Guide to Graphic Standards for the Arizona Department of Transportation

Abridged version

EXECUTIVE SUMMARY

This document provides guidance in ADOT's following branding standards when using the ADOT logo, letterhead, preferred fonts and colors and email signature, to establish an effective visual style. The first two pages are an abridged version. For additional details, please read the full guide or contact ADOT Communications and Public Involvement.

Logo

In 2020, the ADOT logo was refreshed. The ADOT logo is the primary graphic element of the ADOT brand. Consistent application and precise production of the logo will identify and reinforce public awareness of, and confidence in, the Arizona Department of Transportation.

Obsolete ADOT Logo

In 2012, the purple and teal ADOT logo was retired. This logo should be replaced with the new blue logo.

Size

To maintain visual clarity, a minimum width of 1 inch is preferred for use of the logo. Ensure proportions are consistent and avoid stretching or skewing the logo. In on-screen uses — web and video — the logo should be at least 72 pixels wide, again ensuring consistent proportions.

1 inch
minimum width

0.5 inch
special instance

Additional Logo Usage Restrictions

- DO NOT use the logo in a sentence, headline or as part of a phrase. Instead, use the word "ADOT" in the same font as the other words in the sentence, headline or phrase.
- Do not give the logo any kind of additional graphic effects such as embossing, outlining or shadowing.
- The ADOT logo or any part of the logo should not be incorporated into another logo's design. It can appear in proximity to another logo, to indicate a relationship with ADOT, but a common clear space must be maintained around the ADOT logo at all times as specified in the Spacing section of this guide.
- Do not manipulate, separate letters or distort the logo in any manner. This includes printed and digital applications, signage and facilities construction.
- Contracted vendors are not to include their company logo on materials created for ADOT.

COLOR TYPE	DARK BLUE
PMS	2955 c
CMYK	100/60/10/50
RGB	0/56/99
Web/HTML	# 003863

Logo Color: Blue

The blue ADOT logo and "A" graphic may also be used as follows:

- Solid dark blue (Color spaces can vary and produce differing results, but here is a general guideline for the ADOT blue) *See chart, left*
- A version of the "A" portion of the logo can be used for social media, favicons and other circumstances where a square shape is needed. Do not use this as part of a word or with other elements.

Logo: Black and White

If the logo is presented in black and white, it should be 100% black or 0% black (white).

ADOT
Administrative Services

ADOT
Communications and
Public Involvement

ADOT Division Logo

Division and program logos will only be created by ADOT Communications and at the discretion and approval of the respective division director.

Logo File Usage

Different versions and file formats for the ADOT logo (JPG, EPS, PNG) are available to download from ADOTNet.

Fonts

Calibri is the standard sans serif font for all ADOT publications and presentations. A font size of 10 or 11 pt. is the acceptable size for all publications and letters. Cambria is the standard serif font for use in ADOT publications and presentations. Whenever possible, the sans serif font (Calibri) is preferred.

Business Cards

Business cards should be ordered through your administrative services officer (ASO).

ADOT
Transportation Services

Jonathon Doe, Jr.
Assistant Director

MD 0100
1655 W. Jackson St.
Phoenix, AZ 85007

Office 602.712.5555
Mobile 602.712.5555
JDoeJr@azdot.gov

ARIZONA DEPARTMENT OF TRANSPORTATION azdot.gov

John Smith, P.E.
Group Manager
MD 126F, Room 170
1655 W. Jackson St.
Phoenix, AZ 85007
602.712.0000 office
602.423.0000 cell
azdot.gov

ADOT
Multimodal Planning

Email Signature for ADOT employees

How do I create my Gmail signature?

ADOT policy states email format and signatures must follow the following guidelines:

1. Background images shall not be used.
2. Signatures shall follow the ADOT Graphic Standards, be in the specified text format (see below) and not include large or complicated fonts, personal quotes, clip art or images.
3. The signature should include your name, job title, mailing address, office (and cell) phone numbers, fax number (if applicable) and website address.
4. The official ADOT logo or ADOT division logo shall be incorporated into the bottom of the signature, with a space added between it and the azdot.gov link. Gmail requires a URL linking to the logo image. Visit **adotnet.az.gov/EmailSignature** to copy the image URL of your division's logo for your email signature and paste it into your Gmail signature settings "insert image" dialog box. Do not just copy and paste the logo into your email.

The full name of the agency, Arizona Department of Transportation, can also be included in your signature.

Electronic communication from ADOT employees is a reflection of the department. Therefore, the style, tone, spelling, grammar and punctuation of all messages should reflect the standards of formal business communication.

Guide to graphic and editorial standards for the Arizona Department of Transportation

graphics
STYLE
branding
recognition

Contents

SECTION 1. Logo Usage and Typeface

This section contains information regarding how and where ADOT's logo should be used and the fonts that are allowed in agency documents and publications.

1.1 Logo Usage and Logo Color
1.2 Division Logos
1.3 Typeface

SECTION 2. Personal Business Cards

This section provides guidelines for ADOT business cards.

2.1 Business Cards

SECTION 3. Templates

Review this section for examples of and directions to templates for letterheads, fax covers and PowerPoint presentations.

3.1 Electronic Communication
3.2 Agency Letterhead
3.3 Joint Agency Letterhead
3.4 Division Letterhead
3.5 Division Fax Cover
3.6 PowerPoint

SECTION 4. Creative Services Products

Review this section for information and assets that Creative Services provides to individual projects and the agency as a whole.

4.1 Project Support Assets
4.2 Agency Support Assets

SECTION 5. Editorial Style Guide

Review this section for information on spelling, usage and punctuation style that should be used on all agency documents and publications.

5.1 Editorial Style Guide

SECTION 6. Accessibility for Print and Presentation Design

This section provides guidelines and best practices for ADA Accessibility for print and presentation design

6.1 Accessibility

Questions regarding this guide or its contents?

Please contact ADOT Creative Services.
MD 126F, Room 170
1655 W. Jackson St.
Phoenix, Arizona 85007
Graphics@azdot.gov

Updated April 2024

ADOT Logo

In 2020, the ADOT logo was refreshed, keeping the same strong identity but using a new, bold blue color, enabling the agency to capitalize on its well-established brand, align with its forward-looking strategies, and maintain its reputation and image at the highest standard possible. This is the preferred logo to use.

Obsolete ADOT Logos

In 2012, the ADOT logo was revised to present a modern interpretation of the original logo that focused on the ADOT text element. The purple and teal colors were maintained, the roadway and overpass graphic removed, and the letters spaced more closely, leaving a streamlined logo that reinforces ADOT's name recognition while removing the department's immediate association with only roads. This logo should only be used on existing signage and materials.

An earlier version of the ADOT logo, from 1999, with the graphic element that appears above the ADOT text meant to depict a roadway and overpass, is only to be used on existing signage and materials. Do not use just the letters "ADOT" from this graphic as the spacing is different from the current logo. While the graphic element had effective brand recognition, it was outdated and did not adequately represent the Arizona Department of Transportation as a progressive, multimodal agency.

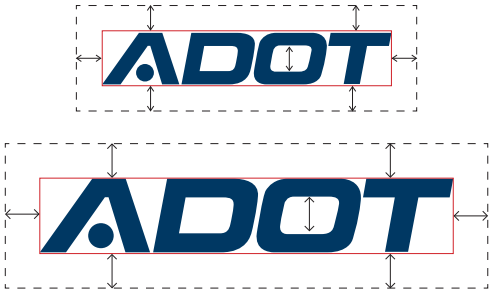
Adherence to Graphic Standards

The ADOT logo is the primary graphic element of the ADOT brand. Consistent application and precise production of the logo will identify and reinforce public awareness of, and confidence in, the Arizona Department of Transportation. The strength of our "brand" is matched by the consistency of it use.

When the logo is used properly with the other elements of the identification program, an effective visual style is established. The logo should never be altered or displayed in any way other than as outlined within this guide.

It is everyone's responsibility to maintain consistency in the use of the ADOT logo and style guidelines and eliminate the potential for misuse or abuse of the agency's identity.

The logo is available to download from both the internal and external websites. To request an electronic version of the logo or for information about style issues related to ADOT style guidelines, please contact ADOT Communications.



Spacing

To maintain its visual integrity, the logo should never appear crowded by text, titles, photographs or other symbols. The logo makes a greater impact when a common clear space is maintained around it.

Always keep at least the center height of the “O” distance around the logo. You will need to adjust this space as you increase/decrease the logo size.

Online Usage

When the logo is used on websites, the logo should link to the ADOT home page (azdot.gov) or a page on the ADOT site appropriate to the usage of the logo.

Additional Logo Usage Restrictions

DO NOT use the logo in a sentence, headline or as part of a phrase. Instead, use the word “ADOT” in the same font as the other words in the sentence, headline or phrase.

Do not try to capture the logo from the Internet. The official logo is available for download on the ADOT intranet and is available by request to ADOT Communications.

Do not give the logo any kind of additional graphic effects such as embossing, outlining or shadowing.

The ADOT logo or any part of the logo should not be incorporated into another logo’s design. It can appear in proximity to another logo, to indicate a relationship with ADOT, but a common clear space must be maintained around the ADOT logo at all times as specified in the Spacing section of this guide.

Do not manipulate, separate letters or distort the logo in any manner. This includes printed and digital applications, signage and facilities construction.

Contracted vendors are not to include their company logo on materials created for ADOT.

Size

To maintain visual clarity, a minimum width of 1 inch is preferred for use of the logo. Ensure proportions are consistent and avoid stretching or skewing the logo.

In on-screen uses — web and video — the logo should be at least 72 pixels wide, again ensuring consistent proportions.

In some special instances, spacial limitations dictate that the logo be reproduced at sizes smaller than specified. Such instances may include usage of the logo on jewelry, on pens or pencils, and other special requirements. In these rare instances, the logo may be reduced to 0.5 inches.

Logo: Blue

The blue ADOT logo and “A” graphic may also be used as follows:

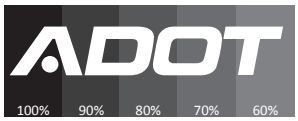
- Solid dark blue (Color spaces can vary and produce differing results, but here is a general guideline for the ADOT blue):

COLOR TYPE	DARK BLUE
PMS	2955 c
CMYK	100/60/10/50
RGB	0/56/99
Web/HTML	# 003863

- A version of the “A” portion of the logo can be used for social media, favicons and other circumstances where a square shape is needed. ***Do not*** use this as part of a word or with other elements.

Logo: Black and White

Contrast values for black logo



Contrast values for white reversed logo

If the logo is presented in black and white, it should be 100% black or 0% black (white).

The black logo should be used over colors with contrast value up to 50%. The white logo should be used when the background is darker than 50% in density.

The logo should only be presented in the official blue color, black or white, or grayscale at the discretion of ADOT Communications.

ADOT Secondary Color Palette

ORANGE

BRIGHT BLUE

BRIGHT GREEN

GOLD

Secondary colors are used where a different or highlight color is needed. These secondary colors should be used sparingly, and in conjunction with the solid dark blue, white or black ADOT logo.

COLOR TYPE	ORANGE	BRIGHT GREEN	BRIGHT BLUE	GOLD
PMS	1665 c	369 c	279 c	1375 C
CMYK	7/87/100/1	61/3/91/0	78/38/1/0	9/38/87/0
RGB	221/70/38	96/169/70	45/135/198	230/164/63
Web/HTML	# DD4626	# 6FB952	# 2D87C6	# E6A43F

1.2 Graphic Standards | Division and Program Logos

These are the division and program logo uses:

ADOT Division Logo

1. Proportionally, when the ADOT logo is 1.5" in width, the division/program text will be left justified, upper-lower case 10 pt. Calibri Bold.
2. A line will be below the ADOT logo at the same length as the logo at 1 pt.
3. The ADOT logo or the division/program* text will not be scaled to fit one another.

*Division and program logos will only be created by ADOT Communications and at the discretion and approval of the respective division director.

ADOT Logo with Full Department Name

The ADOT logo may be used in this format with "Arizona Department of Transportation" spelled out and a vertical line as a separator. See below for download link.

Logo File Usage

Different file formats for the ADOT logo are available to download from ADOTNet or azdot.gov. Refer to the table below in choosing the best one for your needs.

TYPE	USE	LIMITATIONS
.jpg	Brochures, web images, PowerPoint	JPEGs are limited to their resolution, which can result in poor quality reproduction the larger you print.
.png	PowerPoint, web	Works well when you need a transparent background.
.eps	Logos, line art, illustrations	Not intended for photos. Best used when scaling is necessary, especially for logos used in large format printing. This is a vector file and cannot be viewed by all software.

1.3 Graphic Standards | Typeface

Calibri is the standard sans serif font for all ADOT publications and presentations. A font size of 10 or 11 pt. is the acceptable size for all publications and letters.

Calibri Regular	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#$%^&*([{<,./?
Calibri Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz* *1234567890* *!@#$%^&*([{<,./?*
Calibri Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890** **!@#$%^&*([{<,./?**
Calibri Bold Italic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890*** ***!@#$%^&*([{<,./?***

In applications where Calibri is not available, Arial and Myriad are acceptable. Century Gothic may also be used for titles, etc.

Arial Regular
Arial Italic
Arial Bold
Arial Bold Italic

Myriad Pro Regular
Myriad Pro Italic
Myriad Pro Semibold
Myriad Pro Semibold Italic
Myriad Pro Bold
Myriad Pro Bold Italic

Cambria is the standard serif font for use in ADOT publications and presentations. Whenever possible, the sans serif font (Calibri) is preferred.

Cambria	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#$%^&*([{<,./?
Cambria Italic	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz* *1234567890* *!@#$%^&*([{<,./?*
Cambria Bold	**ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890** **!@#$%^&*([{<,./?**
Cambria Bold Italic	***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890*** ***!@#$%^&*([{<,./?***

2.1 Personal Business Items | Business Cards

ADOT business cards will adhere to the following format. The logo, horizontal rules and footer will remain in place. The reverse side of the card shall remain blank.

Business card specifications:

	Outside Margin	Left/Right .0.25” Top/Bottom, 0.125”
1	Division Name	Calibri, 8 pt. Bold
2	Name Title	Calibri, 10 pt. Bold Calibri, 8 pt. Italic
3	Address*	Calibri, 8 pt.
4	Contact Information	Calibri, 8 pt.

Business cards should be ordered through your administrative services officer (ASO).

*Postal addressing standards require that if the secondary address information (e.g. MD) cannot be continued in the Delivery Address Line (street address) above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line. See example above.

3.1 Templates | Electronic Communication

Electronic communication from ADOT employees is a reflection of the department. Therefore, the style, tone, spelling, grammar and punctuation of all messages should reflect the standards of formal business communication.

ADOT policy states email format and signatures must follow the following guidelines:

1. Background images shall not be used.
2. Signatures shall follow the ADOT Graphic Standards, be in the specified text format (see below) and not include large or complicated fonts, personal quotes, clip art or images.
3. The signature should include your name, job title, mailing address, office (and cell) phone numbers, fax number (if applicable) and website address.
4. The official ADOT logo or ADOT division logo shall be incorporated into the bottom of the signature, with a space added between it and the azdot.gov link. Gmail requires a URL linking to the logo image. ADOT employees can visit **adotnet.az.gov/EmailSignature** to copy the image URL of your division's logo for your email signature and paste it into your Gmail signature settings "insert image" dialog box. Do not just copy and paste the logo into your email.

   The full name of the agency, Arizona Department of Transportation, can also be included in your signature.

