's apartment*  
*Fred and Sylvia's children*

Use possessive form after both words if the objects are individually owned:

*Tony's and Irene's cars.*

- **descriptive phrases:** Do not add an apostrophe to a word ending in *s* when it is used primarily in a descriptive sense.

Examples: *citizens forum*  
*a teachers college*  
*a writers guide*

Memory Aid: The apostrophe usually is not used if *for* or *by* rather than *of* would be appropriate in the longer form: *a forum for citizens, a college for teachers, a guide for writers.*

An 's is required, however, when a term involves a plural word that does not end in *s*.

Examples: *a children's hospital*  
*a people's republic*  
*the Young Men's Christian Association*

- **descriptive names:** Some governmental, corporate and institutional organizations with a descriptive word in their names use an apostrophe; some do not. Follow the user's practice.

Examples: *Diners Club*  
*the Councilors' League of the Philippines*  
*the Veterans Administration*

- **quasi possessives:** Follow the rules above in composing the possessive form of words that occur in such phrases as *a day's work, three weeks' vacation, three days' pay, your money's worth*. Frequently, however, a hyphenated form is clearer: *a three-week vacation, a three-day job*.

- **double possessive:** Two conditions must apply for a double possessive to occur: 1. The word after *of* must refer to an animate object, and 2. The word before *of* must involve only a portion of the animate object's possessions.

Example: *a friend of Dan's*

Otherwise, do not use the possessive form on the word after *of*.

Examples: *The friends of Tony Guanzon mourned his death.*  
 (All the friends were involved.)  
*He is a friend of the fraternity.*  
 (Not *fraternity's*, because *fraternity* is inanimate).

Memory Aid: This construction occurs most often, and quite naturally, with the possessive forms of personal pronouns: *He is a friend of mine.*

- **inanimate objects:** There is no blanket rule against creating a possessive form for an inanimate object, particularly if the object is treated in a personified sense. See some of the earlier examples, and note these: *death's sting*, *the wind's breath*.

In general, however, avoid excessive personification of inanimate objects, and give preference to an *of* construction when it fits the makeup of the sentence. For example, the earlier references to *physics' rules* and *mumps' effects* would better be phrased: *the rules of physics*, *the effects of mumps*.

**post office** No longer capitalized because the agency is now the Philippine Postal Corporation.

Use lowercase in referring to an individual office.

Example: *I went to the Pasay post office.*

**PowerPoint** is the name of proprietary commercial presentation program developed by Microsoft.

Use as one word.

**pre-** The rules in prefixes apply. The following examples are exceptions to the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

pre-election	pre-establish
pre-eminent	pre-exist

Otherwise, the dictionary listing, hyphenating if not listed there. Some examples

prearrange	prehistoric
precondition	precook

**premier, prime minister** These two titles often are used interchangeably for the title of an individual who is the first minister in a national government that has a council of ministers.

*Prime minister* is the correct title throughout the Commonwealth, formerly the British Commonwealth.

Use *premier* for France and its former colonies, the Communist nations of Eastern and Asia.

Use *chancellor* in Austria and West Germany.

Follow the practice of a nation if there is a specific preference that varies from this general practice.

**premiere** A first performance.

**presidency** Always lowercase.

**president** Capitalize *president* only as a formal title before one or more names or when the president is present.

Examples: *President Aquino*

*Presidents Magsaysay and Quirino*

*The President is with us tonight.*

Lowercase in all other uses.

Example: *The president left for Japan today.*

**prior to** *Before* is less stilted for most uses. *Prior to* is appropriate, however, when a notion of requirement is involved.

Example: *A fee must be paid prior to the release of goods.*

**proceedings** (n.) plural when referring to sequence of events or record of business/minutes

**professor** Capitalize when used as a formal title before a full name.

**proportions** Always use figures.

Example: *4 parts milk to 6 parts water*

**provinces** Names of provinces are set off from municipality or city names by commas, just as the names of U.S. states are set off from city names.

Example: *They went to Bulan, Sorsogon, on their vacation.*

Capitalize *province*.

Examples: *They visited the Province of Sorsogon.*

*The earthquake struck Albay Province.*

## Q

**Q-and-A format** See question mark in the Punctuation chapter.

**queen** Capitalize only when used before the name of royalty. Lowercase *queen* when it stands alone.

Example: *Queen Elizabeth II*

**quotation marks** Follow these guidelines

- Use quotation marks to surround the exact words of a speaker or writer when used in a report.  
Example: Gen. Douglas MacArthur said, “I shall return.”
- Use quotation marks at the beginning and end of each person’s speech, no matter how brief the sentences are.  
Examples: “Are you leaving?”  
“Yes.”  
“When?”  
“Tomorrow.”
- Do not use quotation marks when you are using the question-and-answer format.  
Example: Q: Do you know this man?  
A: No.
- Do not use quotation marks when running full texts of speeches, remarks, statements, etc. as well as condensed texts or excerpts.
- Use quotation marks around a word or expression used in an ironical sense.  
Example: The “faith healer” turned out to be a quack doctor.

- Use quotation marks around a word or group of words being introduced to the reader of first reference.  
 Example: In the committee report, “preschooler” refers to a child between 3 and 5 years old.
  
- Do not use quotation marks around a few ordinary words that a speaker or writer has used.  
 Example: Wrong: The Congressman said “he would return to his home province if he lost the election.”  
 Right: The congressman said he would return to his home province if he lost the election.
  
- Use single quotation marks for quoted matter within a quotation.  
 Example: The witness said, “I heard the suspect say, ‘I’ll kill you.’”
  
- When using a partial quote, do not put quotation marks around words that the speaker could not have used.  
 Example: Let’s suppose that a man said, “I am horrified at your unchristian behavior.”  
  
 Wrong: The man said he was “horrified at your unchristian behavior.”  
 Right: The man said he was horrified at their “unchristian behavior.”

Better yet, when it is practical, use the full quotation.

- Follow these long-established printers’ rules:
  - a. The period and the comma always go within the closing quotation marks when it is not part of a quoted word, phrase or clause. When long sentences are quoted, however, the British put the period inside the close quotation marks.)  
 Example: The general said, “We will hold the line here.”
  - b. The dash, the semicolon, the question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.  
 Examples: The experiment was called “a failure”; still, the participants said they learned from it.

He asked, “Will it rain today?”  
 Did he say, “I’ll never go there again”?  
 She shouted, “I’ll never forgive him!”  
 What a surprise for him to say, “I don’t know the answer”!

- When two persons are quoted in succession, the second quotation should begin a new paragraph, preceded by the identification of the speaker, to make it clear to the reader that the speaker has changed.  
 Examples: The President said, “We will have to give the teachers a salary increase.”  
 But the budget secretary said, “Yes, Sir, but where will we get the money?”
- A quotation that trails off inaudibly or indecisively should end with an ellipsis.  
 Example: “I wonder,” the scientist said, “What if, on the other hand, we did this...”
- An abrupt interruption in dialog should be marked by a dash.  
 Examples: Rep. Jose de la Cruz said, “Mr. Speaker, let me finish my –”  
 “Please sit down,” the Speaker said. “You’re not recognized.”
- After he said or he asked, you may use a comma or a period depending on the nature of the interruption.  
 Examples: “I’m going,” she told her husband, “and I mean right now.”  
 “I’m going home,” the woman said. “You do what you want.”
- If a paragraph of quoted material is followed by a paragraph that continues the quotation, do not use close-quotation marks at the end of the first paragraph.

Use open-quotation marks at the start of the second paragraph and succeeding paragraphs.

Use quotation marks around the titles of anthems, books, movies, operas, plays, poems, songs, television programs, lectures, speeches and works of art.

Examples: “The Star-Spangled Banner”      “Paradise Lost”  
 “Crime and Punishment”      “O Sole Mio”  
 “La Traviata”      “Sesame Street”  
 “Romeo and Juliet”      “Mona Lisa”

- Use quotation marks around slang expressions, colloquialisms, newly coined words and technical expressions that are apt to be strange to the reader. This device, however, should not be overused.

**quoted material** Never alter quotations, even to correct minor grammatical errors or word usage. Casual minor slips of the tongue may be removed, but even that should be done with extreme caution. If there is a question about a quote, either don't use it or ask the speaker to clarify.

## R

**radio station** The call letters alone are frequently adequate, but when this phrase is needed, use lowercase.

Example: *radio station DZRC*

**raised, reared** Only humans may be reared. Any living thing, including humans, may be raised.

**ranges** The form: *P24 million to P40 million*. Not: *P24 to P40 million*.

**rank and file** (n.) The adjective form: *rank-and-file*.

**ratios** Use figures and colon: *the ratio was 3:1, a ratio of 3:1, a 3:1 ratio*.

Always use the word *ratio* or a phrase such as *a 3:1 majority* to avoid confusion with actual figures.

**re-** In applying this prefix, follow the dictionary listing.

For other words, the sense is the governing factor:

*recover (regain)*  
*re-cover (cover again) reform (improve)*  
*re-form (form again) resign (quit)*  
*re-sign (sign again)*

Otherwise, follow the dictionary listing.

**record** Lower case at all times but capitalize and italicize when referring to the *Record of the Senate*.

Examples: For the record  
I move that the full text of the bill be inserted into the *Record*.

**reference works** Capitalize their proper names.

Do not use quotation marks around the names of books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.

Examples: *the Journal of the Senate*  
*Webster's New World Dictionary*  
*the Executive Directory*  
*the Legislation Group Stylebook*

**religious affiliations** Capitalize the names and the related terms applied to members of the order.

Examples: *He is a member of the Order of Preachers.*  
*He is a Dominican.*

**religious references** The basic guidelines:

- **deities:** Capitalize the proper names of monotheistic deities.

Examples: *Holy Trinity*      *Allah*  
*Jesus Christ*      *Holy Spirit*  
*Jehovah*

Capitalize pronouns referring to the deity.

Examples: *He*      *Him*  
*His*      *Thee*  
*Thou*      *Who*  
*Whose*

Lowercase *gods* in referring to the deities of polytheistic religions.

Capitalize the proper names of pagan and mythological gods and goddesses.

Examples: *Guguran*  
*Vishnu*  
*Neptune*  
*Thor*  
*Venus*

Lowercase such words as *god-awful*, *goddamn*, *godlike*, *godliness*, *godsend*.

- **Life of Christ:** Capitalize the names of major events in the life of Jesus Christ in references that do not use His name.

Example: *The doctrines of the Last Supper, the Crucifixion, the Resurrection and the Ascension are central to Christian belief.*

But use lowercase when the words are used with his name: *The ascension of Jesus into Heaven took place 40 days after his resurrection from the dead.*

Apply the principle also to events in the life of His mother: *He cited the doctrines of the Immaculate Conception and the Assumption.* But: *She referred to the assumption of Mary into heaven.*

- **holy days:** Capitalize the names of holy days.

Example: *Good Friday*  
*Eid al-Fitr*

- **other words:** Lowercase *heaven*, *hell*, *devil*, *angel*, *cherub*, *an apostle*, *a priest*, *etc.*

Capitalize *Satan*, *Lucifer* and other proper nouns referring to the devil.

**Rev.** When this description is used before an individual's name, precede it with the word *the* because, unlike the case with *Mr.* and *Mrs.*, the abbreviation *Rev.* does not stand for a noun.

**revolution** Capitalize when part of a name for a specific historical event.

Examples: *the Philippine Revolution*  
*Bolshevik Revolution*  
*the French Revolution*

The *Revolution*, capitalize, also may be used as a shorthand reference to the Philippine Revolution.

Lowercase in other uses: *a revolution, the revolution, the Philippine and American revolutions.*

**rip off (v.) rip-off (n., adj.)**

**road** Do not abbreviate. *Pasay Road, Road 3*, not *Pasay Rd., Rd. 3*

**rock ‘n’ roll** Note the apostrophe before and after the letter *n*.

**roll call (n.) roll-call (adj.)**

**Roman Numerals** They use letters (*I, X, L* etc.) to express numbers.

Use Roman numerals for wars and to establish personal sequence for people and animals.

Examples: *World War II*  
*Native Dancer III*  
*King George V*  
*Pope John XXIII*  
*Cecilio de la Cruz XXVI*

Use Arabic numerals in all other cases.

Examples: *Rambo 3*  
*Lethal Weapon 2*

In Roman numerals, the capital letter *I* equals 1, *V* equals 5, *X* equals 10, *L* equals 50, *C* equals 100, *D* equals 500 and *M* equals 1,000. Do not use *M* to mean million, as some newspapers occasionally do in headlines.

**room numbers** Use figures and capitalize room when used with a figure.

Examples: *Room 217*  
*Room 412*

**rooms** Capitalize the names of specially designated rooms.

Examples: *the Senators Lounge*  
*Session Hall*

**rubber stamp (n.) rubber-stamp (v. and adj.)**

**rules** Lowercase at all times but capitalize and italicize when referring to the *Rules of the Senate*.

Example: *The Rules provide the list of Senate officers.*

## S

**sacraments** Capitalize the proper names used for a sacramental rite that commemorates the life of Jesus Christ or signifies a belief in his presence.

Examples: *Holy Mass*  
*Holy Communion Holy Eucharist*

Lowercase the names of other sacraments: *baptism, confirmation, penance (now often called the sacrament of reconciliation), matrimony, holy orders, and the sacraments of anointing the sick (formerly extreme unction).*

**Satan** But lowercase *devil* and *satanic*.

**savior** Use this spelling for all senses, rather than the alternative form: *savior*.

**scene numbers** Capitalize scene when used with a figure.

Examples: *Scene 2*  
*Act 2, Scene 4*

But: *the second scene, the third scene*

**secondhand (adj. and adv.)**

Example: *Rose had a watch with a second hand that she bought secondhand.*

**secretary** Capitalize as a formal title before a name or when used as a substitute for person's name. Do not abbreviate.

Examples: *Secretary Albert del Rosario*  
*secretary of the Department of Foreign Affairs*  
*secretary of foreign affairs department*

**secretary general** Not hyphenated. Capitalize as a formal title before a name.

Example: *Secretary General James Ferrer*

**self-** Always hyphenate:

Examples: *self-assured self-defense*

**semi-** The rules in prefixes apply, but in general, no hyphen.

Examples: *semifinal semiofficial*  
*semi-invalid semitropical*

**senate** Capitalize all specific references to governmental legislative bodies, regardless of whether the name of the nation or state is used.

Examples: *the Philippine Senate*  
*the Senate*  
*the U.S. Senate*  
*the American Senate*

Lowercase plural uses: *the Virginia and North Carolina senates.*

**senatorial** Always lowercase.

**send off (v.) send-off (n.)**

**sentences** Capitalize the first word of every sentence, including quoted statements and direct questions.

Example: *Patrick Henry said: "I know not what course others may take, but as for me, give me liberty or give me death."*

Capitalize the first word of a quoted statement if it constitutes a sentence, even if it was part of a larger sentence in the original: *Patrick Henry said, "Give me liberty or give me death."*

In direct questions, even without quotation marks: *The story answers the question, Where does true happiness really lie?*

**Sergeant-at-Arms** Capitalize and hyphenate when referring to the Senate sergeant at arms but lowercase in all other cases.

**serial numbers** Use figures and capital letters in solid form (no hyphens or spaces unless the source indicates they are an integral part of the code).

Example: *G36951*

**set up (v.) setup (n. and adj.)**

**shake up (v.) shake-up (n. and adj.)**

**shall, will** Use *shall* to express determination.

Examples: *We shall overcome.*  
*You and he shall stay.*

Either *shall* or *will* may be used in first-person constructions that do not emphasize determination: *We shall hold a meeting. We will hold a meeting.*

For second- and third-person constructions, use *will* unless determination is stressed: *You will like it. She will not be pleased.*

**she** Do not use this pronoun in references to ships or nations. Use *it* instead.

**short-lived (adj.)**

Examples: *A short-lived plan.*  
*The plan was short-lived.*

**should, would** Use *should* to express an obligation: *We should help the needy.*

Use *would* to express a customary action: *In the summer we would spend hours by the seashore.*

Use *would* also in constructing a conditional past tense, but be careful:

Wrong: *If Quintano would not have had an injured foot, Arroyo would not have been in the line up.*

Right: *If Quintano had not had an injured foot, Arroyo would not have been in the lineup.*

**show off (v.) showoff (n.)**

**shut down (v.) shutdown (n.)**

**side by side, side-by-side**

Examples: *They walked side by side.*  
*The stories received side-by-side display.*

**sit down (v.) sit-down (n. and adj.)**

**sit in (v.) sit-in (n. and adj.)**

**sizes** Use figures.

Examples: *a size 9 dress*  
*size 40 waist*  
*8 1/2B shoes*  
*1 3/4 1/2 sleeve*

**smash up (v.) smashup (n. and adj.)**

**so called (adv.) so-called (adj.)**

**speaker** Capitalize as a formal title before a name. Generally, it is a formal title only for the speaker of a legislative body.

Example: *Speaker Feliciano Belmonte*

**species** Same in singular and plural. Use singular or plural verbs and pronouns depending on the sense.

Examples: *The species has been unable to maintain itself.*  
*Both species are extinct.*

**speeches** Capitalize and use quotation marks for their formal titles, as described in composition titles.

**sponsor** Lowercase unless used as a substitute for a person's name.

Examples: *Let us call the sponsor of the measure, Sen. Miriam Defensor Santiago.*

May the Sponsor yield for a few questions?

**spouse** Use when some of the people involved may be men.

Example: *senators and their spouses, not senators and their wives*

**squinting modifier** A misplaced adverb that can be interpreted as modifying either of two words.

Example: *Those who lie often are found out.*

Place the adverb where there can be no confusion, even if a compound verb must be split.

Example: *Those who often lie are found out.*

Or if that was not the sense: *Those who lie are often found out.*

**standard-bearer**

**stand in (v.) stand-in (n. and adj.)**

**stand off (v.) standoff (n. and adj.)**

**state** Lowercase unless referring to treaties and conventions.

**State of the Nation** Capitalize all references to the president's annual address.

Lowercase other uses: *The state of the nation is precarious," the editor said.*

**State-Party** Capitalize and hyphenated.

**straightlaced, straitlaced** Use straightlaced for someone strict or severe in behavior or moral views.

Reserve *straitlaced* for the notion of confinement, as in a corset.

**street** Abbreviate only with a numbered address.

**sub-** The rules in prefixes apply but in general, no hyphen.

Examples: *subbasement*  
*subcommittee*

**subjunctive mood** Use the subjunctive mood of a verb for contrary-to-fact conditions, and expressions of doubts, wishes or regrets.

Examples: *If I were a rich man, I wouldn't have to work hard.*  
*I doubt that more money would be the answer.*  
*I wish it were possible to take back my words.*

Sentences that express a contingency or hypothesis may use either the subjunctive or the indicative mood, depending on the context. In general, use the subjunctive if there is little likelihood that a contingency might come true.

Examples: *If I were to marry a millionaire, I wouldn't have to worry about money.*

*If the bill passes as expected, it will provide an immediate tax cut.*

**super-** The rules in prefixes apply, but in general, no hyphen. Some frequently used words:

superagency	superhighway
supercarrier	superpower

As with all prefixes, however, use a hyphen if the word that follows is capitalized: *super-Bikolano*

**supersede**

**suspensive hyphenation**

Examples: *Small-and medium-sized industries should be encouraged.*  
*The 5-and 6-year-olds attend morning classes.*

## T

**take off (v.) takeoff (n. and adj.)**

**take out (v.) takeout (n. and adj.)**

**take over (v.) takeover (n. and adj.)**

**tape recording** The noun. But hyphenate the verb form: *tape-record*.

**teammate**

**teen, teenager (n.) teenage (adj.)** Do not use *teenaged*.

**telephone numbers** Use figures. The forms: *527-4231, 921-2701, (232) 996-87*. If locals are given: *Loc. 2, Loc. 364, Loc. 4071*.

The use of parentheses around the code is based on a format that telephone companies have agreed upon for domestic and international communications.

**telltale**

**tenderhearted**

**that** (conjunction) Use the conjunction *that* to introduce a dependent clause if the sentence sounds or looks awkward without it. There are no hard-and-fast rules, but in general:

- *That* usually may be omitted when a dependent clause immediately follows a form of the verb to say.

Example: *The president said he had signed the bill.*

- *That* should be used when a time element intervenes between the verb and the dependent clause.

Example: *The president said Monday that he had signed the bill.*

- *That* usually is necessary after some verbs. They include: *advocate, assert, contend, declare, estimate, make clear, point out, propose and state.*
- *That* is required before subordinate clauses beginning with conjunctions such as *after, although, because, before, in addition to, until and while.*

Example: *Haldeman said that after he learned of Nixon's intention to resign, he sought pardons for all connected with Watergate.*

When in doubt, include *that*. Omission can hurt. Inclusion never does.

**tie in (v.) tie-in (n. and adj.)**

**tie up (v.) tie-up (n. and adj.)**

**times** Use figures except for *noon* and *midnight*. Use a colon to separate hours from minutes.

Examples: *11 a.m.*    *3:30 p.m.*  
*1 p.m.*

Avoid such redundancies as *10 a.m. this morning*, *10 p.m. tonight* or *10 p.m. Monday night*. Use *10 a.m. today*, *10 p.m.* or *10 p.m. Monday*, etc., as required by the norms in time element.