John Smith, P.E.
Group Manager
MD 126F, Room 170
1655 W. Jackson St.
Phoenix, AZ 85007
602.712.0000 office
602.423.0000 cell
azdot.gov

ADOT
Multimodal Planning

1 **John Smith, P.E.**
2 **Group Manager**
3 MD 126F, Room 170
1655 W. Jackson St.
Phoenix, AZ 85007
4 602.712.0000 office
602.423.0000 cell
5 azdot.gov
6 ADOT
Multimodal Planning

1	Your Name	Sans Serif, Normal size, bold
2	Title	Sans Serif, Normal size, bold
3	Mailing Address	Sans Serif, Normal size
4	Phone Number(s)	Sans Serif, Normal size, Use "." between sets of numbers
5	Website	Hyperlink to http://www.azdot.gov
6	Logo	Either the ADOT logo or division-specific logo may be used

For more information on ADOT policies and procedures related to electronic communication, please refer to ITM-8.01 Electronic Mail (email) and ITM-8.02 Electronic Mail (email) Guidelines.

3.2 Templates | Agency Letterhead

ADOT employees: you can access the Word document ADOT letterhead online at ADOTNet, or use the editable Google Document.

ADOT

Katie Hobbs, Governor
Jennifer Toth, Director

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Subject Title

Dear Ms./Mrs./Mr. LastName:

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 10 or 11 pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

FirstName LastName
Job Title

Enclosures (#)

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

[INSERT OTHER AGENCY LOGO]

Other agency name

Katie Hobbs, Governor
Jennifer Toth, Director

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Subject Title

Dear Ms./Mrs./Mr. LastName:

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 10 or 11 pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

Colonel Jeffrey D. Glover, Director
Arizona Department of Public Safety

Jennifer Toth, Director
Arizona Department of Transportation

Enclosures (#)

Arizona Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009
azdps.gov

Arizona Department of Transportation
206 S. 17th Ave.
Phoenix, AZ 85007
azdot.gov

Multimodal Planning Division

Katie Hobbs, Governor
Jennifer Toth, Director
Greg Byres, Deputy Director for Transportation/State Engineer
Paul Patane, MPD Director

Mon. Day, Year

FirstName LastName
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Subject Title

Dear Ms./Mrs./Mr. LastName:

The opening paragraph should usually consist of an introduction (if necessary) and a brief explanation of the letter's intent. Use 10 or 11 pt. Calibri font.

Please type in this section the primary composition of your business letter. Although this is a single field, you may press ENTER twice to begin a new paragraph. Please adhere to ADOT's editorial style guide.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter, and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

FirstName LastName
Job Title

Enclosures (#)

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

ADOT
Multimodal Planning Division

FAX COVER SHEET

DATE: MON. DAY, YEAR

 # OF PAGES INCLUDING COVER: ##

TO: FirstName LastName FAX:

555.555.5555 PHONE:

555.555.5556

FROM: FirstName LastName

FAX: 555.555.5557

PHONE: 555.555.5558

☐ Urgent ☐ For Your Info ☐ For Your File ☐ Review and Call Me ☐ Reply ASAP

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

Style 1: Star/Rays Background

Style 1 includes three slide formats over a light grey background with the star/rays from the AZ State Flag. Options include:

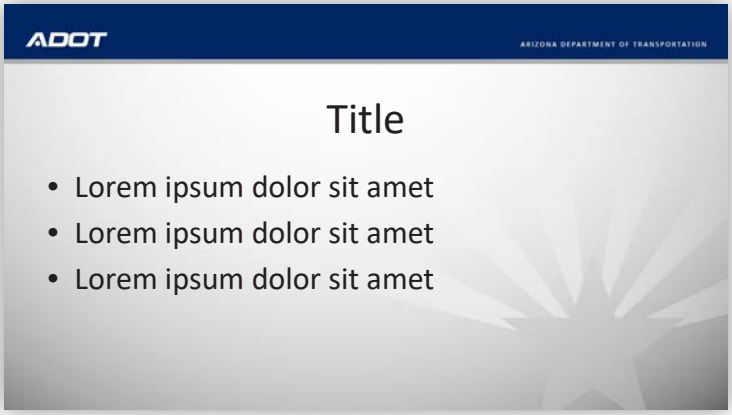
- a blue bar on the left with the ADOT logo and “Arizona Department of Transportation” in the main content area.
- a blue bar across the top containing the ADOT Logo and “Arizona Department of Transportation”
- thin blue/grey bars across the top with a centered ADOT logo tab and “Arizona Department of Transportation” at the bottom of the page.

Any or all slides may be used as desired.

Transparent PNG graphics work best with this template.

Cover Title	Calibri 40 pt., Black
Cover Title Line 2	Calibri 32 pt. Grey
Slide Title	Calibri 32 pt. Black

GREY (RGB VALUES)
137/137/137



Style 2: White Background

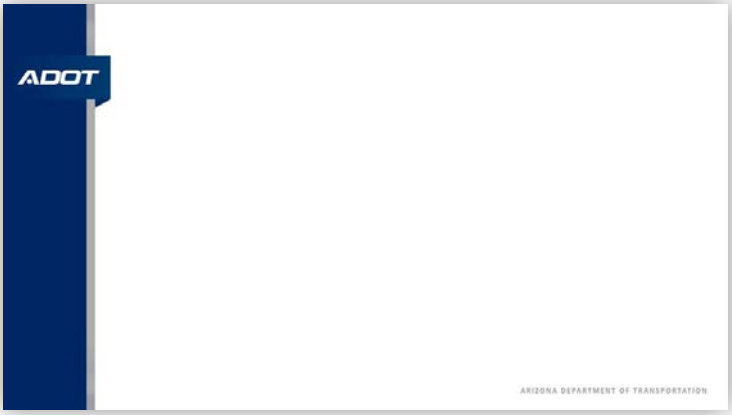
Style 2 includes three slide formats over a white background. Options include:

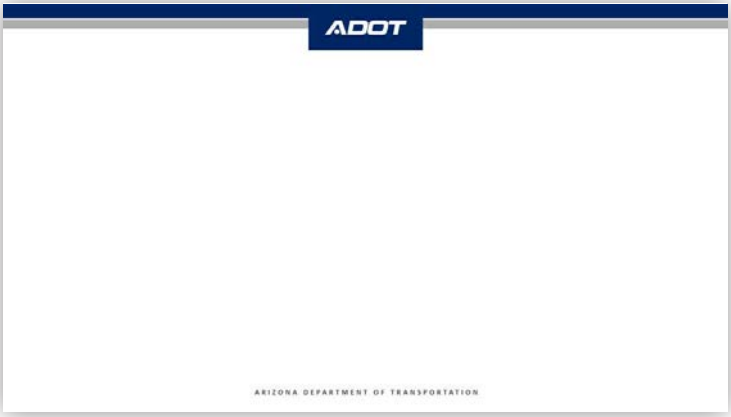
- a blue bar on the left with the ADOT logo and “Arizona Department of Transportation” in the main content area.
- a blue bar across the top containing the ADOT Logo and “Arizona Department of Transportation”
- thin blue/grey bars across the top with a centered ADOT logo tab and “Arizona Department of Transportation” at the bottom of the page.

Any or all slides may be used as desired.

Cover Title	Calibri 40 pt., Black
Cover Title Line 2	Calibri 32 pt. Grey
Slide Title	Calibri 32 pt. Black

GREY (RGB VALUES)
137/137/137





4.1 Project Support Assets | Sample Comment Form; Detailed

Side 1

Chambers Port of Entry Project
PUBLIC SCOPING MEETING COMMENT FORM

1. As a member of the public or an agency interested in this proposed project, which of the issues listed below are of the greatest importance to you? (Please check all that apply).

- ☐ Ensuring that commercial vehicles comply with regulations
- ☐ Potential cost of construction
- ☐ Preserving the environment
- ☐ Managing traffic through construction zone
- ☐ Impact on I-40 traffic
- ☐ Other _____

2. Why are you most interested in the features you checked above?

_____

_____

_____

_____

3. Do you have any other comments for the proposed project team?

_____

_____

_____

_____

_____

Contact Information (Optional*)

Name: _____

Address: _____

Email address: _____

Thank you for your participation.
Please leave your comment form with us this evening, or send us your comments by Friday, Oct. 16, 2020.

ADOT c/o Intrinsic Consulting
P.O. Box 336
Flagstaff, AZ 86002

E-mail: chamberspoe@azdot.gov
Phone: 928.522.6015
Fax: 928.522.6016

*Completion of this form is completely voluntary and helps the project team keep an accurate record of the meeting and comments. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

ADOT Project No. 040 AP 322 H5526 01C • Federal Aid Project No. 040-E(101)T

12-443

ADOT

FOR MORE INFORMATION:
azdot.gov/ChambersPOE

Side 2

COMMENT FORM - CONTINUED

4. Please feel free to share any additional comments with us:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

***Contact Information (Optional)**

Name: _____

Address: _____

Email address: _____

Thank you for your participation.
Completed comment forms can be submitted to the project team at the completion of the public meeting or sent to the ADOT Outreach Team before **October 5, 2024:**

Kevin Kugler
c/o RBF Consulting
2929 N Central Ave, Suite 800
Phoenix, AZ 85012

Email: KKUGLER@rbf.com

*Completion of this form is completely voluntary and helps the project team keep an accurate record of the meeting and comments. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

ADOT Project No. 015 MO 000 H8340 01L • Federal Aid Project No. 015-A(204)N

12-440

ADOT

FOR MORE INFORMATION:
azdot.gov/somerton

Chambers POE Projects Public Scoping Meeting

THURSDAY, SEPT. 14, 2024• 5:30 TO 7 P.M. MDT (4:30 TO 6 P.M. MST) • NAVAJO LIVESTOCK AUCTION YARD 1.2 MILES SOUTH OF NAVAJO TRAVEL CENTER • NAVAJO, AZ 86502

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

NAME	ADDRESS	PHONE	EMAIL

ADOT Project No. 040 AP 322 H5526 01C • Federal Aid Project No. 040-E(101)T

12-450

ADOT

FOR MORE INFORMATION:
azdot.gov/ChambersPOE

4.1 Project Support Assets | Sample Comment Form; 1/2 Page Size

Side 1

SR 90 SAN PEDRO RIVER BRIDGE REPLACEMENT PROJECT
COMMENT FORM

Please provide us with any comments regarding the construction plans or schedule for this project.

12-422

ADOT

FOR MORE INFORMATION:
azdot.gov/SanPedroBridge

Side 2

SR 90 SAN PEDRO RIVER BRIDGE REPLACEMENT PROJECT
COMMENT FORM

Contact Information (Optional*)

Name: _____

Address: _____

Email address: _____

Thank you for your participation.
Completed comment forms can be submitted to the project team at the completion of the public meeting or sent to the ADOT Communications Office:

Attn: J. Smith
ADOT Senior Community Relations Officer
1221 N. 2nd Ave, Mail Drop: T100
Tucson, AZ 85713
E-mail: JSmith@azdot.gov
Fax: 520.388.4255

*Completion of this comment form is completely voluntary. Under state law, any identifying information provided will become part of the public record, and as such, must be released to any individual upon request.

12-422

ADOT

FOR MORE INFORMATION:
azdot.gov/SanPedroBridge

Single Sided

ARIZONA 95

California Avenue/State Route 95 Spur Sidewalk Enhancement Project MAY 16, 2024 – PUBLIC MEETING

Please print clearly and use one card per question.
Return your card to a project team member before or during the presentation.

My question/comment is regarding:

Schedule ☐ Improvements ☐ Construction ☐ Other ☐

12-228

ADOT

FOR MORE INFORMATION:
azdot.gov/SR95

4.1 Project Support Assets | Illustrations

When creating maps and other illustrations, refer to this page for coloring and labeling. To ensure accessibility, when two or more detours occur on one map, please use a different patterned dashed line rather than just a different color.

ROAD CLOSED | LANE REDUCED | LANE CROSSOVER | MP 360 MILE POST | BRIDGE

Text and stroke sizes are not specified. Design maps based on the final map size legibility.

CITY/TOWN NAMES
All Caps • Calibri Regular • C0 M0 Y0 K90

COUNTY NAMES
Small Caps • Calibri Regular Italic • C0 M0 Y0 K90

LANDMARKS
Calibri Regular Italic • C0 M0 Y0 K90

ROADS
Thin Stroke • Calibri Regular • C0 M0 Y0 K90

PROJECT ROADS
Medium Stroke • Calibri Regular • C0 M0 Y0 K90

INTERSTATES/SR'S/US HIGHWAYS
Thick Stroke • Calibri Regular • C0 M0 Y0 K90

RAILWAYS
Medium Stroke • 1 pt dash, 2 pt gap • C0 M0 Y0 K40

CITY LIMITS, COUNTY LINES, STATE LINES
Thin Stoke • Dashed Line • C0 M0 Y0 K90

BACKGROUND
C0 M0 Y3 K3

WATER
C10 M0 Y0 K10

FOREST/PARKS
C12 M0 Y25 K0

ROADS
C0 M0 Y0 K30

INTERSTATE/SR/US HWY
C0 M0 Y0 K80

PROJECT AREA
C0 M79 Y93 K0

LOCATION STAR
C78 M38 Y1 K0

PROJECT AREA EMPHASIS
Stroke: C0 M79 Y93 K0
Fill: C0 M0 Y0 K0
Transparency: 40%

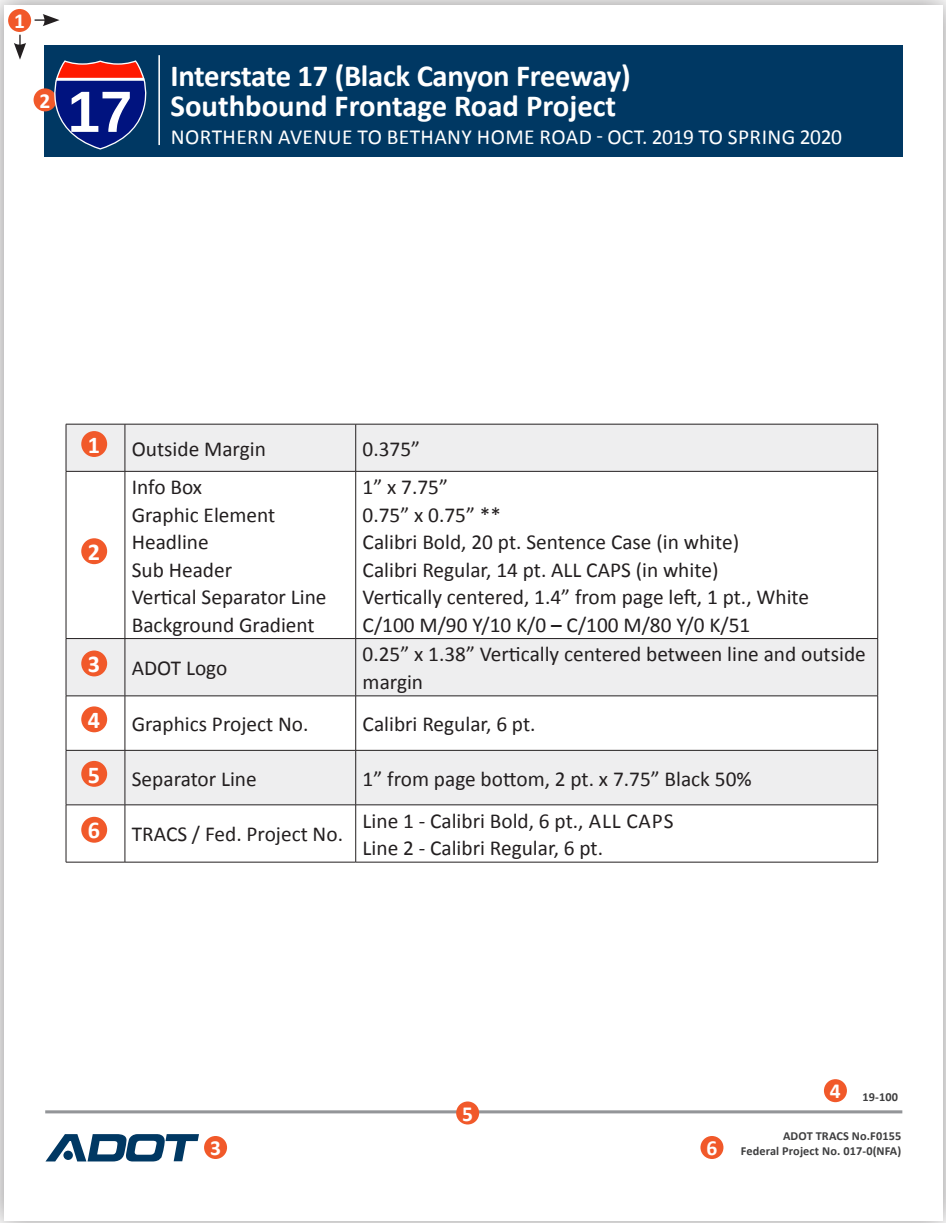
DETOUR 1
C61 M3 Y91 K0

DETOUR 2
C78 M38 Y1 K0

PEDESTRIAN DETOUR
C61 M3 Y91 K0

LOCAL ACCESS ONLY
C78 M38 Y1 K0

Map should be designed in Adobe Illustrator at 800 px by 800 px without a border.