The construction *4 o'clock* is acceptable, but time listings with *a.m.* or *p.m.* are preferred.

### **tiptop**

### **titleholder**

**titles** In general, confine capitalization to formal titles used directly before an individual's name.

The basic guidelines:

- **lowercase:** Lowercase and spell out titles when they are not used with an individual's name.

Examples: *The president issued a statement.*  
*The pope gave his blessing.*

Lowercase and spell out titles in constructions that set them off from a name by commas.

Examples: *The vice president, Joseph Estrada, declined to run again. Paul VI, the current pope, does not plan to retire.*

- **courtesy titles:** See the courtesy titles entry for guidelines on when to use *Miss*, *Mr.*, *Mrs.*, *Ms.* or no titles.

The forms *Mr.*, *Mrs.*, *Miss* and *Ms.* apply both in regular text and in quotations.

**formal titles:** Capitalize formal titles when they are used immediately before one or more names.

Examples: *Pope Paul President Aquino*  
*Vice Presidents Joseph Estrada and Salvador Laurel*

A formal title generally is one that denotes a scope of authority, professional activity or academic accomplishment so specific that the designation becomes almost as much an integral part of an individual's identity as a proper name itself.

Examples: *President Aquino*  
*Gov. Toto Mangundadato*  
*Dr. Jose Rizal*  
*Gen. Gregorio del Pilar*

Other titles serve primarily as occupational descriptions.

Examples: *Architect Everardo Napay*  
*Accountant Tita Pasquil*  
*Engineer Mateo Cruz*  
*Atty. Pauleen Aquino*

A final determination on whether a title is formal or occupational depends on the practice of the governmental or private organization that confers it. If there is doubt about the status of a title and the practice of the organization cannot be determined, use a construction that sets the name or the title off with commas.

- **abbreviated titles:** The following formal titles are capitalized and abbreviated as shown when used before a name outside quotations: *Dr.*, *Gov.*, *Rep.*, *Sen.* and certain military ranks. Spell out all except *Dr.* when they are used in quotations. All other formal titles are spelled out in all uses.
- **royal titles:** Capitalize *king*, *queen*, etc., when used directly before a name.
- **titles of nobility:** Capitalize a full title when it serves as the alternative name for an individual.  
 Examples: *the Prince of Wales*  
*the Lion of Judah*
- **past and future titles:** A formal title that an individual formerly held, is about to hold or holds temporarily is capitalized if used before the person's name. But do not capitalize the qualifying word.  
 Examples: *former President Arroyo*  
*deposed King Constantine*  
*Ambassador-designate Raul Rabe*

- **unique titles:** If a title applies only to one person in an organization, insert the word *the* in a construction that uses commas.

Example: *Abdon Balde Jr., the deputy vice president, spoke.*

**tonight** All that's necessary is *8 tonight, or 8 p.m. today*. Avoid the redundant *8 p.m. tonight*.

**total, totaled, totaling** The phrase a *total of* often is redundant. It may be used, however, to avoid a figure at the start of a sentence.

Example: *A total of 650 people were killed last month.*

**traffic, trafficked, trafficking**

**transfer, transferred, transferring**

**typhoon** Capitalize typhoon when it is part of the name that weather forecasters assign to a storm. Set in italic style.

Example: *Typhoon Rosing*

But use *it* and *its*—not *she*, *her* or *hers*—in pronoun references. And do not use the presence of a woman's name as an excuse to attribute sexist images of women's behavior to a storm.

Avoid, for example, such sentences as: *The fickle Rosing wrecked the eastern Luzon coast.*

## U-Z

**upside down (v.) upside-down (adj.)**

Examples: *The car turned upside down.*  
*She made an upside-down cake.*  
*The book is upside-down.*

**upward** Not *upwards*

**verb**

- **split forms:** In general, avoid awkward constructions that split infinitive forms of a verb (to leave, to help, etc.) or compound forms (had left, are found out, etc.)

Awkward: *She was ordered to immediately leave on an assignment.*

Preferred: *She was ordered to leave immediately on an assignment.*

Awkward: *There stood the girl who we had early last year left me sad.*

Preferred: *There stood the girl who left me said early last year.*

Occasionally, however, a split is not awkward and is necessary to convey the meaning:

**versus** Abbreviate as *vs.* in all uses.

**Voting** not *votation*

**war horse, warhorse** Two words for a horse used in battle. One word for a veteran of many battles.

Example: *He is a political warhorse.*

**well** Hyphenate as part of a compound modifier:

Examples: *She is a well-dressed woman.*  
*She is well-dressed.*

**whereabouts** Takes a singular verb.

Example: *His whereabouts is a mystery.*

**who, whom** Use *who* and *whom* for references to human beings and to animals with a name. Use *that* and *which* for inanimate objects and animals without a name.

*Who* is the word when someone is the subject of a sentence, clause or phrase.

Example: *The woman who rented the room left the window open.*  
*Who is there?*

*Whom* is the word when someone is the object of a verb or preposition.

Examples: *The woman to whom the room was rented left the window open.*  
*Whom do you wish to see?*

See the essential clauses, nonessential clauses entry for guidelines on how to punctuate clauses introduced by *who*, *whom*, *that* and *which*.

**wide-** Usually hyphenated. Some examples:

wide-angle	wide-eyed
wide-awake	wide-open

Exception:	widespread
------------	------------

**-wide** No hyphen. Some examples:

citywide	nationwide
continentwide	provincewide
countrywide	worldwide
industrywide	

**will** See the **shall, will** entry and **subjunctive mood**.

**window dressing** The noun. But as a verb: *window-dress*.

**wind up (v.) windup (n. and adj.)**

**-wise** No hyphen when it means in the direction of or with regard to. Some examples:

clockwise	otherwise
lengthwise	slantwise

Avoid contrived combinations such as *moneywise*, *religionwise*.

**word-of-mouth (n. and adj.)**

**words as words** The meaning of this phrase, which appears occasionally in this book and similar manuals that deal with words, is best illustrated by an example: In this sentence, *woman* appears solely as a word rather than as the means of representing the concept normally associated with the word.

When italics are available, a word used as a word should be italicized. Entries in this book use italics when a word or phrase is discussed in this sense. Note, for example, the italics used for *woman* in this sentence and in the example sentence.

If italics are not available to highlight this type of word, place quotation marks around it.

**working class (n.) working-class (adj.)**

**would** See the *should, would* entry.

**years** Use figures, without commas.

Example: 1986

Use an *s* without an apostrophe to indicate spans of decades or centuries.

Examples: *the 1980s the 1800s*

Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: *1976 was a very good year.*

**yesterday** Use only in direct quotations and in phrases that do not refer to a specific day.

Example: *Yesterday we were young.*

Use the day of the week in other cases.

**zero, zeros** But *zeroes/zeroed in*

**ZIP codes** Use all-caps ZIP for *Zone Improvement Program*, but lowercase the word code.

Run the five digits together without a comma, and do not put a comma between the name of the city or town and the ZIP code.

Example: 1000 Manila

## PUNCTUATION MARKS AND HOW TO USE THEM

**ampersand (&)** Use the ampersand when it is part of a company's formal name.

Examples: *Atlantic Gulf & Pacific, D & P Shop*

The ampersand should not otherwise be used in place of *and*.

**apostrophe ( ' )** Follow these guidelines:

- **possessives:** See the possessives entry in main section.

- **plural nouns not ending in s:** Add 's.

Examples: *alumni's contributions*  
*women's rights*

- **plural nouns ending in s:** Add only an apostrophe.

Examples: *the churches' needs*  
*the girls' toys*  
*the horses' food*  
*the ships' wake*  
*states' rights*  
*the VIPs' entrance*

- **nouns plural in form, singular in meaning:** Add only an apostrophe.

Examples: *mathematics' rules*  
*measles' effects*

(But see inanimate objects below).

Apply the same principle when a plural word occurs in the formal name of a singular entity.

Examples: *Sarao Motors' profits*  
*the Philippines' wealth*

- **nouns the same in singular and plural:** Treat them the same as plurals, even if the meaning is singular.

Examples: *one corps' location*  
*the two deer's tracks*

- **singular nouns not ending in s:** Add 's.

Examples: *the church's needs*  
*the girl's toys*  
*the horse's food*  
*the ship's route*  
*the VIP's seat*

Although some style guides say that singular nouns ending in *s* sounds such as *ce*, *x*, and *z* may take either the apostrophe alone or 's, for consistency and ease in remembering a rule, always use 's if the word does not end in the letter *s*.

Examples: *Butz's policies*  
*the fox's den*  
*the justice's verdict*  
*Marx's theories*  
*the prince's life*  
*Xerox's profits*

- **singular common nouns ending in s:** Add 's unless the next word begins with *s*.

Examples: *the hostess's invitation*  
*the hostess' seat*  
*the witness's answer*  
*the witness' story*

- **singular proper names ending in s:** Use only an apostrophe.

Examples: *Achilles' heel*      *Agnes' book*  
*Ceres' rites*      *Descartes' theories*  
*Dickens's novels*      *Euripides's dramas*  
*Hercules' labors*      *Jesus' life*  
*Jules' seat*      *Kansas' schools*  
*Moses' law*      *Socrates' life*  
*Xerxes' armies*      *Marcos' wealth*

- **special expressions:** The following exceptions to the general rule for words not ending in *s* apply to words that end in an *s* sound and are followed by a word that begins with *s*.

Examples: *for appearance's sake*  
*for conscience's sake for goodness' sake*  
 Use 's otherwise: *the appearance's cost, my conscience's voice*

- **pronouns:** Personal interrogative and relative pronouns have separate forms for the possessive. None involves an apostrophe.

Examples:     *mine*        *ours*  
                  *your*        *yours*  
                  *his*         *hers*  
                  *its*         *theirs*  
                  *whose*

Caution: If you are using an apostrophe with a pronoun, always double-check to be sure that the meaning calls for a contraction: *you're*, *it's*, *there's*, *who's*.

Follow the rules listed above in forming the possessives of other pronouns: *another's idea*, *others' plans*, *someone's guess*.

- **compound words:** Applying the rules above, add an apostrophe or 's to the word closest to the object possessed.

Examples:        *the major general's decision*  
                      *the major general's decisions*  
                      *the attorney general's request*  
                      *the attorneys general's request*

See the plurals entry for guidelines on forming the plurals of these words.

Also: *anyone else's attitude*, *Ramon Magsaysay Jr.'s father*, *Romeo Salalima of Albay's motion*.

Whenever practical, however, recast the phrase to avoid ambiguity: *the motion by Romeo Salalima of Albay*.