1	Outside Margin	0.375”
2	Info Box Graphic Element Headline Sub Header Vertical Separator Line Background Gradient	1” x 7.75” 0.75” x 0.75” ** Calibri Bold, 20 pt. Sentence Case (in white) Calibri Regular, 14 pt. ALL CAPS (in white) Vertically centered, 1.4” from page left, 1 pt., White C/100 M/90 Y/10 K/0 – C/100 M/80 Y/0 K/51
3	ADOT Logo	0.25” x 1.38” Vertically centered between line and outside margin
4	Graphics Project No.	Calibri Regular, 6 pt.
5	Separator Line	1” from page bottom, 2 pt. x 7.75” Black 50%
6	TRACS / Fed. Project No.	Line 1 - Calibri Bold, 6 pt., ALL CAPS Line 2 - Calibri Regular, 6 pt.

**In instances when no highway/roadway shield is available, remove vertical separator line and left justify Headline and Sub Header text. Maintain 0.125” from left of shaded background like figure (A).

4.1 Project Support Assets | Sample Flyer

Based on Flyer Style, when using multiple columns, section headers will be used.

	Initial info paragraph	Section Header	Section Text
Font:	Calibri	Century Gothic	Calibri
Style:	Bold	Bold, +75 Tracking	Regular
Size:	14 pt.	12 pt.	10 pt.

Two columns will use a Section Header 0.25” x 3.8”

US 93 Widening Project

TEGNER STREET TO WICKENBURG RANCH WAY

The Arizona Department of Transportation has initiated a construction project to widen and improve a 5-mile segment of US 93 between Tegner Street and Wickenburg Ranch Way (mileposts 194 - 199) in Wickenburg.

PROJECT OVERVIEW

The purpose of this project is to upgrade the current 2-lane roadway to a new 4-lane divided highway with four roundabouts. This project is part of ADOT’s long-term vision to transform this highly traveled route into a four-lane divided highway through the entire 200-mile segment of US 93 in Arizona.

Work includes:

- Widening US 93 to two lanes in each direction.
- Constructing raised center medians.
- Constructing new roundabouts at Rincon, Cope, Vulture Mine and Scenic Loop roads.
- Installing drainage systems, lighting, signing and striping, landscaping and erosion control, traffic control and other related work.

WHAT TO EXPECT

Construction will begin spring 2023 and is expected to take about two years to complete.

- Temporary lane closures and other traffic restrictions will be in place overnight from 7 p.m. to 6 a.m. beginning Sunday evenings through Friday mornings.
- There will be no traffic restrictions during the day, weekends or holidays.

Schedules are subject to change because of weather or other unforeseen factors. Remember to slow down and use caution around construction workers and equipment. ADOT will post information about traffic restrictions and closures as it becomes available.

STAY INFORMED

- **Email:** Sign up to receive timely email notifications on upcoming traffic restrictions at azdot.gov/US93Wickenburg and click on the “subscribe for updates” icon.
- **Online:** Visit azdot.gov/contact and select Projects
- **Phone:** Call the ADOT Project Information Line at 855.712.8530.
- **USPS Mail:** ADOT Community Relations c/o Nicole Underwood, 1655 W. Jackson St., MD126F, Phoenix, AZ 85007.
- **Project web page:** azdot.gov/US93Wickenburg

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact Nicole Underwood at NUnderwood@azdot.gov or 480.601.1575. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo al Título VI de la Ley de Derechos Civiles de 1964, la Ley para Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras leyes y autoridades contra la discriminación, ADOT no discrimina por raza, color, origen nacional, edad, género o discapacidad. Las personas que requieran una adaptación razonable basada en el idioma o la discapacidad deben comunicarse a la línea directa bilingüe del proyecto de ADOT al 855.712.8530. Las solicitudes deben hacerse lo más pronto posible para asegurar que ADOT tenga oportunidad de hacer los arreglos necesarios.

23-798910

ADOT

ADOT Project No. 093 YV 198 F0031 01
Federal Aid No. 093-B(215)S

While sizes will vary from publication to publication, the final output of black and white should be similarly styled as below. The Title VI Civil Rights text, if required, should appear at 10 pt. whenever possible.

ARIZONA 95

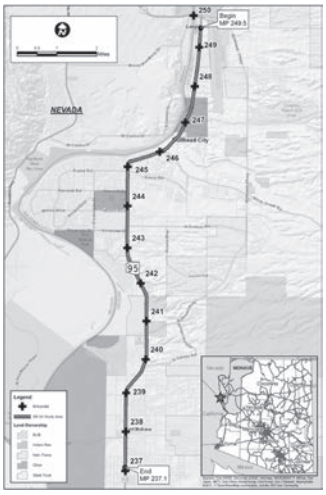
Your input is needed!

STATE ROUTE 95: AVIATION WAY TO TELLER LANE TRANSPORTATION STUDY

The Arizona Department of Transportation (ADOT) and the Federal Highway Administration (FHWA) are hosting a public information meeting regarding access management from Aviation Way to Teller Lane (mileposts 249.5 to 237.1). The meeting will also include the proposed safety improvements between Teller Lane and Valencia Road, including the Aztec Road intersection.

The purpose of the study is to address roadway safety by assessing various access-management options for through-traffic, and for traffic that needs local access to properties adjacent to SR 95.

The meeting will provide study information and solicit public input on study area issues and improvement alternatives.



MEETING INFORMATION:
6 to 7:30 p.m., Thursday, April 5, 2024
Presentation will begin at approximately 6:15 p.m.
Fox Creek Junior High School (auditorium)
3101 Desert Sky Blvd., Bullhead City, AZ, 86442

For more information go to: **azdot.gov/SR95Study**

Pursuant to Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA), ADOT does not discriminate on the basis of race, color, national origin, age, gender or disability. Persons that require a reasonable accommodation based on language or disability should contact Community Relations project manager Michele E. Beggs at 928.681.6054 or email MBeggs@azdot.gov . Requests should be made as early as possible to ensure the state has an opportunity to address the accommodation.

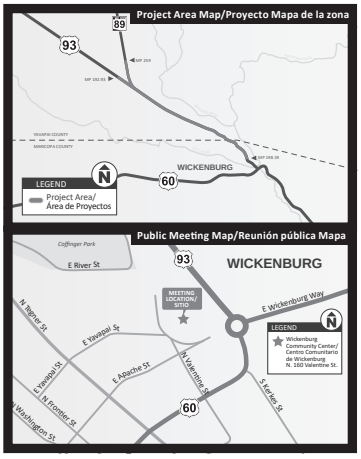
De acuerdo con el título VI de la Ley de Derechos Civiles de 1964 y la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés), el Departamento de Transporte de Arizona (ADOT por sus siglas en inglés) no discrimina por raza, color, nacionalidad, edad, género o discapacidad. Personas que requieren asistencia (dentro de lo razonable) ya sea por el idioma o por discapacidad deben ponerse en contacto Michele E. Beggs a 928.681.6054 o en MBeggs@azdot.gov. Las solicitudes deben hacerse lo más pronto posible para asegurar que el equipo encargado del proyecto tenga la oportunidad de hacer los arreglos necesarios.

18-108

93

US 93 Safety and Traffic Operation Improvements

STATE ROUTE 89 TO TEGNER STREET IN WICKENBURG



The Arizona Department of Transportation, in conjunction with the Federal Highway Administration, is planning to improve the safety and traffic operations on US 93 from State Route 89 to Tegner Street in Wickenburg. The project includes widening US 93 to two lanes in each direction in the project area, constructing raised center medians and constructing access frontage roads and roundabouts at Rincon, Cope, Vulture Mine and Scenic Loop roads, and at State Route 89. **A public meeting about this project is scheduled for March 5, 2024.** Residents, business owners and other stakeholders are encouraged to attend the meeting, learn more about the project and submit comments. Representatives from the ADOT study team will be available to answer questions.

Time: 6 to 8 p.m.
Date: Tuesday, March 5, 2024
Location: Wickenburg Community Center 160 N. Valentine Street, Wickenburg, AZ 85390

The meeting will be an open-house format. To learn more, visit the project webpage: azdot.gov/us93corridor

If you are unable to attend the meeting, you can provide comments or ask questions in the following ways:

- **Call the bilingual ADOT Project Information Line:** 855.712.8530
- **Email:** Projects@azdot.gov
- **Mail written comments or questions to:** ADOT Communications, 1109 Commerce Drive, Prescott, AZ 86301, Attn: Mary Smith
- All comments must be received by April 5, 2024, to be included in the public record.

Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA)
Pursuant to Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA), ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons who require a reasonable accommodation based on language or disability should contact Deborrah Miller at 928.777.5986 or DMiller5@azdot.gov. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

19-031

ADOT

ADOT Project No: F0031 01C
Federal Project No: NHPP-093-B(215)S

Testimonials

"The EIT program was a good introduction to my career in Civil Engineering and it showed me the great things that the Arizona Department of Transportation does on a daily basis. I was able to get experience in many areas and learn what each group does. The training rotations allow you to work with many talented people across various areas of Civil Engineering that will help shape your future career with the Department."

—Robert Samour, PE
Senior Deputy State Engineer

"The EIT Program was such a valuable and advantageous learning experience. It allowed me the opportunity to participate in the various phases of design throughout all parts of the project delivery, while meeting and networking with others in the engineering field. But most importantly, the program provided a broad range of exposure to the many different engineering disciplines which ultimately helped me identify my career path and the ability to see how everyone works together to help build and maintain our roads and bridges."

—Rosemarie "JoJo" Cvijanović, PE
Bridge Engineer

"ADOT's EIT program was an excellent starting point to my career in engineering. As an EIT I was able to experience and learn the many different stages of highway projects including design, construction, material testing, and maintenance. The EIT program afforded me the opportunity to select a career path which best suited my interests while providing me the valuable knowledge and contacts that I was able to use for years to come. I highly recommend ADOT's EIT program to anyone looking to start their career in transportation engineering."

—Dylan Cardie, PE
Senior Resident Engineer

Locations

The majority of the interns hired are assigned to the major metropolitan areas, but they are also placed in rural areas throughout the entire state.

FOR MORE INFORMATION
Engineers in Training Program
206 S. 17th Ave.
MD 107A
Phoenix, AZ 85007
602.712.8067
azdot.gov/about/careers-with-ADOT/EngineersinTraining

ADOT
azdot.gov

18-292

ENGINEERS
IN TRAINING PROGRAM

"Set your sights on a career... with the state's largest employer of civil engineers."

ADOT

ABOUT

The purpose and intent of the Engineer-in-Training (EIT) and Landscape Architect-in-Training (LAIT) program is to invest in the development of future leaders for the Arizona Department of Transportation. This program will allow EIT's to gain practical training and hands-on experience that will help to meet educational goals and prepare them for professional careers.

This two-year program offers an opportunity for engineers that have successfully completed their Fundamentals of Engineering (FE) Exam to enter the program as a Transportation Engineering Specialist. For 24 months, all EIT's will be challenged with various opportunities, insight and training while gaining experience working under registered professionals and paraprofessional staff members.

The Program Administrator and the State Engineer's Office will mentor each EIT, developing his or her own training program and ensuring a broad range of exposure within several areas of ADOT. The overall time will be divided into training block intervals of 1 to 6 months for each rotation in the agency.

Enrollment/Qualifications

Applicants who have earned a bachelor's degree or higher in civil engineering, geological engineering, civil engineering technology, construction management, landscape architecture or a closely related field will be eligible to apply. Applicants are required to obtain their FE prior to entering the 2 year program.

Application Process

Graduates with bachelor's degrees in civil engineering technology or construction management must pass the FE portion of the professional examination prior to appointment in the program.

Landscape Architect-in-Training (LAIT) applicants must have earned a bachelor's degree or higher in landscape architecture or a closely related field.

EITs and LAITs are selected according to state personnel procedures. You must submit a resume along with a copy of your university transcript. We also encourage you to include your FE examination status, a description of any relevant work experience and a brief cover letter that indicates your interest in the program.

When positions are advertised, resumes must be submitted through the AZ State Jobs website.

EIT Program

The EIT program lasts 24 months. The time is divided into segments called training blocks. Training blocks provide in-depth exposure to all transportation divisions, districts, groups and sections.

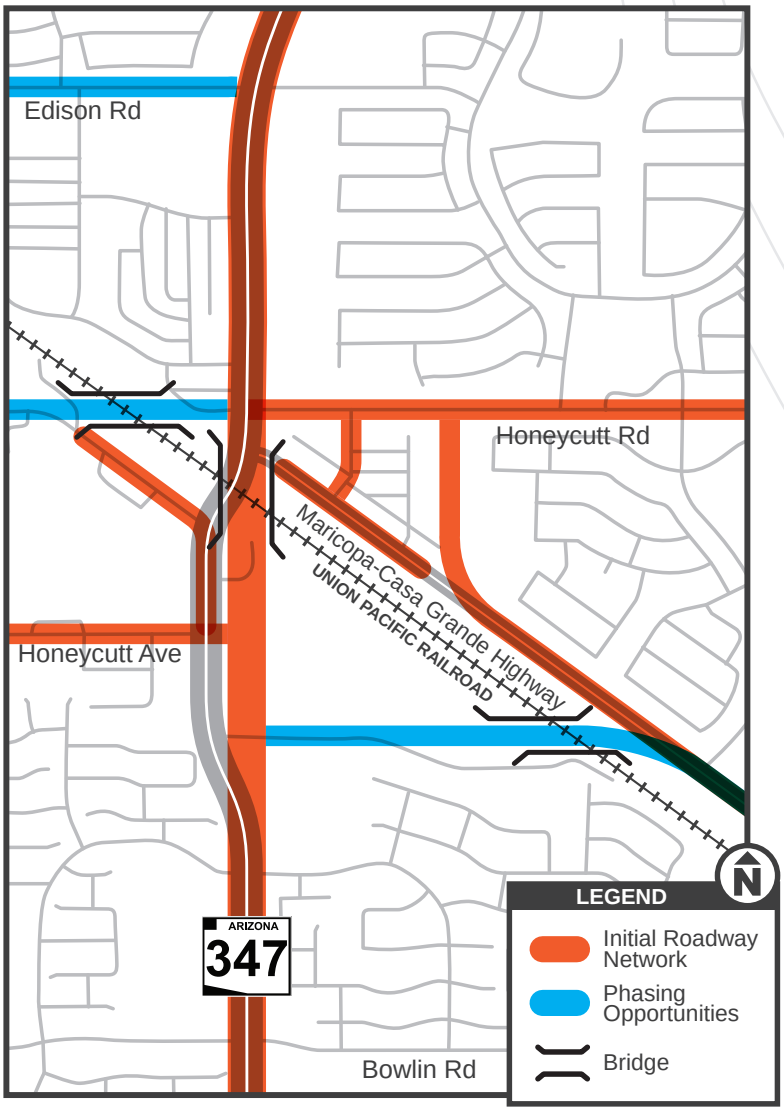
The EIT will choose their training blocks from those listed below. They will be required to select areas which ensure exposure to the many technical disciplines within the transportation divisions.

- Mandatory Rotations
- Roadway Design
- Project Management
- District Construction and Maintenance (each rotation must be in a different District)
- Elective Rotations
- Bridge Group
  - Bridge Design
  - Bridge Inspection
  - Geotechnical Engineering
- Construction Operations
- Contracts and Specifications Section
- Environmental Planning Group
- Materials Group
  - Central Lab (QA Lab)
  - Regional Lab (Prescott, Flagstaff, Tucson, Phoenix, Yuma)
- Multimodal Planning Division
- Right of Way
- Roadway Engineering
  - Drainage Design
  - Pavement Design
  - Pre-Design
  - Roadside Development
  - Survey
- Traffic Engineering
- Transportation Systems Management and Operations
  - ITS/Signal Systems Maintenance
  - Regional Traffic
  - Systems Technology/Traffic Operations Center
  - Traffic Safety
- Utilities and Railroad Group

ARIZONA 347

State Route 347 at Union Pacific Railroad

Concept 1

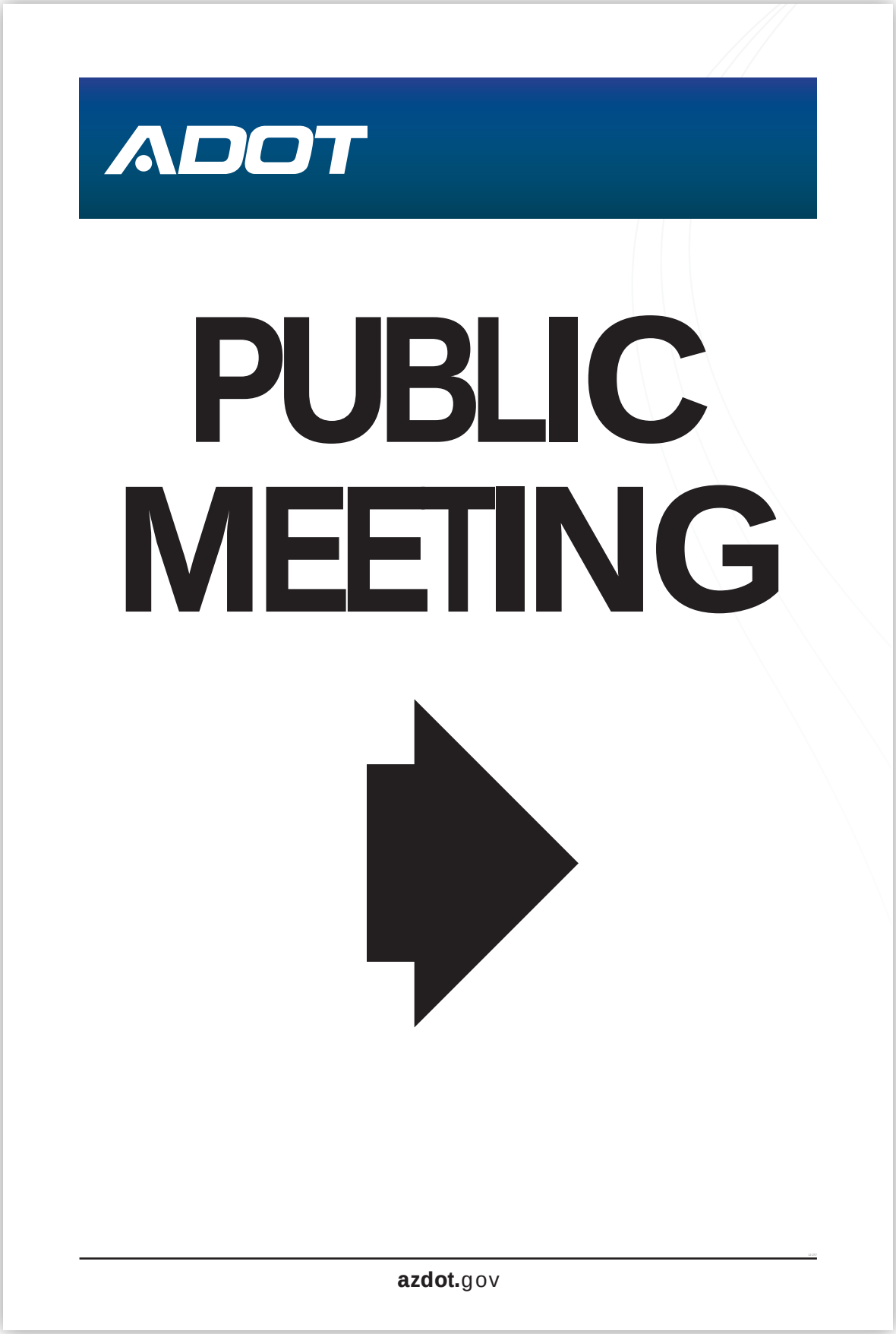


Map not to scale.

12-162

ADOT CITY OF MARICOPA

ADOT Project No. **347 PN 172 H7007 01L**
Federal Aid No. **347-A(204)A**


ADOT
PUBLIC
MEETING
azdot.gov

Guide to editorial standards for the Arizona Department of Transportation

editorial
STYLE
branding
recognition

SECTION 5. Editorial Style Guide

..... 5.1 Introduction to the Editorial Style Guide
..... 5.2 Editorial Style
..... 5.3 Punctuation Review
..... 5.4 Appendix: Research Center Style
..... 6.1 ADA Accessibility for PowerPoint/Google Slide presentations for public meetings (in-person and virtual)

5.1 Editorial Style Guide | Introduction

ADOT's editorial style guide is a living document and may be amended based on necessity. If you would like to see an alteration made to the style guide, please submit a written request, which should include a justification and source(s) for the alteration, to Internal Communications (InsideLane@azdot.gov). Please note that submitting a request does not guarantee the desired alteration will be approved. If an alteration is approved, it will be added to the style guide and released for general consumption on or before Jan. 15 every year.

The following guidelines delineate editorial style policies that apply to the entire Arizona Department of Transportation. The main sources for this style guide are the Associated Press Stylebook, the Style Manual for AASHTO Publications and the Merriam-Webster Dictionary. Refer to these sources if a language question is not answered here. Style guide entries are arranged alphabetically. The formatting is explained below.

Example Entry

dates. Always use Arabic figures with *st*, *nd*, *rd* or *th*. Do not superscript ordinals: 5th of November. Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
GENERAL FORMATTING. Month Day, Year: Jan. 15, 1949. Month Day: Jan. 15. Month Year: January 1949. Do not include ordinal indicators when the day comes after the month.

Explanation

Bold Calibri type indicates correct capitalization, italicization, abbreviation and punctuation of entries.

Cambria type shows examples of correct and incorrect usage.

BOLD, CAPS CALIBRI type indicates a subheading under a main entry.

Entries are arranged alphabetically. If you would like to visit a specific entry, search the document by pressing CTRL + F and entering an appropriate search term.

A

a, an. Use the article *a* before consonant sounds: a historic event, a one-year term, a united stand. Use the article *an* before vowel sounds: an energy crisis, an honorable person, an NBA record, an 1890s celebration.

abbreviations. Most two-letter abbreviations will take periods.
BEFORE A NAME. Abbreviate titles when used before a full name: Dr., Gov., Ms., Sen.
AFTER A NAME. Abbreviate *junior* and *senior* after an individual's name, setting it apart with commas: John Jacob, Jr., is old. Abbreviate *company*, *corporation*, *incorporated* and *limited* when used after the name of a corporate entity. In some cases, an academic degree may be abbreviated after an individual's name: House, M.D.
FIRST AND SECOND REFERENCE. Most names should not be abbreviated on the first reference. Refer to the most recent AP Stylebook for specific instances.
WITH DATES OR NUMERALS. Use *A.D.* (A.D. 2012), *B.C.* (567 B.C.), *a.m.* (7:30 a.m.), *p.m.* (7 p.m.) and *No.* (No. 2). Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out all other months. Spell out all months appearing alone or with a year alone. Do not separate the month and the year with a comma: January 1972 was a cold month.
INITIALS. Separate partial initials with periods and no space: W.C. Fields.
STATES. Spell out state names when they stand alone in textual material. These states are always spelled out, regardless of context: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. When in conjunction with a city name in text and datelines, and in short-form party affiliation, use these abbreviations (postal codes in parentheses for clarity): Ala. (AL), Ariz. (AZ), Ark. (AR), Calif. (CA), Colo. (CO), Conn. (CT), Del. (DE), Fla. (FL), Ga. (GA), Ill. (IL), Ind. (IN), Kan. (KS), Ky. (KY), La. (LA), Md. (MD), Mass. (MA), Mich. (MI), Minn. (MN), Miss. (MS), Mo. (MO), Mont. (MT), Neb. (NE), Nev. (NV), N.H. (NH), N.J. (NJ), N.M. (NM), N.Y. (NY), N.C. (NC), N.D. (ND), Okla. (OK), Ore. (OR), Pa. (PA), R.I. (RI), S.C. (SC), S.D. (SD), Tenn. (TN), Vt. (VT), Va. (VA), Wash. (WA), W.Va. (WV), Wis. (WI) and Wyo. (WY).
YEARS. Use figures without commas: 1912. When a phrase refers to a month, day and year, set off the year with a comma: February 14, 1912, was the first day of Arizona's statehood. Use an *s* without an apostrophe to indicate spans of decades or centuries: the 1960s, the 1900s. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence. Use an apostrophe to show omitted numerals in a year: '60s, '75.

academic degrees. Use an apostrophe and an *s* for general degrees: bachelor's degree, master's degree. (Exception: associate degree.) Do not use a possessive for full degree names: Bachelor of Arts, Master of Science. When used after a name, an academic abbreviation is set off by commas: Jane Smith, Ph.D., spoke; John Doe, M.A. Curriculum, wrote.

acronyms. Most acronyms, especially those that are longer than two letters, will not take periods. Check the 2021 AP Stylebook for specific instances.

A.D. Use instead of *C.E.* Include the periods.

addresses. Capitalize and use these abbreviations only with numbered addresses: Ave., Blvd., Dr., Ln., Pkwy., Rd. and St. Spell out these abbreviations and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Never abbreviate these street designations, but capitalize them with numbered addresses and formal street names without numbers: alley, circle, highway, route, way and terrace. Spell out and lowercase street designations when used alone or with more than one street name: Massachusetts and Pennsylvania avenues. Abbreviate compass points used to indicate directions or quadrants of a city in a numbered address: 1655 W. Jackson St. No periods for quadrant abbreviations: NW, SE. Do not abbreviate if the number is omitted: West Jackson Street. Do not use the periods for any abbreviations in maps and graphics.
ADOT CONTACTS, IN-LINE. Title Name, Phone number. District Engineer Josefina Mendez, 602.555.1009.
ADOT CONTACTS, VERTICAL. Name [soft return] Title [soft return] Mail Drop/Suite/Room [soft return] Street address [soft return] City, State ZIP code [soft return] Phone: Number [soft return] Fax: Number. Online, names should be hyperlinked to that person's email address. Only include the information that is available or pertinent.
Josefina Mendez
District Engineer
MD 305
1655 W. Jackson St.
Phoenix, AZ 85007
Phone: 602.555.1009

HIGHWAYS and FREEWAYS. Highway and freeway abbreviations should have no periods: US 60, SR 51. Hyphenate interstate abbreviations: I-10, I-17. Capitalize specific highway names when spelled out; no hyphen is necessary: U.S. Route 60, Interstate 17. Do not abbreviate *loop*: Loop 202. For exits that have a lettered designation and for highway and freeway designations that include a direction, place the capital letter on the right of the last numeral with no space between or period after: Exit 13A, I-10E.
ZIP CODES. Do not include the four-digit extension.

Adopt a Highway program. Preferred capitalization.

adviser. Not *advisor*.

affect, effect. *Affect* is the verb; *effect* is usually the noun.

African American, black. Acceptable for an American black person of African descent. The terms are not necessarily interchangeable. People from Caribbean nations, for example, generally refer to themselves as Caribbean American. Follow a person's preference.

afterward. Not *afterwards*.

age. Always use figures: You must be 16 to earn a driver license. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun: a 5-year-old boy and a 5-year-old, but the boy is 5 years old.

air entraining (n.), air-entraining (adj.). Preferred constructions.

air hole. Two words.

all right. Not *alright*.

alloy steel (n.), alloy-steel (adj.). Preferred constructions.

alphabetization. Use the word-by-word system for alphabetizing lists. Take spaces and hyphens into account.

AM, FM. The radio broadcast frequencies; no periods.

ambient temperature (n.), ambient-temperature (adj.). Preferred constructions.

amendment, Amendment. General amendments are lowercase; capitalize in reference to specific amendments to the U.S. Constitution: First Amendment, 10th Amendment.

among, between. Most of the time, *between* introduces a relationship between two items, and *among* introduces the relationship among three or more items. However, *between* is also correct when expressing the relationships of three or more items considered one pair at a time: Negotiation on a debate format are under way between the network and the Ford, Carter and McCarthy committees.

Arabic names. Arabic names with the article "al," lowercase the article and connect it to the name with a hyphen.

Arab Americans. No hyphen for this and other dual-heritage names.

Arizona Highways magazine. Preferred construction. Do not capitalize magazine. Do not italicize.

as well as. Does not mean *and*.

at grade (n.), at-grade (adj.). Preferred constructions.

ax. Not *axe*.

B

backfill. One word.

backward. Not *backwards*.

bankfull. One word.

B.C. Use instead of *B.C.E*. Include the periods.

because, since. Use *because* to denote a specific causal relationship: The roof is rotting because there is a leak. *Since* is only acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause: They went to the game since they had been given tickets.

bedbug. Preferred spelling.

bevel (n., v.), beveled (adj.). Preferred constructions.

bidirectional. One word.

Black, African American. Acceptable for an American black person of African descent. The terms are not necessarily interchangeable. Uppercase *Black* in reference to the race.

bloc, block. A *bloc* refers to a coalition of people, groups or nations with the same purpose or goal; *block* does not.

bolthead. One word.

bolthole. One word.

bolt tension (n.), bolt-tension (adj.). Preferred constructions.

bull's-eye. Preferred construction.

bus, buses. Preferred plural spelling.

bushhammer. One word.

C

cactus, cacti. Preferred plural spelling.

cancel, canceled, canceling, cancellation. Preferred spellings.