- **joint possession, individual possession:** Use a possessive form after only the last word if ownership is joint.

Examples:        *George and Cleofe's apartment*, *Tony and Irene's stocks*

Use a possessive form after both words if the objectives are individually owned.

Examples: *Dan's and Jean's books*

- **descriptive phrases:** Do not add an apostrophe to a word ending in *s* when it is used primarily in a descriptive sense.

Examples:           *citizens band radio*  
                           *a Chicago Bulls player*  
                           *a teachers college*  
                           *a writers guide*

Memory Aid: The apostrophe usually is not used if *for* or *by* rather than *of* would be appropriate in the longer form: *a radio band for citizens, a college for teachers, a guide for writers.*

An 's is required, however, when a term involves a plural word that does not end in *s*.

Examples:           *a children's hospital*  
                           *a people's republic*  
                           *the Young Men's Christian Association*

- **descriptive names:** Some governmental, corporate and institutional organizations with a descriptive word in their names use an apostrophe; some do not. Follow the user's practice.

Examples:           *Actors Equity*  
                           *Diners Club*  
                           *the Ladies' Home Journal*  
                           *the National Governors' Association*  
                           *the Veterans Administration*

See separate entries for these and similar names frequently in the news.

- **quasi possessives:** Follow the rules above in composing the possessive form of words that occur in such phrases as *a day's pay, two weeks' vacation, three days' work, your money's worth*. Frequently, however, a hyphenated form is clearer: *a two-week vacation, a three-day job*.

**double possessive:** Two conditions must apply for a double possessive-phrase to occur

1. The word after *of* must refer to an animate object, and 2. The word before *of* must involve only a portion of the animate object's possessions.

Example:           *a friend of Tony's*

Otherwise, do not use that possessive form on the word after *of*.

Examples:     *The friends of Tony Guanzon mourned his death.* (All the friends were involved.)  
                  *He is a friend of the club.* (Not *club's*, because *club* is inanimate.)

Memory Aid: This construction occurs most often and quite naturally, with the possessive forms of personal pronouns: *He is a friend of mine.*

- **inanimate objects:** There is no blanket rule against creating a possessive form for an inanimate object, particularly if the object is treated in a personified sense.

Examples:     *death's call, the wind's murmur*

In general, however, avoid excessive personalization of inanimate objects, and give preference to an *of* construction when it fits the makeup of the sentence. For example, the earlier references to *mathematics' rules* and *measles' effects* would better be phrased: *the rules of mathematics, the effects of measles.*

- **omitted letters:**

Examples:     *I've, it's, don't, rock 'n' roll.*  
                  *Tis the season to be jolly. He is a ne'er-do-well.*

- **omitted figures:**

Examples:     *The class of '62.*  
                  *The Spirit of '76. The '20s.*

- **plurals of a single letter:**

Examples:     *Mind your p's and q's.*  
                  *He learned the three R's and brought home a report card with A's and two B's. The Legis D's won the pennant.*

- **do not use:** For plurals of numerals or multiple-letter combinations. See **plurals**.

**asterisk (\*)** Asterisks are used primarily in reference work. The main uses are:

1. To mark the material for footnotes when so few footnotes are used that numbering is unnecessary. The asterisk goes after the period of the statement to be footnoted, and again at the bottom of the text at the beginning of the footnote.
2. To indicate omitted text—lengthy sentences or entire paragraphs—in a quotation, though three dots (ellipsis marks) are used more often.
3. To indicate hesitation or passage of time in narrative writing.

**brackets ([ ])** Brackets are seldom used except as editorial marks. Follow these guidelines:

- **editorial comments:** Brackets are used to indicate a comment or explanation added by a writer to a material he is quoting.

Example:           *“These are the times [the 1770’s] that try men’s souls.”*

Use brackets to indicate action accompanying speech or dialogue.

Example:           *The gentleman is suffering from diarrhea in the mouth. [Laughter]*

Brackets are used to enclose editorial omissions or additions.

Examples:           *He was born February 28 [actually on the morning of February 29].*

*You will be pleased [to] hear that we have finished.*

*The Deputy Secretary [for Legislation] appeared concerned.*

- **mathematical work and formulas:** Use brackets to enclose numbers and symbols which should be treated as a unit, that is, as parentheses around material that already contains parentheses, as in the value  $a[a+b(b-c)]$ .

- **references:** Brackets are used as parentheses within parentheses—rarely used, but found in legal documents and reference works.

Example:           *(See Walter Wilson, *Bugs is Bugs* [New York, 1952], p.35.)*

- **deletions:** In documents such as bill drafts containing amendments to certain portions of existing laws, whole portions to be omitted are enclosed within brackets. When more than one paragraph is to be bracketed, each paragraph should start with a bracket, but only the last paragraph should end with a bracket.

**colon (:)** The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

Examples: *He promised this: The company will give a 14th-month bonus. There were three considerations: expense, time and feasibility.*

- **emphasis:** The colon often can be effective in giving emphasis.  
Examples: *He had only one hobby: fishing.*
- **listing:** Use the colon in such listings as time elapsed (*1:31:07.2*), time of day (*8:31 p.m.*), biblical and legal citations (*2 Kings 2:14; Missouri Code 3:245-260*).
- **dialogue:** Use a colon for dialogue.  
Example: SENATOR: What were you doing the night of the 19<sup>th</sup>  
SOLDIER: I refuse to answer that.
- **Q and A:** The colon is used for question-and-answer interviews.  
Example: Q: Did you strike him?  
A: Indeed, I did.
- **introducing quotations:** Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use a colon to introduce longer quotations within a paragraph that introduce a paragraph of quoted material.
- **placement with quotation marks:** Colons go outside quotation marks unless they are part of the quotation itself.
- **Miscellaneous:** Do not combine a dash and a colon.

**comma (,)** The following guidelines treat some of the most frequent questions about the use of commas. Additional guidelines on specialized uses are provided in separate entries such as dates and scores.

- **in a series:** Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

Examples:            *The flag is red, white and blue.*  
                           *He would nominate Edgar, Roger or Marnie.*

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

Example:            *I had orange juice, toast, and ham and eggs for breakfast.*

Use a comma also before the concluding conjunction in a complex series of phrases.

Example:            *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*

See the **dash** and **semicolon** entries for cases when elements of a series contain internal commas.

- **with equal adjectives:** Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal.

Examples:            *a thoughtful, precise manner*  
                           *a dark, dangerous street*

Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun.

Examples:            *a cheap leather jacket* (the noun phrase is leather jacket)  
                           *the old oak tree*

- **with nonessential clauses:** A nonessential clause must be set off by commas. An essential clause must not be set off from the rest of a sentence by commas.

See the **essential clauses, nonessential clauses** entry in the main section.

- **with nonessential phrases:** A nonessential phrase must be set off by commas. An essential phrase must not be set off from the rest of a sentence by commas. See the **essential phrases, nonessential phrases** entry in the main section.

- **with introductory clauses and phrases:** A comma is used to separate an introductory clause or phrase from the main clause.

Examples: *When he had tired of the mad pace of Manila, he moved to Legazpi.*

The comma may be omitted after short introductory phrases if no ambiguity would result.

Example: *During the night he heard many noises.*

But use the comma if its omission would slow comprehension.

Example: *On the street below, the people gathered.*

- **with conjunctions:** When a conjunction such as *and*, *but* or *for* links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases.

Example: *She was glad she had looked, for a man was approaching the house.*

As a rule of thumb, use a comma if the subject of each clause is expressly stated.

Example: *We are visiting Manila, and we also plan a side trip to Tagaytay.  
We visited Manila, and our congressman greeted us personally.*

But no comma when the subject of the two clauses is the same and is not repeated in the second.

Example: *We are visiting Manila and plan to see Malacanang.*

The comma may be dropped if two clauses with expressly stated subjects are short. In general, however, favor use of a comma unless a particular literary effect is desired or if it would distort the sense of a sentence.

- **introducing direct quotes:** Use a comma to introduce a complete one-sentence quotation within a paragraph.

Example: *Nilo said, "She spent six months in Cebu and came back speaking English with a Visayan accent."*

But use a colon to introduce quotations of more than one sentence. See colon.

Do not use a comma at the start of an indirect or partial quotation.

Example: *He said his accomplishments put him “firmly on the road to a promotion.”*

- **before attribution:** Use a comma instead of a period at the end of a quote that is followed by attribution.

Example: *“Rub my shoulders,” Miss Lana suggested.*

Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point.

Example: *“Why should I?” he asked.*

- **with hometowns and ages:** Use a comma to set off an individual’s hometown when it is placed in apposition to a name.

Example: *Nerio Hidalgo, Butuan City, and Nilo Banton, Cumadcad, Sorsogon, were there.*

However, the use of the word *of* without a comma between the individual’s name and the city name generally is preferable.

Example: *Nerio Hidalgo of Butuan City, and Nilo Banton of Cumadcad, Sorsogon, were there.*

If an individual’s age is used, set it off by commas.

Example: *Nerio Hidalgo, 48, Butuan City, was present.*

The use of the word *of* eliminates the need for a comma after the hometown if a province name is not needed.

Example: *Nilo Banto, 36, of Cumadcad and Nerio Hidalgo, 48, of Butuan City attended the party.*

- **with academic degrees, religious affiliations:** See separate entries under each of these terms.

- **names of cities, towns and provinces used with country names**

Examples: *His journey will take him from Manila, Philippines, to Madrid, Spain, and back.*  
*The Polangui, Albay, group saw the governor.*

Use parentheses, however, if a name of a place is inserted within a proper name.

Example: *The Sun (Cebu) Times.*

- **with yes and no:**

Example: *Yes, I will be there.*

- **in direct address:**

Examples: *Mother, I will be home late.*  
*No, sir, I did not take it.*

- **separating similar words:** Use a comma to separate duplicated words that otherwise would be confusing.

Example: *What the problem is, is not clear.*

- **in large figures:** Use a comma for most figures higher than 999. The major exceptions are: street addresses (*1234 Rizal St.*), broadcast frequencies (*1230 kilohertz*), room numbers, serial numbers, telephone numbers, and years (*1972*).

- **placement with quotes:** Commas always go inside quotations marks.

**dash (—) or em dash** Follow these guidelines:

- **abrupt change:** Use dashes to denote an abrupt change in thought, in sentence or an emphatic pause.

Examples: *We will go to Hong Kong in June—if I get a bonus.*  
*The senator authored a bill—it was unprecedented—to legalize marijuana.*

- **series within a phrase:** When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrases.

Example: *He listed the qualities—intelligence, humor, conservatism, independence—that he liked in a woman.*

- **attribution:** Use a dash before an author’s or composer’s name at the end of a quotation.