Capitol. Capitalize *U.S. Capitol* and the *Capitol* when referring to the building in Washington: *The meeting was held on Capitol Hill in the west wing of the Capitol.* Follow the same practice when referring to state capitols: The Virginia Capitol is in Richmond. Thomas Jefferson designed the Capitol of Virginia.

capitalization. Capitalize proper nouns: John, Capitol Hill, General Electric. Capitalize common nouns like *party*, *river*, *street* and *west* when they are an integral part of the full name for a person, place or thing: Republican Party, Colorado River, Central Avenue. Lowercase these common nouns when they stand alone in subsequent references: the party, the river, the avenue. Lowercase these common noun elements of names in plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario. Exception: plurals of formal titles with full names are capitalized: Presidents Franklin D. Roosevelt and Harry S. Truman.
COMPOSITION TITLES. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles (i.e., *the*, *a*, *an*) or words of fewer than four letters if it is the first or last word in a title or subtitle: "The Hunger Games," "Harry Potter and the Sorcerer's Stone."

PERSONAL 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. Use lowercase at all times for terms that are job descriptions rather than formal titles.

cause and effect (n.), cause-and-effect (adj.). Preferred construction: the cause and effect of the argument; a cause-and-effect relationship.

celestial bodies. Capitalize the proper names of planets, stars, constellations, etc.: Mars, Arcturus, Earth. *See entries for earth, sun and moon for more information*.

centerbeam. One word.

Chicano, Hispanic, Latino, Mexican-American. These terms have distinct meanings that can vary depending on individual preferences. When possible, use a more specific identifier like *Puerto Rican*, *El Salvadoran* or *Mexican-American*. Avoid using *Chicano* interchangeably with *Mexican-American*. The use of *Chicano*, *Hispanic* and *Latino* should be consistent.

child care. Two words, no hyphen in all cases.

city, state. Separate the city and state name with a comma, and follow the state name with a comma unless ending a sentence: Phoenix, Arizona, is quite warm in the summer. Do not capitalize state or city in *state/city of constructions*: The city of Tempe is debating the issue. Do not capitalize *state* as an adjective to specify a level of jurisdiction: the state Transportation Department; state Rep. Jane Doe.

clean up (v.), cleanup (n., adj.). Preferred constructions. We cleaned up the park. The cleanup crew was an hour early.

cofferdam. One word.

cold-draw (v.). Hyphenate.

cold-finish (v.). Hyphenate.

cold flow (n.). Two words.

cold-forge (v.). Hyphenate.

cold-form (v.). Hyphenate.

cold-roll (v.). Hyphenate.

cold-swage (v.). Hyphenate.

cold weather (n.), cold-weather (adj.). Preferred constructions.

Collector-Distributor (CD) roads.

collective nouns. Singular collective nouns take singular verbs: The flock of geese is noisy. Plural collective nouns take plural verbs: The classes are settling their rivalry with a game of Jeopardy.
PLURAL IN FORM. Some words that are plural in form become collective nouns and take singular verbs when the group or quantity is regarded as a unit.
Right: A thousand bushels is a good yield. (A unit.)
Right: A thousand bushels were created. (Individual items.)

common names. Lowercase common names of plants and animals: monarch butterfly, basset hound. Capitalize names derived from proper nouns and adjectives: English bulldog, Boston terrier.

community. Limit the use of the word, community, in reference to groups of people.

company and product names. On first reference, precede the name of a product with the company name, but do not include the company name in subsequent uses. In general, follow the spelling and capitalization preferred by the company: eBay, YouTube. However, do not capitalize all the letters unless each letter is pronounced individually: BMW is okay; Ikea, not IKEA. Also, do not use

symbols such as exclamation points, plus signs or asterisks that form contrived spellings that might confuse readers: Yahoo, not Yahoo!; Toys R Us, not Toys "R" Us; E-Trade, not E*Trade. Do not use a comma before *Inc.* or *Ltd.*, even if it is included in the formal name.

compass points. For references to compass points, follow these guidelines.
ADDRESSES. Capitalize and abbreviate in a specific address: 42 N. Roosevelt. Capitalize and spell out when the address does not include a number: North Roosevelt.
DIRECTIONS. Lowercase when the meaning of the direction is general: Drive north until you reach the SR 87.

REGIONS. Capitalize when the meaning is specific and the region is defined by common culture, language or people: The Southwest has wonderful weather.

complement, compliment. A *complement* completes something else. A *compliment* is an expression of praise.

constant amplitude (n.), constant-amplitude (adj.). Preferred constructions.

constitution, Constitution. Lowercase for general use and in reference to a state constitution without using the full, proper title. Capitalize when referring to the U.S. Constitution or the Arizona State Constitution.

coplanar. No hyphen.

copper alloy (n.), copper-alloy (adj.). Preferred constructions.

council, counsel. A *council* is a group of leaders. To *counsel* is to advise.

Council of Governments, COG. Preferred capitalization.

countersink (n., v.). No hyphen.

county. Capitalize when an integral part of a proper name: Maricopa County. Lowercase in *county of* phrases: county of Pinal.

co-worker. Preferred spelling.

cross section (n.), cross-section (v.), cross-sectional (adj.). Preferred constructions.

currency. Use *$* to report U.S. dollar amounts and € for euros. For all other currencies, following the amount, spell out the name of the currency followed in parentheses by the equivalent in U.S. dollars: Japan approved a 1.8 trillion yen ($18 billion) extra budget to partially finance an economic stimulus package. When dealing with a dollar currency of a country other than the United States, reference the most recent AP Stylebook for the proper abbreviations and format.

cut off (v.), cutoff (n., adj.). Preferred constructions.

Cyber- Use sparingly. When necessary to use, follow the general rule for prefixes, which calls for no hyphen in most cases. For example, *cyberbullying, cybersecurity, cyberattack, cyberspace*. But *Cyber Monday, cyber shopping*.

D

data. The word typically takes singular verbs and pronouns when writing for general audiences and in data journalism contests: *The data is sound.* In scientific and academic writing, plural verbs and pronouns are preferred. Use *databank* and *database*, but *data processing* (n. and adj.) and *data center.*

dates. Always use Arabic figures with *st*, *nd*, *rd* or *th*. Do not superscript ordinals: 5th of November. Abbreviate these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
GENERAL FORMATTING. Month Day, Year: Jan. 15, 1949. Month Day: Jan. 15. Month Year: January 1949. Do not include ordinal indicators when the day comes after the month.
A.D./B.C. Do not use *B.C.E./C.E. A.D.* goes before the date; *B.C.* goes after the date: A.D. 1290; 500 B.C. All dates not designated B.C. are assumed to be A.D.

TRAFFIC ALERTS. Two lines. First line: Direction, roadway, type of restriction (closed, restricted), location (between Point A and Point B), times and dates, reason. Second line: Detour:. Example: Northbound Interstate 17 closed between Lee Road and Hall Street from 10 p.m. Friday, Feb. 17, to 5 a.m. Monday, Feb. 20, for pavement repair. Detour: Exit Lee Road to northbound President Street and have a good time.

daylight saving time. Not *savings*. No hyphen.

day care. Two words. No hyphen in all uses.

dead load (n.), dead-load (adj.). Preferred constructions.

deaf. Describes a person with total or major hearing loss. For others, use *partial hearing loss* or *partially deaf.* Some object to the term *hearing-impaired*; try to determine an individual's preference. Do not use *deaf and dumb* or *deaf-mute*.

debond. One word.

decision making (n.), decision-making (adj.). Preferred constructions: Decision making can be fun. The decision-making process is simple.

deice, deicing. One word.

delaminate. One word.

desilverize. One word.

Design-Build (DB).

detensioning. One word.

descendant. Preferred spelling as both a noun and an adjective.

despite, in spite of. They mean the same thing. Prefer former.

different from, differ with. Not *different than.* To *differ from* means to be *unlike*. To *differ with* means to *disagree*.

Developer. (For the Broadway Curve project, referring to Flatiron, Pulice, FNF developers)

disabled, handicapped, impaired. In general, do not describe an individual as disabled or handicapped unless it's pertinent to the story. If a description must be used, try to be specific. Avoid descriptions that connote pity, such as *afflicted with* or *suffers from*. Words to avoid: *cripple*, *handicap*, *deaf and dumb*, *deaf-mute*, *mentally retarded, abnormality, impairment, disorder and special*. Words to use with caution: *disabled*, *blind* (for total loss of sight only; *visually impaired* elsewhere), *deaf* (for total loss of hearing only; *partially deaf* or *partial hearing loss* elsewhere) and *mute* (for physical inability to speak only; *speech impaired* elsewhere). Use *wheelchair user* for people who use wheelchairs for independent mobility. Do not use *confined to a wheelchair* or *wheelchair-bound*. Acceptable terms are people with disabilities or disabled people.

disc, disk. Use *disk* for computer-related references (*diskette*) and medical references, such as a *slipped disk.* Use the disc spelling for

optical and laser-based devices (a *Blu-ray Disc, CD, DVD*) and for *disc brake*.

discernible. Preferred spelling.

do's and don'ts. Preferred construction.

double-click. Hyphenate.

double-ply. Hyphenate.

driver license. Preferred construction.

dust storm. Preferred construction.

E

earth, Earth. Generally lowercase. Capitalize when used as the proper name of the planet. The tractor turns the earth. The astronauts returned to Earth.

east Phoenix.

East Valley.

e-book. Preferred spelling.

edgebeam. One word.

effect, impact. Use *effect* where the meaning is closer to *result*; only use *impact* if the effect is a major one: Environmental Impact Statement. *Impact* as a noun refers to the striking of one body against another: The impact of the meteor destroyed the surrounding plant and animal life.

e.g. Latin abbreviation meaning *for example*. Follow with a comma.

electric vehicles.

email. Preferred spelling. For ADOT email addresses, capitalize the letters that would be capitalized if the names were fully spelled out: JSmith@azdot.gov.

emigrate, immigrate. *To emigrate* is to leave one country or region for another (usually followed by *to*). *To immigrate* is to come to a country or region as a resident nonnative (usually followed by *from*).

ensure, insure, assure. Use *ensure* to mean guarantee: Steps were taken to ensure accuracy. Use *insure* for references to insurance: The policy insures his car. Use *assure* to mean to make sure or give confidence: She assured us the statement was accurate.

Environmental Impact Statement, EIS. Preferred capitalization.

equidistant. One word.

e-reader. Preferred spelling.

etc. Latin abbreviation meaning *and the rest*. Do not spell out.

eyebar. One word.

F

fabric substrate (n.), fabric-substrate (adj.). Preferred constructions.

Facebook. Trademarked spelling for the social-networking site.

falsework. One word.

farther, further. *Farther* refers to physical distance: He walked farther into the woods. *Further* refers to degree, time, space, extent, etc.: She will look further into the mystery.

fatigue-critical (adj.). Hyphenate.

fatigue failure (n.), fatigue-failure (adj.). Preferred constructions.

fatigue load (n.), fatigue-load (adj.). Preferred constructions.

fatigue test (v., n.), fatigue-test (adj.). Preferred constructions.

field connection (n.), field-connection (adj.). Preferred constructions.

field splice (v., n.), field-splice (adj.). Preferred constructions.

field weld (n.), field-welded (adj., v.). Preferred constructions.

flame cut (v.), flame-cut (adj.). Preferred constructions.

federal, Federal. Only capitalize for the architectural style and for corporate or governmental bodies that use the word as part of their formal names: Federal Express, Federal Bureau of Investigation. Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal court, federal judge.

female, woman. Use *female* instead of *woman* as an adjective: Amelia Earhart was the first female pilot to solo across the Atlantic Ocean.

fewer, less. *Fewer* refers to count nouns: 15 or fewer items. *Less* refers to noncount nouns: a quart less water.

first lady. Not a formal title. Do not capitalize, even when used before the name of a chief of state's wife: first lady Michelle Obama.

first reference, second reference. Most names should not be abbreviated on the first reference. Refer to the most recent AP Stylebook for specific instances.
HIGHWAYS. On first reference, use the number with the common/segment name (where applicable) in parentheses: Loop 101 (Agua Fria Freeway). On second reference, use the common/segment name.

flash flood. Two words.

flat adverbs. Grammatically acceptable, but moderate use: Drive safe!

Flickr. Trademarked spelling for the online community of photographers.

floodwater. One word.

floorbeam. One word.

flow line. Two words.

flyer, flyers. (for handbills)

formwork. One word.**foreign words and phrases.** Do not use italics for foreign proper nouns: Champs Elysees, Fontana di Trevi. Do not italicize foreign words that are familiar or common in everyday English: habeas corpus, laissez-faire. Do italicize less-common foreign words: *avant-garde*, *in medias res*.

forego, forgo. *To forego* means to go before: a foregone conclusion. *To forgo* means to abstain from: He decided to forgo sugary drinks during his diet.

Foursquare. Trademarked spelling of a location-based service.

forward. Not forwards.

fracture-critical (adj.). Hyphenate.

freeway, highway. Freeways are urban, access-controlled routes. Highways are rural, non-access controlled routes. The two not interchangeable.

front line (n.), frontline (adj.). Preferred spellings: The front line in World War II was bloody. The front-line reporter was brave.

full-body scanner. Preferred construction.

G

gas, gases. Preferred spellings.

gay. Used to describe men and women attracted to the same sex, though *lesbian* is the more common term for women. Preferred over *homosexual* except in clinical contexts or references to sexual activity. Include sexual orientation only when it is pertinent to a story, and avoid references to "sexual preference" or to a gay or alternative "lifestyle."

gender neutrality and inclusiveness. Use gender-neutral and gender-inclusive language whenever possible. Avoid gender-specific terms and titles like *chairman*, *policeman*, *waitress* and *mankind*. Instead, use chair, police officer, server or people. To avoid gender-specific pronouns, pluralize the subject: Drivers should check their mirrors regularly (not A driver should check his mirrors regularly). These practices are generally preferable to using the awkward *s/he*, *his/her* and *he or she*. The antecedent and pronoun should always agree; therefore, do not use a plural *they*, *their* or *them* to refer to a singular noun.

general purpose lanes. (no hyphen)

geographic names. Abbreviate *Saint* as St. and *Mount* as Mt. Capitalize common nouns when they form an integral part of a proper name, but lowercase them when they stand alone: Central Avenue, the avenue; the Colorado River, the river. Lowercase common nouns that are not a part of a specific name: the Arizona mountains. East Valley, West Valley, but west Phoenix, south Phoenix, north Phoenix, east Phoenix.

good-bye. Preferred spelling.

Google, Googled, Googling. Trademarked name and preferred derivative spellings.

Governor Doug Ducey. Governor Ducey on second reference. Do not abbreviate Governor.

gray. Preferred spelling, but greyhound.

Greater Phoenix.

groundwater. Preferred spelling.

H

half day (n.), half-day (adj.). Preferred constructions.

half-mast, half-staff. Preferred constructions. A flag is only ever half-mast on a ship. Anywhere else, it's half-staff.

handicapped. *See disabled, handicapped, impaired*.

Hanukkah. Preferred spelling.

health care (n.), health-care (adj.). Preferred constructions: Advanced health care usually results in older populations. Health-care reform is a contentious issue.

heat cure (n.), heat-cure (v.). Preferred constructions.

heat-curve (v.). Hyphenate.

heat-straighten (v.). Hyphenate.

heat treat (v.), heat-treated (adj.). Preferred constructions.

high density (n.), high-density (adj.). Preferred constructions.

high occupancy (n.), high-occupancy (adj.) high-occupancy vehicle (HOV) lanes. Preferred constructions.

high speed (n.), high-speed (adj.). Preferred constructions.

high temperature (n.), high-temperature (adj.). Preferred constructions.

high water (n.), high-water (adj.). Preferred constructions.

Highways, freeways. Highway and freeway abbreviations should have no periods: US 60, SR 51. Hyphenate interstate abbreviations: I-10, I-17. Capitalize specific highway names when spelled out; no hyphen is necessary: U.S. Route 60, Interstate 17. Do not abbreviate loop: Loop 202. For exits that have a lettered designation and for highway and freeway designations that include a direction, place the capital letter on the right of the last numeral with no space between or period after: Exit 13A, I-10E.
ZIP CODES. Do not include the four-digit extension.

historic, historical. A *historic* event is an important occurrence, one that stands out in history. Any occurrence in the past is a *historical* event. Use *a* before historic, historical and history, not *an*.

historical periods and events. Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history: the Bronze Age, the War of the Roses. Capitalize also widely recognized popular names for periods and events: the Atomic Age, the Boston Tea Party. Lowercase *century*: the 20th century. Capitalize only the proper nouns or adjectives in general descriptions of a period: ancient Greece, Victorian era. For additional guidance, see separate entries in the most recent AP Stylebook and Merriam-Webster Dictionary.

homepage. Preferred construction.

hot-bend (v.). Hyphenate.

hot-bond (v.). Hyphenate.

hybrid, plug-in hybrid vehicles.

I

i.e. Latin abbreviation meaning *that is*, which introduces further clarification. Followed with a comma: some citruses (i.e., oranges and limes).

imply, infer. Writers or speakers *imply* something in the words they use. Listeners or readers *infer* something from the words.

-in. Precede with a hyphen: *break-in, cave-in, walk-in, write-in.*

in-. No hyphen when it means not: *inaccurate, insufferable*. Other uses without a hyphen: *inbound, indoor, infield, infighting, inpatient (n. adj.)* A few combinations take a hyphen, however: *in-depth, ingroup, in-house, in-law.* Follow Merriam-Webster Dictionary when in doubt.

in between (prep.), in-between (n., adj.). Preferred constructions.

inclusive storytelling. Inclusive storytelling should be part of everyday conversations, decision-making, coverage. Include diversity by representing people of different backgrounds. Cast a wide net when looking for voices and images for any coverage.

Indian. Indian is used to describe the peoples and cultures of the South Asian nation of India. Do not use the term as a shorthand for Native Americans or American Indians, either a single person or a group. However, Indian is acceptable when part of a proper name, such as Indian Country, the Gila River Indian Community in Arizona.

Indigenous. Capitalize Indigenous.

information, info. Do not punctuate abbreviation. Avoid abbreviation in more formal text.

initials. Use periods and no space when an individual uses initials instead of a first and middle name: W.C. Fields.

inner city. Two words.

intelligent transportation systems, ITS. Preferred capitalization.

internet. Do not capitalize.

intranet. Do not capitalize.

iPad, iPhone, iPod. Trademarked spellings.

irregardless. A double negative that usually degrades the user's credibility. Use *regardless* or *irrespective* as determined by the context.

italics. Use (sparingly) for emphasis. Use for words that reference themselves: The word till is older than the word until.

J

jail, prison. Not interchangeable. *Prison* is a generic term that may be applied to the maximum- and medium-security institutions that confine people serving sentences for felonies. *Jail* is normally used to confine people serving sentences for misdemeanors, people awaiting trial or sentencing on either felony or misdemeanor charges and people confined for civil matters, such as failure to pay alimony and other types of contempt of court.

java, Java. Lowercase in reference to the coffee. Capitalize in reference to the trademark of Oracle Corp. for a computer programming language that can be run across a number of computer systems.

job descriptions, job titles. Do not capitalize unless it comes before the name of a person: Police Chief Joseph Smith, but Joseph Smith, chief of police.

judgment. Preferred spelling.

K

keyword. One word.

Kleenex. Trademarked name for a brand of facial tissue. Use *tissue* where *Kleenex* is not required.

L

label, labeled, labeling. Preferred spellings.

Latin abbreviations. Do not italicize.

law making (n.), law-making (adj.). Law making is complicated. The law-making process is complicated.

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*. When lie means to *make an untrue statement*, the verb forms are *lie, lied, lying*. Refer to most recent AP Stylebook for additional information.

lay off (v.), layoff (n.). Preferred constructions.

leakproof. One word.

like, as. Use *like* as a preposition to compare nouns and pronouns. It requires an object: Jim blocks like a pro. The conjunction *as* is the correct word to introduce clauses: Jim blocks the linebacker as he should.

like, such as. In general, *like* suggests a comparison where its meaning is *resembling*; *such as* implies inclusion where its meaning is *for example*.

line item (n.), line-item (adj.). Preferred constructions.

line of sight (n.), line-of-sight (adj.). Preferred constructions.

LinkedIn. Trademarked spelling for the professional networking site.

lists, in-line. Do not separate items in in-line lists with markers like *1)* or *a*. If the current wording is still too ambiguous for a comma or a semicolon to clarify, rewrite the sentence or create a vertical list.

lists, vertical. Only use numbered lists that have a specific rationale for ordering the items as they appear (e.g., referencing the items easily in later text). Use bullets in most cases. Use parallel construction for each item in a list. Use no punctuation at the end of a single word or single phrase in each section of a list. See the most recent AP Stylebook for more information.
CAPITALIZATION. If the setup for the vertical list is a complete sentence, capitalize the first letter of each bulleted item. If the setup is not a complete sentence, lowercase the bulleted items unless they are proper nouns or adjectives.
PUNCTUATION. End complete sentences in periods. Do not punctuate incomplete sentences unless they are completing the setup. For items that complete a setup, do not separate them with commas or semicolons; do not add *and* to the end of the penultimate item. Do not punctuate with a colon the end of a setup that is an incomplete sentence.

live load (n.), live-load (adj.). Preferred constructions.

load carrying (n.), load-carrying (adj.). Preferred constructions.

load indicator (n.), load-indicator (adj.). Preferred constructions.

load test (n.), load-test (v.). Preferred constructions.

lock-pin. Hyphenate.

log in (v.), login (n., adj.). Preferred constructions.

log off (v.), logoff (n., adj.). Preferred constructions.

log on (v.), logon (n., adj.). Preferred constructions.

Long-Range Transportation Plan. Preferred construction.

low water (n.), low-water (adj.). Preferred constructions.

lubricant-adhesive. Hyphenate.

lubricant-sealant. Hyphenate.

M

many, much. *Many* refers to count nouns: many M&Ms. *Much* refers to noncount nouns: much rice.

match-cast, match-casting. Preferred constructions.

match mark (n.), match-mark (v.). Preferred constructions.

M.D. Use the periods. *M.D.* follows the person's name: House, M.D.

media. When used as a noun, requires a plural verb: The media were at the scene of the accident.

memorandum, memorandums. Preferred plural spelling.

Metropolitan Planning Organization, MPO. Preferred capitalization.

metro-Phoenix area, metro Phoenix.

microphone, mic. Preferred abbreviation.

mid-depth. Hyphenate.

mid-length. Hyphenate.

mid-opening. Hyphenate.

middle class (n.), middle-class (adj.). Preferred construction.

midspan. One word.

milepost, MP. One word. Preferred abbreviation. When referring to mileposts, provide more geographical context by naming the nearest town. If the town is not well-known, provide geographical context by giving how many miles and in what direction the milepost is from the nearest well-known city (e.g., Phoenix, Tucson, Flagstaff).

millimeter, mL. Preferred abbreviation.

modern day (n.), modern-day (adj.). Preferred constructions.

moon. Lowercase.

mosquito, mosquitoes. Preferred plural spelling.

mpg. Preferred abbreviation. Lowercase.

mph. Preferred abbreviation. Lowercase.

MP3. Preferred abbreviation. Capitalize.

multimodal. Do not hyphenate.

multiple-centerbeam. Hyphenate.

Muslim. Preferred spelling.

myriad. Note the word is not followed by *of*: the myriad books in the library.

N

naive. No umlaut.

narrow-minded. Hyphenate.

nationalities and races. Capitalize the proper names of nationalities, peoples, races, tribes, etc.: Arab, Arabic; African American; Navajo; Irish. Derogatory terms are never acceptable.

Native Americans, Indigenous people (s), American Indian, Indian. American Indian is considered outdated but some tribal citizens my use the term in reference to themselves, other tribal citizens or organizations as well as in legal contexts and organization names. It is acceptable in those contexts. Do not use the term Native American for an individual. The term Native Americans can be used in broad references when referring to two or more people of different tribal affiliations within the contiguous U.S. The term Indigenous peoples is a broad umbrella term, describing the original inhabitants of a place globally. Where possible, be more specific: Navajo commissioner. When known, defer to an individual's preference. Do not use Indian to refer to American Indians.

natives. Acceptable on second reference for Native Americans. Also acceptable as an adjective – Native music, Native art – but if the story is not generally about Native Americans, use Native American music.

nighttime. One word.

neither/nor, not/or. These are the ways these words are usually paired. Pairing *not* with *nor* is also correct but requires a comma: I'm not a teacher or an engineer. I'm not a teacher, nor an engineer.

noise-sensitive area.

nondiscrimination.

nonprofit. Do not hyphenate.

north Phoenix.

numbers. Spell out numbers that begin a sentence. Spell out casual uses: Thanks a million. Spell out whole numbers below 10, and use figures for 10 and above: They had 10 dogs, six cats and 97 rabbits. Use commas for numbers four digits in length or longer: 1,000; 50,698.
HIGHWAY DESIGNATIONS. Use numerals for highway designations: State Route 143, Interstate 17. When abbreviating, only separate the word and the number with a hyphen for interstates: SR 143, I-17. Do not include periods in US for highway designations: US 60.
LARGE NUMBERS. Spell *million*, *billion* and other large numbers, but use a numeral to express the actual number: $2 billion. Do not hyphenate the number and the word.
ORDINALS. Spell out *first* through *ninth* when they indicate sequence in time or location: first base, First Amendment. Starting with *10th*, use figures instead. Use figures for ordinals that have been assigned in forming names (usually geographic, military or political designations): 1st Ward, 5th Fleet. Do not superscript ordinals.
PERCENTAGES. Use the % sign when paired with a numeral, with no space, in most cases: Average hourly pay rose 3.1% from a year ago. Use figures: 1%, 4 percentage points. For amounts less than 1% precede the decimal with a zero: The cost of living rose 0.6%.
PHONE NUMBERS. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

O

octopus, octopuses. Preferred plural spelling.

off-site, on-site. Hyphenate.

offline, online. Preferred spellings.

official titles. Do not capitalize unless it comes before the name of a person: President John F. Kennedy, but John F. Kennedy, president of the United States.

OK, OK'd, OK'ing, OKs. Preferred constructions. Do not use *okay*.

Older adult(s), older person/people. Preferred over senior citizens, seniors or elderly as a general term when appropriate and relevant. It is best used in general phrases that do not refer to specific individuals: *concern for older people; a home for older adults.* Aim for specificity when possible: *new housing for people 65 and over; an exercise program for women over 70*.

onetime, one-time, one time. She is the onetime (former) governor. He is the one-time (once) winner of 2004. She did it one time.

on-ramp, off-ramp.

P

park and ride (v.), park-and-ride (adj.). Preferred constructions.

patrol, patrolled, patrolling. Preferred spellings.

.pdf, PDF. Lowercase for file extension. Capitalize in general use.

pedestrian hybrid beacon, PHB. Preferred capitalization.

percent, percentage, %. *Percent* is one word; it usually accompanies a figure. *Percentage* refers to amounts: A high percentage of the student body attended the dance. Use the % sign when paired with a numeral, with no space, in most cases. See numbers entry for more detail.

Ph.D., Ph.D.s. Preferred constructions. In a title, it follows the individual's name: Gray, Ph.D.

phishing. A form of Internet fraud that aims to steal personal information such as credit cards, Social Security numbers, user IDs and passwords.

phone numbers. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

plants and animals. Lowercase common names of plants and animals: red maple, monarch butterfly. Capitalize names derived from proper nouns and adjectives: Venus flytrap, French bulldog.

pore, pour. The verb *pore* means to gaze intently or steadily: She pored over her books. The verb *pour* means to flow in a continuous stream: He poured the cream into his coffee.

post-tensioning (n., adj.). Preferred construction.

pothole. Preferred spelling.

preconstruction in all uses. (no hyphen)

prefixes. - See separate listings for commonly used prefixes. In general, do not hyphenate when using a prefix with a word starting with a consonant. But there are exceptions. See individual entries and the dictionary. We no longer generally use a hyphen with these prefixes: out-, post-, pre-, re-. Previous guidance was to use a hyphen with those unless listed separately in the dictionary.
Three rules are constant:

- Use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. Exceptions: cooperate, coordinate, and double -e combinations such as preestablish, preeminent, preeclampsia, preempt.
- Use a hyphen if the word that follows is capitalized.
- Use a hyphen to join doubled prefixes: sub-subparagraph.

prepositions. It is grammatically acceptable to end a sentence with a preposition, especially a particle: This should cheer you up. But, do not end with a preposition if the meaning of the sentence would be the same without it. WRONG: Do you want to go with? RIGHT: Do you want to go? However, minimize ending sentences with prepositions because of the general perception that doing so is incorrect.
DOUBLE PREPOSITIONS. Usually unnecessary, imprecise. Sometimes it's fixed by simply deleting one of the prepositions: Get off ~~of~~ the freeway.

president. Only capitalized when appearing in front of the individual president's name.

Presidents Day. Preferred construction.

prime time (n.), prime-time (adj.). Preferred constructions.

principal, principle. *Principal* refers to something that is the most important or highest in rank. A *principle* is a rule or code.

pronouns. Match the number and gender of the pronoun to the number and gender of the antecedent: George lost his wallet. Make subjects plural where the gender is either unknown or immaterial: Drivers should check their mirrors regularly. See gender neutrality and inclusiveness for additional information.

proof load (n.), proof-load (adj.). Preferred construction.

proposition. Do not abbreviate. Capitalize when used with a figure in describing a ballot question: Proposition 15.

pros and cons. Preferred construction.

public, publicly. Preferred adverb spelling.

pull in (v.), pull-in (n., adj.). Preferred constructions.

pull out (v.), pullout (n., adj.). Preferred constructions.

push out (v.), push-out (n., adj.). Preferred constructions.

Q

quotation (n.), quote (v.). Preferred constructions. Do not use *quote* as a noun.

R

red light (n.), red-light (adj.). Preferred constructions.

referendum, referendums. Preferred plural spelling.

regime, regimen. A *regime* is a system or rule of government. A *regimen* is a systematic plan, such as a diet, therapy, etc. These two words have the same roots and have been treated as synonymous in the past. Their synonymy, however, has weakened as their meanings have become more distinct. Do not treat them as synonymous.

resume. No diacritical marks.

right hand (n.), right-hand (adj.). Preferred constructions.

right of way, rights of way. Preferred constructions and plural spelling.

right-of-way acquisition.

riprap

rotational capacity (n.), rotational-capacity (adj.). Preferred constructions.

run off (v.), runoff (n.). Preferred constructions.

rush hour (n.), rush-hour (adj.). Preferred constructions.