Example:     *“Life is what happens while we’re making other plans”—John Lennon.*

- **in datelines:**

Example:     *MANILA (PNS)—The city is broke.*

- **in lists:** Dashes should be used to introduce individual sections of a list. Capitalize the first word following the dash. Use periods, not semicolons, at the end of each section.

Example:     *George gave the following reasons:*  
                   —*He never ordered the package.*  
                   —*If he did, it didn’t come.*  
                   —*If it did, he sent it back.*

**ellipsis (. . .)** In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here.

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents. Be especially careful to avoid deletions that would distort the meaning.

Brief examples of how to use ellipses are provided after guidelines are given. More extensive examples, drawn from the speech in which President Nixon announced his resignation, are in the sections below marked **condensation example** and **quotations**.

- **punctuation guidelines:** If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis.

Example:     *I no longer have a strong enough political base... .*

When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis.

Example:     *Will you come? ...*

When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

- **condensation example:** Here is an example of how the spacing and punctuation guidelines would be applied in condensing President Nixon's resignation announcement:

*Goodevening...*

*In all the decisions I have made in my public life, I have always tried to do what was best for the nation. ...*

*... However, it has become evident to me that I no longer have a strong enough political base in Congress.*

*...As long as there was a base, I felt strongly that it was necessary to see the constitutional process through to its conclusion, that to do otherwise would be . . . a dangerously destabilizing precedent for the future.*

- **quotations:** In formal writing, do not use ellipses at the beginning and end of direct quotes.

Examples: *"It has become evident to me that I no longer have a strong enough political base," Nixon said.*

Note: *"... it has become evident to me that I no longer have a strong enough political base . . ." Nixon said.*

- **hesitation:** An ellipsis also may be used to indicate a pause or hesitation in speech, or a thought that the speaker or writer does not complete. Substitute a dash for this purpose, however, if the context uses ellipses to indicate that words actually spoken or written have been deleted.
- **special effects:** Ellipses also may be used to separate individual items within a paragraph of show business gossip or similar material. Use periods after items that are complete sentences.

**exclamation point (!)** Follow these guidelines:

- **emphatic expressions:** Use the mark to express a high degree of surprise, incredulity or other strong emotions.
- **avoid overuse:** Use a comma after mild interjections. End mildly exclamatory sentences with a period.
- **placement with quotes:** Place the mark inside quotation marks when it is part of the quoted material.

Examples:        *“How wonderful!” he exclaimed.*  
                       *“Never!” she shouted.*

Place the mark outside quotation marks when it is not part of the quoted material.

Example:        *I hated watching Tarantino’s “Natural Born Killers”!*

- **miscellaneous:** Do not use a comma or a period after the exclamation mark:  
 Wrong:        *“Halt!,” the guard cried.*  
 Right:         *“Halt!” the guard cried.*

**hyphen (-)** Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

Some guidelines:

- **avoid ambiguity:** Use a hyphen whenever ambiguity would result if it were omitted.

Examples:        *The president will speak to small-business men. (Businessmen normally is one word. But: The president will speak to small businessmen is unclear.)*

Others:        *He recovered his health. He re-covered the platter of spaghetti.*

- **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*.

Examples: *a first-quarter score*  
*a bluish-green dress*  
*a full-time job*  
*a well-known man*  
*a better-qualified woman*  
*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.

Examples: *The team scored in the first quarter.*  
*The dress, a bluish green, was attractive on her.*  
*She works full time.*  
*His attitude suggested that he knew it all.*

But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion.

Examples: *The man is well-known.*  
*The woman is quick-witted.*  
*The children are soft-spoken.*  
*The play is second-rate.*

The principle of using a hyphen to avoid confusion explains why no hyphen is required with *very* and *-ly* words. Readers can expect them to modify the word that follows. But if a combination such as *little-known man* were not hyphenated, the reader could logically be expecting *little* to be followed by a noun, as in *little man*. Instead, the reader encountering *little known* would have to back up mentally and make the compound connection on his own.

- **two-thought compounds:**

Examples: *serio-comic socio-economic*

- **compound proper nouns and adjectives:** Use a hyphen to designate dual heritage.

Examples: *Filipino-American*  
*French-Vietnamese.*

No hyphen, however, for *French Canadian* or *Latin American*.

- **prefixes and suffixes:** See the prefixes and suffixes entries, and separate entries for the most frequently used prefixes and suffixes.

- **avoid duplicated vowels, tripled consonants:**

Examples:       *anti-intellectual*  
                       *pre-empt shell-like*

- **with numerals:** Use a hyphen to separate figures in odds, ratios, scores, some fractions and some vote tabulations.

When large numbers must be spelled out, use a hyphen to connect a word ending in *y* to another word.

Examples:       *twenty-one fifty-five*

- **suspensive hyphenation:**

Example:        *He received a 30- to 90-year sentence in prison.*

**parentheses ( )** In general, use parentheses around logos, as shown in the datelines entry, but otherwise be sparing with them.

The temptation to use parentheses is a clue that a sentence is becoming contorted. Try to write it another way. If a sentence must contain incidental material, then commas or two dashes are frequently more effective. Use these alternatives whenever possible.

There are occasions, however, when parentheses are the only effective means of inserting necessary background or reference information. When they are necessary, follow these guidelines:

- **punctuation:** Place a period outside a closing parenthesis if the material inside is not a sentence.

Examples:        (such as this fragment).  
                       (*An independent parenthetical sentence such as this one takes a period before the closing parenthesis.*)

When a phrase placed in parentheses might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

Example: (this one is an example)

- **insertions in a proper name:** Use parentheses if the name of a place or similar information is inserted within a proper name.

Example: *The (Cebu) Sun*

But use commas if no proper name is involved.

Example: *The Polangui, Albay, group saw the governor.*

- **never use:** Do not use parentheses to denote a political figure's party affiliation and jurisdiction. Instead, set them off with commas.

**periods (.)** Follow these guidelines:

- **end of declarative sentence:**

Example: *The stylebook is finished.*

- **end of a mildly imperative sentence:**

Example: *Open the window.*

Use an exclamation point if greater emphasis is desired.

Example: *Be careful!*

- **end of some rhetorical questions:** A period is preferable if a statement is more a suggestion than a question.

Example: *Why don't we go.*

- **end of an indirect question:**

Example: *He asked what the time was.*

- **many abbreviations:** For guidelines, see the abbreviations and acronyms entry.

- **initials:**

Examples: *Fidel V. Ramos*

*N.V.M. Gonzales* (No space between *N.*, *V.* and *M.*, to prevent them from being placed on two lines in typesetting.)

Abbreviations using only the initials of a name do not take periods: FVR, DNP

- **ellipsis:** See ellipsis.
- **enumerations:** After numbers or letters in enumerating elements of a summary.  
Examples:            1. *Wash my clothes.*            2. *Clean my room.*  
                          A. *Punctuate properly.*        B. *Write simply.*
- **placement with quotation marks:** Periods always go inside quotation marks.  
See **quotation marks**.

**question mark (?)** Follow these guidelines:

- **end of a direct question:**

Examples:            *Who wrote this article?*  
                          *Did he ask who wrote this article?*

(The sentence as a whole is a direct question despite the indirect question at the end.)

*You wrote this article?* (A question in the form of a declarative statement.)

- **interpolated question:**

Example:            *You told me—Did I hear you correctly?—that you wrote this article.*

- **multiple question:** Use a single question mark at the end of the full sentence.

Examples:            *Did you hear him say, “What right have you to ask about the article?”*  
                          *Did he write the article, employ assistants, and order its publication*

Or, to cause full stops and throw emphasis on each element, break into separate sentences.

Example:            *Did he write the article? Employ assistants? Order its publication?*

- **CAUTION:** Do not use question marks to indicate the end of indirect questions.

Examples: *He asked who wrote the article.*  
*To ask why the article was written is unnecessary.*  
*I want to know what the content of the article was.*  
*How foolish it is to ask what caused the article to be written.*

- **question and answer format:** Do not use question marks. Paragraph each speaker's words:

Example:                   *Q: Where did you keep it?*  
                                   *A: Inside the refrigerator.*

- **placement with quotation marks:** Inside or outside, depending on the meaning.

Examples:           *Who wrote "The Waste Land"?*  
                           *He asked, "How long will it take?"*

- **miscellaneous:** The question mark supersedes the comma that normally is used when supplying attribution for a quotation.

Example:                *"Who is there?" she asked.*

**quotation marks (“ ”)** The basic guidelines for open-quote marks (“) and close-quote marks (”):

- **for direct quotations:** To surround the exact words of a speaker or writer when reported in a story.

Examples:                *"I do not intend to die," he replied.*  
                               *"I do not object," he said, "to the tenor of the report." Remigio said, "A thing of beauty is a joy forever."*  
                               *The senator said the practice is "too conservative for inflationary times".*

- **running quotations:** If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Continue in this fashion for any succeeding paragraphs, using close-quote marks only at the end of the quoted material.

If a paragraph does not start with quotation marks but ends with a quotation that is continued in the next paragraph, do not use close-quote marks at the end of the introductory paragraph if the quoted material constitutes a full sentence. Use close-quote marks, however, if the quoted material does not constitute a full sentence.

Examples:                *He said, "I am shocked and horrified by the incident.*  
                               *"I am so horrified, in fact, that I will ask for the death penalty."*

But: *He said he was “shocked and horrified by the incident.”  
“I am so horrified, in fact, that I will ask for the death penalty,” he  
said.*

- **dialogue conversation:** Each person’s words, no matter how brief, are placed in a separate paragraph, with quotation marks at the beginning and the end of each person’s speech.

Example: *“Will you go?”  
“Yes.”  
“When?”  
“Friday.”*

- **not in Q-and-A:** Quotation marks are not required in formats that identify questions and answers by Q: and A. See the **question mark** entry for example.
- **not in texts:** Quotation marks are not required in full texts, condensed texts or textual excerpts. See ellipsis.
- **composition titles:** See the **composition titles** entry for guidelines on the use of quotation marks in book titles, movie titles, etc.
- **nicknames:** See the **nicknames** entry.
- **irony:** Put quotation marks around a word or words used in an ironical sense.  
Example: *The “debate” turned into a free-for-all.*
- **unfamiliar terms:** A word or words being introduced to readers may be placed to readers may be placed in quotation marks on first reference.  
Example: *Broadcast frequencies are measured in “kilohertz.”*

Do not put subsequent references to *kilohertz* in quotation marks.

See the **foreign words** entry.

- **avoid unnecessary fragments:** Do not use quotation marks to report a few ordinary words that a speaker or writer has used:

Wrong: *The senator said he would “go home to Bicol” if he lost the election.*

Right: *The senator said he would go home to Bicol if he lost the election.*

- **partial quotes:** When a partial quote is used, do not put quotation marks around words that the speaker could not have used.