S

seal-weld (v.). Hyphenate.

seasons. Do not capitalize unless part of a formal name: We will go to Flagstaff this winter. This year we're going to the Summer Olympics.

semilog. One word.

send off (v.), send-off (n.). Preferred constructions.

service limit (n.), service-limit (adj.). Preferred constructions.

service load (n.), service-load (adj.). Preferred constructions.

set up (v.), setup (n., adj.). Preferred constructions.

sheet, workbook. Use these terms to refer to a file created in Microsoft Office Excel.

sheet flow. Two words.

shop-splice (adj.). Hyphenate.

shop-weld (adj.). Hyphenate.

sic. Do not use (sic) to show that quoted material or person's words include a misspelling, incorrect grammar or peculiar usage. Instead, paraphrase if possible.

single-ply. Hyphenate.

slip-critical. Hyphenate.

snowplow. One word.

Social Security number. Do not capitalize *number*.

south Phoenix.

spaces. A maximum of one space is allowed between words and punctuation. Most punctuation should be flush with the previous letter.

split infinitives. Grammatically acceptable, but generally thought to be incorrect usage. Avoid where possible.

sport utility vehicle, SUV. No plural s in sport; no hyphen. *SUV* is acceptable on first reference.

stand in (v.), stand-in (n., adj.). Preferred constructions.

stand off (v.), standoff (n., adj.). Preferred constructions.

stand out (v.), standout (n., adj.). Preferred constructions.

state. Lowercase all constructions of *the state of*: the state of Arizona. Do not capitalize *state* when used simply as an adjective to specify a level of jurisdiction: state Rep. Jane Doe, state funds, state department of transportation.

state names. Spell out state names when they stand alone in textual material. These states are always spelled out, regardless of context: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. When in conjunction with a city name in text and datelines, and in short-form party affiliation, use these abbreviations (postal codes in parentheses for clarity): Ala. (AL), Ariz. (AZ), Ark. (AR), Calif. (CA), Colo. (CO), Conn. (CT), Del. (DE), Fla. (FL), Ga. (GA), Ill. (IL), Ind. (IN), Kan. (KS), Ky. (KY), La. (LA), Md. (MD), Mass. (MA), Mich. (MI), Minn. (MN), Miss. (MS), Mo. (MO), Mont. (MT), Neb. (NE), Nev. (NV), N.H. (NH), N.J. (NJ), N.M. (NM), N.Y. (NY), N.C. (NC), N.D. (ND), Okla. (OK), Ore. (OR), Pa. (PA), R.I. (RI), S.C. (SC), S.D. (SD), Tenn. (TN), Vt. (VT), Va. (VA), Wash. (WA), W.Va. (WV), Wis. (WI) and Wyo. (WY).

still water (n.), still-water (adj.). Preferred constructions.

stormwater. One word.

straight, strait. *Straight* refers to something that has no bend or angle. A *strait* is a narrow passage of water that connects two larger bodies of water.

suffixes. See separate listings for commonly used suffixes. Follow Merriam-Webster Dictionary for words not in this guide. If a word combination is not listed in the dictionary, use two words for the verb form; hyphenate any noun or adjective forms.

sun. Lowercase.

super- The rules in **prefixes** apply, but in general, no hyphen. Some frequently used words: *superagency, supercarrier, supercharge, superhighway, superpower, supertanker.* As with all prefixes, however, use a hyphen if the word that follows is capitalized: *super-Republican.*

swivel joint (n.), swivel-joint (adj.). Preferred constructions.

swivel joist (n.), swivel-joist (adj.). Preferred constructions.

T

take off (v.), takeoff (n., adj.). Preferred constructions.

take out (v.), takeout (n., adj.). Preferred constructions.

take over (v.), takeover (n., adj.). Preferred constructions.

take up (v.), takeup (n., adj.). Preferred constructions.

team. Use a singular verb and the pronoun *it* when referring to the team as a collective unit. However, the team name takes a plural verb: The Phoenix Suns are on the road right now.

teen, teenager, teenage. Never teen-aged.

telephone numbers. Use periods between number segments: 602.712.5555. No hyphens in short phone numbers: 511, 911.

telltale. Preferred spelling.

temperature. Use figures for all temperatures except zero. Use a word, not a minus sign, to indicate temperatures below zero: The day's low was minus 10. The day's low was 10 below zero. Temperatures get higher or lower, but not warmer or cooler: Temperatures are expected to rise above 100 degrees Fahrenheit on Friday. In cases that require mention of scale, use these forms: 100 degrees Fahrenheit; 43 C.

tensile strength (n.), tensile-strength (adj.). Preferred constructions.

tension indicator (n.), tension-indicator (adj.). Preferred constructions.

text, texted, texting. Acceptable in all usages as a verb for *to send a text message*.

than, then. Use *than* for comparisons. Use *then* to show time and sequence.

that, which. Use *that* and *which* in referring to inanimate objects and to animals without a name. Use *that* for essential clauses, important to the meaning of the sentence, and without commas: All that glitters is not gold. Use *which* for nonessential clauses, where the pronoun is less necessary, and use commas: The cake, which I have heard so much about, is a lie. (Tip: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*. A *which* clause is surrounded by commas; no commas are used with *that* clauses.)

thumbs-down, thumbs-up. Preferred constructions.

tie in (v.), tie-in (n., adj.). Preferred constructions.

tie up (v.), tie-up (n., adj.). Preferred constructions.

TikTok. Preferred construction. Social media video service popular with teens and young adults.

till (prep.). One word, but not *'til*.

time. Use the days of the week, not *today* or *tonight*, but only use when the days of the week are within seven days before or after the current date. Use the month and a figure where appropriate. For time in-line with text, lowercase with periods, separate from the time with one space, and drop the *:00*: 7 p.m., 6:30 a.m., 4-5 p.m., 8 a.m.-5:30 p.m. For time shown in a list (e.g., an Hours and Locations web page or section), follow the same rules, but eschew the periods: 7 pm, 6:30 am, 4-5 pm, 8 am-5:30 pm.

timeframe. two words in all uses.

timeline. One word.

tip off (v.), tip-off (n., adj.). Preferred constructions.

titles. Follow these rules for formatting titles.
CAPITALIZATION. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles (i.e., *the*, *a*, *an*) or words of fewer than four letters if it is the first or last word in a title or subtitle: "The Hunger Games," "Harry Potter and the Sorcerer's Stone."
TREATMENT. Put quotation marks around all titles except religious texts and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar productions: the Talmud, "The Late Night Show with Jimmy Fallon," "The Hunger Games," the Farmer's Almanac. Do not use quotation marks around titles of software: Windows, WordPerfect.
PERSONAL. Only capitalize personal titles when they appear in front of the individual's name. Lowercase everywhere else: President Obama lives in Washington, D.C. The president's family lives with him in the White House.
SUBTITLES. Follow the same rules for subtitles as you would for titles. The first word after the colon is capitalized.

tornado, tornadoes. Preferred plural spelling.

total, totaled, totaling. Preferred spellings. The phrase *a total of* often is redundant. It may be used, however, to avoid a figure at the start of a sentence: A total of 650 people were killed in holiday traffic accidents.

toward. Not *towards*.

trade in (v.), trade-in (n., adj.). Preferred constructions.

trademark, ™, ®. Where possible, replace brand names and trademarks with generic terms. Where not possible, use only on first use for registered and unregistered trademark terms: Windows® XP, Windows Vista®, Windows 7.

trade off (v.), trade-off (n., adj.). Preferred constructions.

traffic-loading (n., adj.). Preferred construction.

transgender. An adjective that describes people whose gender does not match the sex or gender they were identified as having at birth. Use the pronoun preferred by the transgender individual; if that preference is not expressed, use the pronoun consistent with the way the individual lives publicly.

transit-friendly. Hyphenate.

transsexual. Do not use. See **transgender**.

travel, traveled, traveling, traveler. Preferred spellings.

try out (v.), tryout (n.). Preferred constructions.

T-shirt. Preferred construction.

Tumblr. Trademarked spelling of the popular social media blog site.

20-something. Preferred construction.

24/7. Preferred construction.

two-by-four. Preferred construction.

U

unground. One word.

United Arab Emirates, Spell out on first references. UAE (no periods) is acceptable on second reference.

United Kingdom, U.K., UK. Use the periods in the abbreviation when it appears in text. For graphics, do not use the periods.

United Nations, U.N. Use the periods in the abbreviation.

United States, U.S., US, USA. Use the periods in *U.S.* when it appears in text. For graphics, do not use the periods. *USA* never takes periods.

underway. (one word in all uses)

units of measurement. No periods in most SI and U.S. abbreviations. Two exceptions are *inch* and *fluid ounce*: in., fl. oz. Lowercase all prefixes in or under the thousands. (Exception: *Kilobyte* is abbreviated KB.) Capitalize prefixes in the millions and above. Separate the number from the unit of measurement with one space.

upside down (adv.), upside-down (adj.). The car turned upside down. The book is upside-down.

upward. Not *upwards*.

URL. Preferred construction.

USB. Preferred construction.

user-friendly. Hyphenate.

username. Preferred spelling.

U-turn. Preferred construction.

V

Valley of the Sun, the Valley. Capitalize in reference to the Phoenix Metro area: Longtime residents of the Valley know how hot the summers can get.

versus, vs., v. Spell it out in ordinary speech and writing: The proposal to revamp Medicare versus proposals to reform Medicare and Medicaid at the same time ... In short expressions, however, the abbreviation vs. is permitted: *The issue of guns vs. butter has long been with us.* For court cases use v: only: *Brown v. The Board of Education*.

veto, vetoed, vetoes, vetoing. Preferred spellings.

video game. Preferred construction.

Vimeo. A video-sharing network owned by IAC, an international company whose holding include Match.com and The Daily Beast.

virtual private network, VPN. VPN is acceptable on second reference.

virus, viruses. Preferred plural spelling.

W

walk up (v.), walk-up (n., adj.). Preferred construction.

Washington, D.C. Preferred construction. When *Washington, D.C.*, doesn't end a sentence, follow it with a comma.

waterline. Preferred construction.

water table. Preferred construction.

weather forecaster. Preferred over *weatherman*.

web. Lower case.

web addresses. Do not include the "http://" or "www." For more information, go to azdot.gov.

website, webpage, webmaster, webcam. Preferred constructions. But **web address, web browser.**

weld toe (n.), weld-toe (adj.). Preferred constructions.

well. Hyphenate as part of a compound modifier: well-dressed, well-informed.

well-being. Hyphenate.

what, which. Use *what* when referring to an unknown or unspecified number of possible answers or options: What is your favorite color? Use *which* when referring to a fixed or limited number of possible answers or options: Which is your favorite color, blue or red?

wheel path. Two words.

wheel-load. Hyphenate.

wheelchair. Preferred construction.

west Phoenix.

West Valley.

who, whom. *Who* is a subjective pronoun, meaning that it represents the noun performing the action of the phrase, clause or sentence: Who asked you? *Whom* is an objective pronoun, meaning that it represents the noun receiving the action of the phrase, clause or sentence: Whom did you tell? Use *whom* after prepositions (e.g., *to*, *with*, *for*, etc.) and (usually) after the verb of a sentence.

wiki. Lowercase in reference to the general website structure.

Wikipedia. Trademarked spelling of the online crowd-sourced encyclopedia.

work zone. Preferred construction.

workplace, workspace, worksheet, workforce, workday, workhorse, workout, workstation, workweek. Preferred construction.

wrong-way driver detection system.

XYZ

X (Twitter) Trademarked spelling of the social-networking site, formerly known as Twitter. Elon Musk purchased Twitter and renamed Twitter as X. Use the social platform X on first reference. Reference to its former name of Twitter may or may not be necessary, depending on the content.

X-ray. Preferred construction.

Yahoo. Trademarked spelling. Not *Yahoo!*.

year-end (n., adj.). Preferred construction.

yearlong, yearslong. Preferred construction.

YouTube. Trademarked spelling of the online video-sharing community.

zero, zeros. Preferred plural spelling.

zigzag. Preferred construction.

ZIP code. Preferred capitalization.

Ampersands, &

usage. Do not use except in web addresses and trademarked names.

Apostrophes, ’

contractions. For ease of understanding and a less formal tone, some words can be shortened by omitting letters: I’ve, it’s, don’t, ‘tis the season.

dates. Use a right apostrophe to show a contracted date (the year of ’86) or possession (1969’s atmosphere). Do not use an apostrophe to show plural dates (the 1920s).

letters. Use an apostrophe for plurals of single letters, but not for multiple-letter combinations. Mind your p’s and q’s; He learned his ABCs and brought home a report card with four A’s and two B’s. The Oakland A’s won the pennant. The CEOs gathered for a brunch.

numbers. Do not use an apostrophe for plurals of numerals: He earned all 5s on his AP exams.

possession. The apostrophe’s most common usage is to show possession.
PLURAL NOUNS NOT ENDING IN *S*. Add *’s*: the alumni’s contributions, women’s rights.
NOUNS PLURAL IN FORM, SINGULAR IN MEANING. Add only an apostrophe: mathematics’ rules, measles’ effects. Apply the same principle when a plural word occurs in the formal name of a singular entity: General Motors’ profits, the United States’ wealth.
NOUNS THE SAME IN SINGULAR AND PLURAL FORM. Treat them the same as plurals, even if the meaning is singular: one corps’ location, the two deer’s tracks, the lone moose’s antlers.
SINGULAR NOUNS NOT ENDING IN *S*. Add *’s*: the church’s needs, the girl’s toys, the horse’s food, the ship’s route, the VIP’s seat. Some style guides say that singular nouns ending in *s* sounds such as *e*, *x* and *z* may take either the apostrophe or *’s*. For consistency and ease in remembering a rule, use *’s* if the word does not end in the letter *s*: 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: *the hostess’s invitation, the hostess’s seat; the witness’s answer, the witness’s story.* (A change from previous guidance calling for just an apostrophe if the next word begins with s.)
SINGULAR PROPER NOUNS ENDING IN *S*. Use only an apostrophe: Achilles’ heel, Dickens’ novels, Jules’ seat, Kansas’ roads, Tennessee Williams’ plays. (An exception is St. James’s Palace.)
JOINT AND INDIVIDUAL POSSESSION. Use a possessive form after only the last word if ownership is joint: Fred and Sylvia’s apartment, Fred and Sylvia’s stocks. Use a possessive form after both words if the objects are individually owned: Fred’s and Sylvia’s books.

Brackets, [ ]

quoted material. Use to show alteration to an original quotation: “They [the students] ... took a field trip.” It is not necessary to put brackets around ellipses, even if they were not part of the original text.

parenthetical. Use to show a parenthetical embedded within a parenthetical: Joey (the school [Hawthorne High’s] star sprinter) twisted his ankle slipping on a patch of ice. This construction is generally thought to be bad form and should be avoided.

Colons, :

general. Do not place a colon at the end of a sentence fragment.

capitalization. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: He promised this: The company would make good all the losses. But: There were three considerations: expense, time and feasibility.

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 (Arizona Revised Code 3:245-260).

dialogue. Use a colon for dialogue: Bailey: What were you doing the night of the 19th?

Q and A. The colon is used for question-and-answer interviews: Q: Where did you go to school to become an engineer?

introducing quotations. Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use a colon to introduce long quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.

placement with quotation marks. Colons go outside quotation marks unless they are part of the quotation itself.

in titles. Use a colon to indicate a subtitle within a title.

miscellaneous. Do not combine an em dash and a colon.