Suppose the individual said, *“I am horrified at your slovenly manners.”*

Wrong: *She said she “was horrified at their slovenly manner.”*

Better when practical: Use the full quote.

- **quotes within quotes:** Alternate between double quotation marks (“or”) and single marks (‘or’).

Example: *She said, “I quote from his letter, ‘I agree with Harry Belafonte that “woman is smarter than man,” but the phenomenon is not an unchangeable law of nature,’ a remark he did not explain.”*

Use three marks together if two quoted elements end at the same time.

Example: *She said, “He told me, ‘I adore you.’”*

- **placement with other punctuation:** The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

**semicolon (;)** In general use the semicolon to indicate a greater separation than a comma can convey but less than the separation that a period implies.

The basic guidelines:

- **to clarify a series:** Use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas.

Example: *He leaves a son, Dante Nolasco of Manila; three daughters, Oedipa Nolasco of Butuan City, Danielle Nolasco of Cebu City, and Alida, wife of Donato Quilates of Daraga, Albay; and a sister, Ida, wife of Edwin Montero of Jaro, Iloilo.*

Note that the semicolon is used before the final and in such a series.

See the dash entry for a different type of connection that uses dashes to avoid multiple commas.

- **to link independent clauses:** Use a semicolon when a coordinating conjunction such as *and*, *but* or *for* is not present.

Example:            *The package was due last week; it arrived today.*

If a coordinating conjunction is present, use a semicolon before *it* only if extensive punctuation also is required in one or more of the individual clauses.

Example:            *They pulled their boats from the water, sandbagged the walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the typhoon.*

Unless a particular literary effect is desired, however, the better approach in these circumstances is to break the independent clauses into separate sentences.

- **placement with quotes:** Place semicolons outside quotation marks.

## CORRECT USE OF PREPOSITIONAL PHRASES

### A

Abhorrent of (*repulsion*)  
Abhorrent to (*opposed*)  
Absolve of (*to free from penalty or obligation*)  
Absorb in a task; ink is absorbed by a blotter  
Abstain from (*to refrain*)  
Accede to (*to consent or agree*)  
Acceptable to  
Access to  
Accompanied by *an escort*  
Accompanied *her* to church  
Accompanied with (*to have things*)  
Accord with (*to agree with*)  
Accordance with (*agreement*)  
According to (*in accordance with*)  
Accused by (*a person*)  
Accused of (*a deed*)  
Accustom to  
Acquaint with  
Acquiesce in (*to consent, assent*)  
Acquit of (*to free, exonerate*)  
Adapt from (*take from*)  
Adapt to (*make to fit*)  
Addicted to (*given over to habit*)  
Adept in (*skilled*)  
Adhere to (*follow, adhere, devoted*)  
Admit of (*to afford possibility or opportunity*)  
Admit to (*confess*)  
Adverse to (*opposed, antagonistic*)  
Affected by *criticisms*  
Affection for *a person*  
Afflicted with  
Agree on (*a procedure*)  
Agree to (*a proposal*)  
Agree with (*a person*)  
Agreeable to (*in accordance, conformity*)

Aim at a target  
Aim to (*try*)  
Akin to  
Alarmed at or alarmed by  
Ambition for (*desire for*)  
Ambitious of (*extensive, elaborate*)  
Angry at, about (*a situation*)  
Angry at (*a thing*)  
Angry with (*a person*)  
Apologize to *a person*  
Apologize for *his mistakes*  
Apprehensive of, for (*fearful*)  
Argue about (*a situation*)  
Argue for (*a cause or position*)  
Argue with (*a person*)  
Arrive in (*a large city*)  
Arrive at (*a small place*)  
Authority of, for (*actions or acting*)  
Authority on (*a subject*)

## **B**

Beside (*by the side*)  
Besides (*in addition to*)

## **C**

Capable of (*able*)  
Careful of (*painstaking, cautions*)  
Careless of (*neglectful*)  
Center in (*focus upon*)  
Characteristic of (*attribute*)  
Collide with (*crash*)  
Come of (*result from*)  
Come out (*be published, be revealed*)  
Comment on  
Compare to (*to liken*)  
Compare with (*to examine for similarities*)

Comply with (*consent, obey*)  
Concentrate on, upon (*to focus*)  
Concern for (*troubled*)  
Concern in (*interest*)  
Concern with (*involved*)  
Concur in (*an opinion*)  
Concur with (*a person*)  
Confide in (*a person*)  
Confide to (*a person about something*)  
Conform to (*to be in accordance*)  
Conformity with (*agreement, harmony*)  
Connect by (*join*)  
Connect with (*associate*)  
Consent to  
Contend against (*an obstacle*)  
Contend for (*a prize or principle*)  
Contend with (*a person*)  
Contrast (*n*) between  
Contrast (*v*) to (*examine for differences*)  
Correspond to (*things*)  
Correspond with (*a person*)

## **D**

Defend from, in defense of  
Deprive of  
Desire for (*wish, craving*)  
Desire of (*longing*)  
Desirous of (*adjective form*)  
Desist from (*refrain, stop*)  
Devoid of (*without*)  
Die by (*violence*)  
Die from (*exposure*)  
Die of (*disease, injury*)  
Differ about (*a situation*)  
Differ, Different from (*something else*)  
Disagree with: We all *disagree with* your view of the matter.  
Disappointed by (*what happened*)

Disappointed in (*a thing obtained*)  
Disappointed with (*a thing not obtained*)  
Disdain for (*contempt*)  
Dissent from (*withhold consent or approval*)  
Distaste for (*aversion*)

## E

Empty of (*without*)  
Enamored of (*charmed or fascinated by*)  
Engage in: Do not *engage in* idle chatter.  
Engaged to *someone*  
Enter into (*plan or program*)  
Envious of: You should not be *envious of* your friends.  
Expert in: George is an *expert in* repairing diesel engines.

## F

Follow up *a document*  
Follow in *someone's* *footstep*  
Foreign to: His way of thinking is *foreign* to my background.  
Free from (*independent*)  
Free of (*void*)  
Frightened at (*a thought*)  
Frightened by (*a thing*)

## G

Get on, get off *a public conveyance*  
Give in (*surrender*)  
Give off (*produce*)  
Give out (*distribute, release*)  
Give up (*abandon*)  
Glad of (*pleased*): All his friends were *glad of* his company.  
Go down *in history*  
Go on a *rampage*  
Go over *documents*  
Go through *channels*  
Go through the motions (*pretend*)  
Graduate (*n*) of: The new chairman is a *graduate of* Yale.

Guarantee (*n*) formal promise or assurance (typically in writing)  
It contains conditions will be fulfilled relating to a product, services or transaction (*v*) to provide a formal promise or assurance not certain condition shall be fulfilled to assure responsibility; to undertake to do, accomplish, or ensure (something) for another guarantees freedom of speech; to make certain ( *The rain guarantees a good harvest in the coming months*); to express or declare conviction. (*I guarantee you that you will enjoy the show*)

Guaranty (*n*): a formal pledge to pay another person's debt  
Guard against: We must all *guard against* hazardous waste.

## H

Hatred for: My daughter seems to have a *hatred for* vegetables.  
Hint at: Will you *hint at* the solution of the puzzle?

## I

Identical with: The kissing fever virus is *identical with* that of hoof-and- mouth disease.  
Ill from (*an action*)  
Ill of (*a disease*)  
Ill with (*ailing*)  
Impatient at (*someone's conduct*)  
Impatient for (*thing desired*)  
Impatient of (*restraint*)  
Impatient with (*a person*)  
Implicit in: His expectations were *implicit in* his discussions with the group.  
Impinge on  
In accordance with: You ought to act in *accordance with* the law.  
Indulge in  
Independent of: Children often wish to be *independent of* their parents.  
Infer from (*conclude*)  
Inferior to: My report is obviously *inferior to* your project.  
Initiate into (*to originate*)

In search of: The expedition left in search of the abominable snowman.

Inseparable from: The twins were *inseparable from* each other.

Instill in

## **J**

Jealous of: You should refrain from being *jealous of* your friends.

Join in (*participate*)

Join to (*connect*)

Join with (*associate*)

## **K**

Keep an eye on (*watch*)

Keep on (*continue*)

Kind of (*not kind of a*)

## **L**

Listen to: For greater insight, *listen to* your elders.

Live at (*an address*)

Live in (*house, geographic location*)

Live on (*a street or road*)

## **M**

Make a clean breast of (*tell the truth about*)

Martyr for (*a cause*)

Martyr to (*a disease*)

Mastery of: Alexander gained *mastery of* the entire known world.

Meddle into: Try not to *meddle into* someone else's business.

Monopoly of: The company gained *monopoly of* the entire cereal business.

## **N**

Necessity for (*followed by an infinitive*)

Necessity of (*followed by a gerund*)

Need for (*followed by an infinitive*)

Need of (*followed by a gerund*)

**O**

Obedient to: Mankind is force to be *obedient to* the laws of nature.

Object to: How can anyone *object to* that proposal?

Oblivious of: The children were *oblivious of* the danger nearby.

Overcome by (*an element*)

Overcome with (*an emotion*)

**P**

Parallel between (*to similar objects*)

Parallel to, with (*two or more lines*)

Part from (*a person or place*)

Part with (*a possession*)

Peculiar to (*belonging exclusively*)

Plan to (*followed by a verb*)

Plunge into

Prefer (one) to (another)

Preferable to: Do you find failing *preferable to* passing this course?

Preparatory to: You should complete a course in typing *preparatory to* taking a computer course.

Prerequisite for (*something required before an allowance*)

Prerequisite of (*a constant requirement*)

Preside over, preside at *a meeting*

Prior to (*beforehand*)

Privilege of (*with gerund*)

Proceed with *work*

Proceed against (*prosecute*)

Proceed to *the Senate*

Prodigal with (*extravagant*)

Proficient in: My sister is really *proficient in* chemistry.

Profit by (*receive benefit*)

Profit from (*gain materially*)

Prohibit from: The government tried to *prohibit us from* seeing the report.

Protest against: The committee would not hear our *protest against* the election results.

**R**

Reason about (*an issue*)

Reason for (*an action*)

Reason with (*a person*)

Reckon with (*take into account*)

Reckon on (*expect*)

Reconcile to: No one could *reconcile* the cost to the quality of the new building.

Regard for

-in regard to

-with regard to

-as regards

Regardless of

Regret for: We all had a keen *regret for* our dangerous joke.

Rely on

Repent of: Criminals seldom *repent of* their misdeeds.

Repugnant to: Your actions in the classroom were *repugnant to* your classmates.