Commas, ,

in a series. Use a comma to separate elements in a series, but do not put a comma before the conjunction in a simple series: Arizona's flag is red, blue, yellow and copper. Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: I had orange juice, toast, and ham and eggs for breakfast. Also use a comma before the concluding conjunction in a complex series of phrases.

with coordinate 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, or coordinate: the gray, scratchy shawl. 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 equivalent to a single noun phrase: a cheap fur coat.

with nonessential phrases and clauses. A nonessential phrase or clause must be set off by commas. An essential phrase or clause must not be set off from the rest of a sentence by commas.

with introductory phrases and clauses. Use a comma to separate an introductory clause or phrase from the main clause: When the leaves begin to change, children spend more time outside. The comma may be omitted after short introductory phrases if no ambiguity would result: During the night he heard many noises. But use the comma if its omission would slow comprehension: On the street below, the curious gathered.

with conjunctions. Use a comma before coordinating conjunctions (i.e., *for*, *and*, *nor*, *but*, *or*, *yet*, *so*) that connect independent clauses: She was glad she had looked, for someone was approaching the house. The comma may be dropped if the two independent clauses are short: He ran and I walked. 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 a direct quotation. Use a comma to introduce a complete one-sentence quotation within a paragraph. Use a colon to introduce quotations of more than one sentence. Do not use a comma at the start of an indirect or partial quotation.

before attribution. Use a comma instead of a period at the end of a quotation that is followed by attribution: "Run to the store," she suggested. Do not use a comma, however, if the quoted sentence ends with a question mark or exclamation point: "Why should I?" he asked.

with hometowns and ages. Use a comma to set off an individual's hometown or age when it is placed in apposition to a name (whether *of* is used or not): Mary Smith, Glendale, and Mark Smithe, Scottsdale, were there. If an individual's age is used, set it off by commas: Maude Findlay, 48, Tuckahoe, New York, was present.

separating similar words. Use a comma to separate duplicated words that otherwise would be confusing: What the problem is, is not clear.

in large figures. Use a comma for most figures greater than 999. The major exceptions are street addresses (1655 W. Jackson), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers, page numbers and years (1990).

placement with quotations. Commas always go inside quotation marks.

with full dates. When a phrase refers to a month, day and year, set off the year with commas: Feb. 14, 2012, is Arizona's centennial.

DO NOT USE. To separate a subject from a verb. WRONG: The cat, was lazy. To separate a verb from the remaining predicate. WRONG: The cat was, lazy. To separate compound subjects. WRONG: The cat, and dog were lazy. To separate compound objects. The cat was lazy, and fat. To separate an essential dependent clause following an independent clause. WRONG: The cat was fat, because it ate too much. BUT: Because it ate too much, the cat was fat.

Ellipses, ...

construction. Consider the ellipsis a three-letter word: a space before and after, but none in between the letters, or periods in this case.

purposes. Use an ellipsis to indicate the deletion of one of more words in condensing quotations, texts and documents. Do not delete text that would distort the meaning. An ellipsis may also be used to indicate a thought that the speaker or writer does not complete.

with other punctuation. 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: I don't have enough flour. ... I'll have to go to the store. When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis: Will you come with me? ... 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.

quotations. In writing a story, do not use ellipses at the beginning and end of direct quotations. RIGHT: "It has become evident to me that I no longer have a strong enough political base," Nixon said. WRONG: " ... it has become evident to me that I no longer have a strong enough political base ... ," Nixon said.

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.

Em Dashes, —

abrupt change. Use an em dash to denote an abrupt change in thought in a sentence or an emphatic pause: We will fly to Paris in June — if I get a raise. Smith offered a plan — it was unprecedented — to raise revenues.

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 em dashes to set off the full phrase: He listed the qualities — intuitive, visually appealing and unbuggy — that he liked in a smartphone.

attribution. Use an em dash before an author's or composer's name at the end of a quotation: "Reports of my death are greatly exaggerated." — Mark Twain.

in datelines. NEW YORK (AP) — The city is broke.

with spaces. Put a space on both sides of an em dash in all uses.

En Dashes, –

AP style. Do not use an en dash. No style guidelines exist in the most recent AP Stylebook to direct its usage.

5.3 Editorial Style Guide | Punctuation Review

Exclamation Points, !

emphatic expressions. Use the exclamation point to express high degree of surprise, incredulity or other strong emotion.

overuse. It's easy to do, and the mark will lose its meaning quickly. End mildly exclamatory sentences with a period. Do not end mildly exclamatory interjections with an exclamation point.

placement with quotation marks. Place the mark inside quotation marks when it is part of the quoted material: "How wonderful!" he exclaimed. Place the mark outside the quotation marks when it is not part of the quoted material: I loved reading Spenser's "Faerie Queene"!

miscellaneous. Do not use a comma or a period after the exclamation mark. WRONG: "Halt!", the corporal cried. RIGHT: "Halt!" the corporal cried. Do not pair the exclamation point with a question mark. WRONG: "What?!" she cried. RIGHT: "What!" she cried. RIGHT: "What?" she cried.

Hyphens, -

avoiding ambiguity. Use a hyphen whenever ambiguity would result if it were omitted: The president will speak to small-business men. (Businessmen is normally one word, but "the president will speak with small businessmen" is unclear.) He recovered his health. She re-covered the sofa.

compound modifiers. When two or more words expressing a single concept precede a noun, use hyphens to link all the words in the compound except the adverb very and all adverbs that end in *-ly*: a first-quarter touchdown, rush-hour traffic, a very pretty horse, an easily remembered rule. Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: The team scored in the first quarter. The traffic during rush hour is heinous. Hyphenate *well-* combinations before a noun, but not after: a well-known judge, but the judge is well known. Generally, use a hyphen in modifiers of three or more words: a know-it-all attitude, black-and-white photography, a sink-or-swim moment. Also use hyphens to avoid nonsensical terms such as *nonlife*: Make it non-life-threatening, not nonlife-threatening. Often the better choice is to rephrase, even if it means using a few more words.

compound proper nouns and adjectives. Do not use a hyphen to designate dual heritage: Irish American, African American.

prefixes and suffixes. See prefixes and suffixes and separate entries for the most frequently used prefixes and suffixes. Prefixes that generally require hyphens include *self-, all-, ex-, half-.* Suffixes that generally require hyphens include *-free, -based, -elect.* Defer to Merriam-Webster Dictionary for all words not occurring in this guide.

avoiding doubled vowels, tripled consonants. Examples: anti-intellectual, shell-like. But double-e combinations usually don't get a hyphen: preempted, reelected.

with numerals. Use a hyphen when large numbers ending in *-y* must be spelled out: twenty-one, sixty-five.

expressing ranges. Use a hyphen to show a range, but not when *between* or *from* precedes the numerals: The concert is 6:30-10 p.m. The concert is from 6:30 to 10 p.m. The concert will take place between 6:30 and 10 p.m.

suspensive hyphenation. Use these forms to shorten a compound modifier or a noun phrase that shares a common word:
When the elements are joined by *and* or *or*, expressing more than one element: 10-, 15- or 20-minute intervals; 5- and 6-year-olds. But: The intervals are 10, 15 or 20 minutes; the children are 5 to 6 years old.
When the elements are joined by *to* or *by*, expressing a single element: a 10-to-15-year prison term; an 8-by-12-inch pan. But: The prison term is 10 to 15 years; the pan is 8 by 12 inches.

in titles. When the word before a hyphen would stand on its own as a word (i.e., not a prefix), do not capitalize the word after the hyphen. Capitalize the word after the hyphen in all other cases. Do not use hyphens to indicate subtitles.

miscellaneous. In some styles, a hyphen can be paired with an en dash to express a nuanced relationship between the parts of the compound word: a non–cat-and-mouse game. Because AP does not use en dashes, another hyphen is acceptable: a non-cat-and-mouse game.

5.3 Editorial Style Guide | Punctuation Review

Parentheses, ( )

parenthetical information. Use sparingly. In general, rewrite the sentence so that the information does not have to be set off with parentheses.

with periods. Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment). (An independent parenthetical sentence like this one takes a period before the closing parenthesis.) When a clause placed in parentheses (this one is an example) 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.

Periods, .

sentence termination. Use a period to end declarative and mildly imperative sentences: The stylebook is finished. Shut the book. Use an exclamation point if greater emphasis is desired for imperative sentences: Be careful! Use a period to end rhetorical and indirect questions: Why don't we go. He asked what the score was.**SPACING.** Use a single space after a period at the end of a sentence.

abbreviations. Most lowercase and two-letter uppercase abbreviations take periods. Check individual entries and Merriam-Webster Dictionary for specific abbreviations.

initials. One- and two-letter initials take periods: John F. Kennedy, T.S. Eliot. No spaces between two-letter initials. Abbreviations using only the initials of a name do not take periods: JFK, LBJ.

placement with quotation marks. Inside or outside, depending on the meaning: Who wrote "Gone with the Wind"? He asked, "How long is the book?"

spacing. Use a single space after a period at the end of a sentence.

Question Marks, ?

sentence termination. Use a question mark to end direct and interpolated questions: When will the on-ramp close? You told me — Did I hear you correctly? — that the on-ramp would be closed all weekend.

placement with quotation marks. Place within quotation marks when part of the quoted text only: Who wrote "Gone with the Wind"? He asked, "How long is the book?"

miscellaneous. The question mark supersedes the comma that normally is used when supplying attribution for a quotation: "How long is the book?" he asked.

Quotation Marks, " "

when not required. Original text and Q-and-A formats.

irony. Put quotation marks around a word or words used in an ironical sense: The "debate" turned into a free-for-all.

unfamiliar terms. A word or words being introduced to readers may be placed in quotation marks on first reference and then eschewed in subsequent references: Broadcast frequencies are measured in "kilohertz."

composition titles. Put quotation marks around all titles except religious texts and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar productions: the Talmud, "The Tonight Show with Jimmy Fallon," "The Hunger Games," the Farmer's Almanac. Do not use quotation marks around titles of software: Windows, Adobe Acrobat.

quotations within quotations. Alternate between double quotation marks (“ or ”) and single quotation marks (‘ or ’). Use three marks together if two quoted elements end at the same time: She said, “He told me, ‘I’m a big fan.’”

placement with other punctuation. The period and the comma always go within the quotation marks. The colon, em dash, exclamation point, question mark and semicolon go inside the quotation marks when they are part of the quoted material. They go outside when they apply to the whole sentence.

Headline. Use single quote marks in headlines.

Semicolons, ;

in a series. Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas: This summer, we’re traveling to Carlsbad, New Mexico; Amarillo, Texas; and St. Louis, Missouri.

linking independent clauses. Use semicolons when a coordinating conjunction (i.e., *for*, *and*, *nor*, *but*, *or*, *yet*, *so*) is not present: The on-ramp will be closed this weekend; they are repainting the lines. 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: They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane. If a conjunctive adverb is present (e.g., *however*, *moreover*, etc.), use a semicolon and set off the adverb with a comma: The day was rainy; however, we were warm by the fire. It may sometimes be better to break the clauses into different sentences.

placement with quotation marks. Place semicolons outside quotation marks unless they are part of the quoted material.

Slashes, /

descriptive phrases. 24/7, 9/11.

alternatives. Use to denote alternative words: the writer/director, and/or.

poetry. Use to denote three or fewer separate lines of poetry: Roses are red / violets are blue. Where four or more quoted lines are necessary, use block formatting.

spacing. For constructions that connect only one word on either side of the mark, no spaces are required: and/or. For quoted verse and constructions with more than one word on either side of the mark, surround the mark with one space on each side: Cold War / Red Scare era.

5.4 Editorial Style Guide | Appendix: Research Center Style

Editorial Style

Because ADOT's Research Center specializes in a particular type of publication, writers of that section should follow The Chicago Manual of Style where applicable. Please refer to this guide for transportation-specific terms because they are based on the American Association of State Highway and Transportation Officials (AASHTO) style. If a transportation-specific term is not here, refer to AASHTO's style manual before proceeding either to Merriam-Webster Dictionary or Chicago.

Citation Style

Use Chicago's style for citing sources.

Are text and text size accessible?

- Rule of thumb: Use a larger font size for text (18 pt or larger), sans serif fonts, and sufficient white space. Smaller text should never be smaller than 14 pt. If meeting in-person, test legibility/readability from the back of the room.
- Be consistent with fonts and font-sizes. Avoid ALL CAPS.
- Make sure to use text-boxes for text and not shapes.
- Alternative text (<alt>) provides a textual alternative to non-text content in web pages (i.e. static maps, and/or images).
- Avoid static images of text (text on an image). Informative text on an image needs to be captured in alternative text, or alt text. *Hint: In most cases, if you can't select the text with your cursor, it can't be read by a screen reader.*

Basic rules of alt text

- When using image alt text, you don't need to include
  - "Picture of"
  - "Image of"
- Screen readers automatically announce an image. So an alternative text "image of an apple" would be read aloud by a screen reader as "image, image of an apple."
- Using correct grammar can enhance the experience for screen reader users:
  - Capitalize the first letter
  - End a whole sentence with a period.

Is writing/content accessible?

- The main points of your presentation should appear as text.
- Screen readers won't read images of text (without alt text).
- Restate the summary of information in text if you want to use an image like a graph.

Are images/graphics accessible?

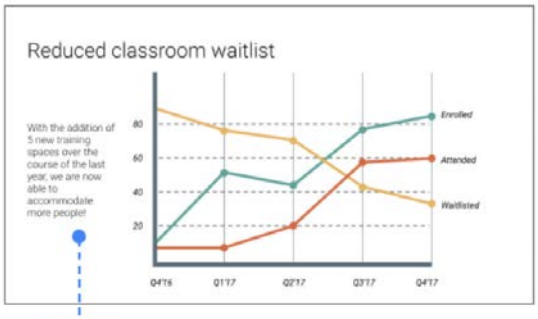
- Screen readers "read" images via alt text added in the code or the CMS (Content Management System).
- To add alt text, right-click on the image, click on "alt text…" then write your description of the image to be read by the screen reader.
- Check for alt text by hovering over the image with your mouse to see if the alt text appears.
- Avoid too many graphics or too much animation.
- Avoid animations or gifs that continue on a loop. They're distracting and could trigger a seizure.

Are videos accessible?

- Videos need captions. Captions enable everyone to understand your video, including people who are deaf or hard-of-hearing, or people watching in environments that make it hard to hear audio. Transcripts are the minimum requirement for audio or video files.

Are charts/graphs accessible?

- Charts and diagrams can be difficult to decipher, especially in small fonts. If your design includes data-heavy charts or graphs, summarize in alt text. Write alt text with a short-description image summary, followed by a longer description of the key information/results from the chart or graph as the caption. See example below.



Caption

Is there a balance of color and contrast in your presentation?

- A balance of color and contrast can help people better engage with your content.
- Colors aren't the only way to convey critical information. Relying too heavily on visual formatting, e.g. colors, excludes anyone who is color blind or unable to see the screen.
- Never rely on color or other visual formatting to convey critical information.
  - Do: "Click 'get started' to sign up."
  - Don't: "Click the green button in the bottom right-hand corner to sign up."
- View colors in grayscale to see if they are distinguishable from each other. When in doubt, use a color contrast analyzer.
- The difference between text and its background color (or between different parts of an image) is called contrast ratio. Sufficient contrast ratio can help people who have vision challenges (such as astigmatism, blindness or color blindness) see and understand your visuals.

Are hyperlinks descriptive?

- Screen readers often read links out of context from the surrounding text. That means users rely on the link text alone to clearly explain where the user will be taken or what action it triggers.
- Do not use "click here" or text that is not clear when read out of context.
  - Do: "It's important to meet WCAG standards."
  - Don't: "It's important to meet WCAG standards. Learn more."
- A good test is to read the link by itself and pretend the surrounding text does not exist. Would you know where it goes?

This checklist is based on A and AA guidelines from the Web Content Accessibility Guidelines (WCAG) – the industry standard for accessibility.