Resort to

Result from (*be caused by*)

Result in (*cause*)

In regard to

With regard to

As regards

Regardless of Rewarded by (*a person*)

Rewarded for (*something done*)

Rewarded with (*a gift*)

**S**

Saddled with (*burdened with*)

Search for *illegal drugs*

Search *the room*

In search of food

Sensible of (*aware of*)

Sensitive to: I am highly *sensitive to* changes in the humidity.

Separate from: No one could *separate* the milk *from* the cream.

Speak to (*communicate a fact*)

Speak with (*converse*)

Stay at: We were so tired we all wanted to *stay at* home.

Subscribe to: We simply could not *subscribe to* such a plan.

Substitute for: Water is no *substitute for* wholesome, fresh milk.

Succeed in *a project*

Succeed in *doing* a thing (NOT “to do a thing”)

Succeed to a position (*inherit*)

Superior to: Rubber hoses are *superior to* plastic hoses in winter.

Sympathize with: No one would *sympathize with* the complaining boy.

## T

Talk to (*lecture*)

Talk with (*converse*)

Tamper with: It is not wise to *tamper with* recognized success.

Treat of (*a subject*)

Treat with (*a person*)

Try to (*attempt*)

## U

Unequal to: We were all *unequal to* the task propose for us.

Unmindful of: He was *unmindful of* the weather when he went hunting geese.

## V

Variance with: Your story is at *variance with* the police report.

Vary from (*one object to another*)

Vary in (*qualities*)

Vary with (*tastes*)

Vested in

Vexed with (*perturbed*)

Vie with (*compete*)

## W

Wait at, on, in (*a place*)

Wait for (*delay*)

Wait on (*serve*)

Worthy of: His performance was *worthy of* an award.

### **THE BTA RECORD**

Section 26, Article VII of Republic Act No. 11054, the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao, provides that Parliament shall keep a record of its proceedings.

Section 1, Rule XXIX of the Parliamentary Rules, Procedures, and Practices of the BTA states that the BTA Record shall be a substantially verbatim account of remarks made during the proceedings of the BTA, subject only to technical, grammatical and typographical corrections authorized by the Member involved.

The following sample Record suggests the format to be used in transcribing the statements of the Members of the Parliament during plenary sessions:

Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
BANGSAMORO TRANSITION AUTHORITY  
Cotabato City

### **BTA PARLIAMENT RECORD (Third Regular Session)**

Session No. \_\_\_\_  
(Day, Date)

### **CALL TO ORDER**

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): The session is now called to order. *(It was 1:59 p.m.)*

May we request Sheikh Ibrahim D. Ali to lead us in the invocation. Thereafter, please remain standing for the singing of Philippine national anthem and the Bangsamoro Hymn.

## INVOCATION

*Upon request of the Presiding Officer, **Hon. MP Ali (I)** led the invocation.*

## NATIONAL ANTHEM AND BANGSAMORO HYMN

*The Body sang the national anthem and the Bangsamoro Hymn.*

## ROLL CALL

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): Secretary-General, please call the roll to determine the existence of a quorum.

*The Secretary-General called the Roll.*

SECRETARY-GENERAL (Prof. Raby B. Angkal): Mr. Speaker, out of the seventy-nine (79) members of the Bangsamoro Transition Authority Parliament, nineteen (19) MPs physically responded to the call and thirty-nine (39) MPs responded via Zoom. Mr. Speaker, we have a total of fifty-eight (58) both physical and virtual. We therefore certify, Mr. Speaker, the presence of a quorum. Thank you.

MAJORITY FLOOR LEADER (Hon. Lanang Ali, Jr.): Mr. Speaker, we are on item No. 6, reading and approval of Journal of the previous session. Mr. Speaker, I move that we dispense with the reading of the Journal of the previous session, and approve the same.

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): There's a motion to dispense with the reading of the Journal of the previous session and approve the same. Is there any objection? It has been seconded, there being no objection, the motion is approved. Majority Floor Leader?

MAJORITY FLOOR LEADER (Hon. Lanang Ali, Jr.): One-minute suspension.

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): One-minute suspension.

#### **SUSPENSION OF SESSION**

*The session was suspended at 2:11 p.m.*

#### **RESUMPTION OF SESSION**

*The session was resumed at 2:11 p.m.*

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): Session is resumed. Majority Floor Leader?

#### **ADJOURNMENT OF SESSION**

MAJORITY FLOOR LEADER (Hon. Lanang Ali, Jr.): There being no other matters to be taken up, Mr. Speaker, I move that we adjourn this session until tomorrow.

PRESIDING OFFICER (Hon. Speaker Atty. Ali Pangalian M. Balindong): Session is adjourned until tomorrow at one o'clock in the afternoon.

*It was 5:00 p.m.*

*The names of other Members of the Parliament who are not Parliament officers will be written as follows:*

HON. MP AMPATUAN: Mr. Speaker, I would like to be recognized on a matter of personal privilege....

### THE BTA JOURNAL

Section 26, Article VII of Republic Act No. 11054, the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao, provides that “(t)he Parliament shall keep a Journal of its proceedings, and from time to time publish the same, expecting such parts as may, in its judgement affect national and/or regional security ...”

Section 1, Rule XXX of the Parliamentary Rules, Procedures, and Practices of the BTA describes the Journal as a concise and accurate account of the proceedings of what has taken place in every plenary session.

The following sample Journal suggests the format to be used in summarizing the proceedings in the plenary sessions of the BTA.

Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**BANGSAMORO TRANSITION AUTHORITY**  
Cotabato City

BANGSAMORO TRANSITION AUTHORITY  
PARLIAMENT

(Third Regular Session)

Journal No. \_\_\_\_  
(Date: month, day, year)

#### CALL TO ORDER

At 2:05 p.m., the Parliament Speaker, Ali Pangalian M. Balindong, called the session to order.

*If the Presiding Officer is not the Parliament Speaker ---*

At 2:05 p.m., the Presiding Officer, Deputy Speaker Omar Yasser C. Sema, called the session to order.

## INVOCATION

MP Faiz S. Alauddin led the invocation.

## NATIONAL ANTHEM AND BANGSAMORO HYMN

The Body sang the national anthem and the Bangsamoro Hymn.

## ROLL CALL

Upon direction of the Chair, the Secretary-General called the roll and the following Members of the Parliament, who were physically present in the session hall, responded to the call:

(insert list)

The following Members of the Parliament, who were virtually present, also responded to the call:

(insert list)

The following Members of the Parliament appeared after the roll call:

(insert list)

The following Members of the Parliament were absent:

(insert list)

With sixty-two (62) Members of the Parliament present, the Chair declared the presence of a quorum.

## READING AND APPROVAL OF JOURNAL NO. \_\_\_\_\_

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body dispensed with the reading of Journal No. \_\_\_\_ dated \_\_\_\_\_ and approved the same.

## BILLS ON FIRST READING

Upon direction of the Chair, the Secretary-General read the number, title, and author/s of each of the following bills on First Reading:

(insert bills)

## CO-AUTHOR/S

Upon his request, MP Abas (A) was **made** (*if the first co-author*)/**included** (if there are already co-authors) as co-author of the Parliamentary Bill No. \_\_\_\_.

*Or if more than one co-author –*

Upon their request, MPs Abas (H), Abas (Z), and Abbas were **made** (*if the first co-authors*)/**included** (*if there are already co-authors*) as co-authors of ....

## SECOND READING: PARLIAMENTARY BILL NO. \_\_\_\_ ON SECOND STAGE

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body proceeded to the consideration, on Second Stage, of Parliamentary Bill No. \_\_\_\_, entitled:

(insert title)

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body dispensed with the reading of the text of the bill without prejudice to its insertion into the Record of the Parliament.

## PERIOD OF SPONSORSHIP

In sponsoring Parliamentary Bill No. \_\_\_\_, MP Abu stated that the bill ....

## REFERRAL OF BILL TO COMMITTEE

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Chair referred Parliamentary Bill No. \_\_\_\_ to the Committee/s on ....

## SECOND READING: PERIOD OF DEBATE ON PARLIAMENTARY BILL NO. \_\_\_\_

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body proceeded to the period of debate on Committee Report No. \_\_\_\_ on Parliamentary Bill No. \_\_\_\_, entitled:

(insert) title)

MP Ali (L), Jr. stated that the following Members of the Parliament made reservation to interpellate the sponsor: MPs Adiong, Ahang, ...

#### INTERPELLATION OF MP ADIONG

(insert summary of interpellation)

#### TERMINATION OF THE PERIOD OF INTERPELLATIONS

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body terminated the period of interpellations and proceeded to the period of committee amendments.

#### TERMINATION OF THE PERIOD OF COMMITTEE AMENDMENTS

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body terminated the period of committee amendments.

#### INDIVIDUAL AMENDMENTS

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body proceeded to the period of individual amendments.

#### ALAMIA AMENDMENT/S *(title if the amendment/s were subsequently approved)*

As proposed by MP Alamia, accepted by the sponsor and there being no objection, the amendment *(state the amendment)* was approved by the Body.

*If there were several amendments approved –*

As proposed by MP Alamia, accepted by the sponsor and there being no objection, the following amendments were approved by the Body:

(enumerate the amendments approved)

#### PROPOSED ALAMIA AMENDMENT/S *(title if the amendments/s are not approved)*

#### AMENDMENT OF THE CHAIR *(If the Presiding Officer introduced an amendment)*

As **suggested** by the Chair, accepted by the sponsor and there being no objection, the amendment *(state the amendment)* was approved by the Body.

## TERMINATION OF THE PERIOD OF INDIVIDUAL AMENDMENTS

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body terminated the period of individual amendments.

## APPROVAL OF PARLIAMENTARY BILL NO. \_\_\_\_ ON SECOND READING

*If approved by viva voce --*

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body approved Parliamentary Bill No. \_\_\_\_ on Second Reading.

*If approved by division of the house --*

With \_\_\_\_ affirmative votes, \_\_\_\_ negative votes, \_\_\_\_ abstention/s, the Body approved Parliamentary Bill No.

## APPROVAL ON THIRD READING

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the Body proceeded to the voting, on Third Reading, on Parliamentary Bill No. \_\_\_\_, entitled:

(insert title)

MP Ali (L), Jr, stated that printed copies of the bill had been distributed to the Members of the Parliament.

*If it is a certified bill –*

MP Ali (L), Jr, stated that the measure is a certified bill.

Upon direction of the Chair, the Secretary-General called the roll for nominal voting.

The result of the voting was as follows:

In favor:

(insert names of MPs who voted in favor of the bill)

Against:

(insert names of MPs who voted against the bill)

Abstention:

None (if no MP abstained)

With \_\_\_ Members of the Parliament voting in favor, \_\_\_ against, and \_\_\_ abstention, the Body approved Parliamentary Bill No. \_\_\_ on Third Reading.

#### EXPLANATIONS OF VOTES

The following Members of Parliament explained their votes:

MP Alauddin:

In explaining his affirmative/negative vote, MP Alauddin stated that ...

#### SUSPENSION OF SESSION

Upon motion of MP Ali (L), Jr., the Chair suspended the session.

*It was 9:15 p.m.*

#### RESUMPTION OF SESSION

At 9:40 p.m., the session was resumed.

#### ADJOURNMENT OF SESSION

Upon motion of MP Ali (L), Jr., duly seconded and there being no objection, the session was adjourned until one o'clock in the afternoon of the following day.

*(if not until the following day, indicate the day and date)*

*It was 9:41 p.m.*

**BTA COMMITTEE REPORT**

The following sample suggests the form to be used in preparing committee reports:

Bangsamoro Transition Authority )  
Bangsamoro Autonomous )  
Region in Muslim Mindanao )  
Third Regular Session )

**COMMITTEE REPORT NO. 23**

Jointly submitted by the Committee on Rules and the Committee on Finance, Budget and Management on July 14, 2020

**Re: Approval of Committee Bill No. 52 in substitution for Cabinet Bill No. 27**

Author: Committee on Rules and Government of the Day

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**Mr. Speaker,**

The committees have the honor to report back to the Bangsamoro Transition Authority (BTA) Parliament, Cabinet Bill No. 27 entitled

“AN ACT PROMOTING THE DEVELOPMENT OF SPORTS IN THE  
BANGSAMORO AUTONOMOUS REGION, ESTABLISHING THE  
BANGSAMORO SPORTS COMMISSION, PROVIDING FUNDS  
THEREFOR AND FOR OTHER PURPOSES.”

Based on the outcome of the committee meeting on February 21, 2020 at the BTA Executive Lounge, the honorable members have agreed and approved **to substitute Cabinet Bill No. 27 with Committee Bill No. 52 entitled**

**“AN ACT CREATING BANGSAMORO SPORTS COMMISSION, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES,”**

submitted by Hon. Maisara C. Damdamun-Latiph and Hon. Amilbahar S. Mawallil as reviewed and refined by the committee.

Moreover, in the joint meeting of the Committee on Finance, Budget and Management and the Committee on Rules on June 25, 2020 at the Bajau Hall-Office of the Chief Minister, it was recommended that the Bangsamoro Sports Commission shall have an initial appropriation of Nine Million Five Hundred Thousand Pesos (Php9,500,000.00).

The above-mentioned Committee Bill No. 52 is attached to this committee report.

Respectfully submitted by:

HON. ATTY. LANANG T. ALI, JR.  
Chairperson, Committee on Rule

HON. EDUARD U. GUERRA  
Chairperson, Committee on Finance,  
Budget and Management

HON. ATTY. LAISA M. ALAMIA  
Vice Chairperson, Committee on Rules

HON. ATTY. UBAIDA C. PACASEM  
Vice Chairperson, Finance, Budget,  
and Management

*(insert list of other committee members)*

EX-OFFICIO MEMBERS:

HON. ATTY. ALI PANGALIAN M. BALINDONG  
Speaker

HON. HATIMIL E. HASSAN  
Deputy Speaker

**BTA BILL**

The following sample suggests the format of bills, whether Cabinet bill, committee bill or private member bill, to be proposed to the Parliament:

Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**BANGSAMORO TRANSITION AUTHORITY**  
Cotabato City

**BANGSAMORO TRANSITION AUTHORITY PARLIAMENT**  
Third Regular Session

**EXPLANATORY NOTE**

**BTA BILL NO. \_\_\_\_\_**  
(Cabinet Bill/Committee Bill/Private Member Bill)

On May 2, 1902, around 1700 soldiers of the American Expeditionary Forces stormed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Battle of Bayang, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

The immediate passage of this bill into law is earnestly sought.

**HON. \_\_\_\_\_**

Member of the Parliament

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
**BANGSAMORO TRANSITION AUTHORITY**  
 Cotabato City

**BANGSAMORO TRANSITION AUTHORITY PARLIAMENT**  
 Third Regular Session

BTA BILL NO. \_\_\_\_\_  
 (Cabinet Bill/Committee Bill/Private Member Bill)

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Introduced by MP \_\_\_\_\_.

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AN ACT DECLARING MAY 2 OF EVERY YEAR AS PADANG KARBALA DAY  
 IN COMMEMORATION OF \_\_\_\_\_.

Be it enacted by the Bangsamoro Transition Authority Parliament in session assembled:

Section 1. The second day of the month of May is hereby declared as Padang Karbala Day in commemoration of ....

Sec. 2. The agency concerned shall....

Sec. 3. \_\_\_\_\_.

Sec. 4. This Act shall take effect ....

Approved, \_\_\_\_\_, 2021.

AUTHOR:

**HON.** \_\_\_\_\_

Member of the Parliament

## BTA RESOLUTION

The resolutions proposed to the Parliament shall follow this format:

- FONT – Times New Roman
- FONT SIZE – 12
- FONT COLOR – Black
- SPACING – Single
  - Indent: Left and right – 0 cm
  - Spacing: Before and after – 0pt
- PAPER SIZE – A4 (8.3 inches by 11.7 inches)
- MARGIN – Customized
  - Top – 2 cm
  - Bottom – 2 cm
  - Right – 2 cm
  - Left – 2.54 cm
- ORIENTATION – Portrait
- Except for the title and other centered parts, the texts of the resolution shall be justified.
- The resolution shall have a line number starting from the title and, if it consists of more than one page, shall restart at every page.

## PARTS OF A RESOLUTION

### 1. Header

The header of the resolution shall have four lines containing the following:

<p>Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao <b>BANGSAMORO TRANSITION AUTHORITY</b> Cotabato City</p>
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The Bangsamoro Transition Authority which will later be changed to Bangsamoro Parliament shall be in uppercase and bold format.

## 2. Current Parliament and Current Regular Session

This shall be placed after the header and before proposed resolution number. The current parliament shall be in uppercase and bold format.

<p><b>BTA PARLIAMENT</b> Third Regular Session</p> <p>or</p> <p><b>FIRST BANGSAMORO PARLIAMENT</b> First Regular Session</p>
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## 3. Proposed Resolution Number

The number of the proposed resolution shall be assigned by the Bills and Index Division.

<p>Proposed Resolution No. _____</p>
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## 4. Authors and Co-authors

The proposed resolution shall indicate the names of the principal authors followed by the co-authors. The names shall be aligned at the center.

<p>_____</p> <p>Authored by MP _____</p> <p>Co-authored by MP's _____, _____, and</p> <p>_____</p>
--

In the case of a committee resolution, the members of the committee, including the ex-officio members, shall be listed as authors, starting with the chairperson and vice chairpersons.

<p>Authored by the Committee on _____: MPs _____, _____, _____, _____, and _____</p>
--

#### 5. Title

The title is aligned at the center with the word “RESOLUTION” solely occupying the first line. The title shall be in uppercase and bold format. There shall be no period at the end of the title.

<p><b>RESOLUTION</b></p> <p><b>URGING THE AGENCIES AND LOCAL GOVERNMENT UNITS CONCERNED OF THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO TO...</b></p>
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#### 6. Body of the Proposed Resolution

##### A. Whereas Clauses

The “Whereas” clauses shall be in paragraph form with the “**WHEREAS,**” word in uppercase and bold format followed by a comma. Immediately thereafter, the succeeding word shall start in lowercase unless the word is a proper noun. The “Whereas” clauses shall have the following indentation:

Left – 0 cm  
Right – 0 cm  
Special (First Line) – 1.27 cm

The “Whereas” clauses shall be separated by a semicolon with the last whereas clause ending with a period.

**WHEREAS**, Paragraph 2, Section 22, Article IX of RA 11054 or the Bangsamoro Basic Law mandates that...;

**WHEREAS**, the agencies concerned ....

#### B. Resolutive Clauses

The resolutive portion shall be preceded by a prefatory phrase that reads as “**NOW, THEREFORE**, be it”. The words “**NOW, THEREFORE**,” shall be in uppercase and bold format followed by “be it” in lowercase.

The first resolutive clause shall begin with the phrase “**RESOLVED** by the BTA Parliament, as it is hereby resolved,”. The word “**RESOLVED**” shall be in uppercase and bold format. The phrase immediately succeeding thereafter shall begin with either the preposition “To” or the conjunction “That”, with the first letter in uppercase. The first resolutive clause shall be a restatement of the title of the resolution.

The second resolutive clause shall begin with the phrase “**RESOLVED, FURTHER**,” in uppercase and bold format. The phrase immediately succeeding thereafter shall begin with either the preposition “To” or the conjunction “That”, with the first letter in uppercase.

For the succeeding resolutive clauses, the same format shall apply with the second resolutive clause but the word “**FURTHER**,” shall be replaced with “**FURTHERMORE**,” except if it is the last one, in which case the word “**FINALLY**,” shall be used accordingly.

The resolutive clauses, like the “Whereas” clauses, end with a semi-colon (;) except for the last clause which ends in period (.)

The word “**ADOPTED**,” in uppercase and bold format shall be placed after the final resolutive clause and before the signatories.

**NOW, THEREFORE**, be it

**RESOLVED** by the BTA Parliament, as it is hereby resolved, To urge the agencies concerned...;

**RESOLVED, FURTHER**, That the agencies concerned shall provide the BTA Parliament official data on...;

**RESOLVED, FURTHERMORE**, That .....

**RESOLVED, FINALLY**, That the agencies concerned be furnished with a copy of this Resolution for their information and immediate action.

## 7. Signatories

The end part of the proposed resolution shall contain the names and signatures of the authors and the co-authors.

Authors:

\_\_\_\_\_

Member of the BTA Parliament

\_\_\_\_\_

Member of the BTA Parliament

Co-Authors:

\_\_\_\_\_

Member of the BTA Parliament

\_\_\_\_\_

Member of the BTA Parliament

## ACKNOWLEDGMENT

This BTA Parliament Stylebook was drafted by Dodi Simon D. Dimalibot, Jr., EU-SUBATRA Senior Consultant, and finalized during the Training on the Preparation of Parliament Journal and Records held from September 12 to November 19, 2021.

The following BTA Parliament Secretariat personnel participated in the training and provided inputs to this stylebook:

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#### REFERENCES

- The Senate Legislation Stylebook*, (1995 and 2013 editions);  
*The Philippine Daily Inquirer Stylebook* by Isagani Yambot and Cristina Pantoja-Hidalgo, published in 1993;  
*Webster's New World English Grammar Handbook* by Gordon Loberger and Kate Shoup Welch, Copyright 2001; and  
*Prepositions at a Glance, Third Edition*, by Jean Edades.