

Tips for ADS Authors
Tip #66: How to Use the U.S. Government Printing Office (GPO)
Style Manual Online
(January 2010)

ADS Authors and Clearing Officials can now use the GPO Style Manual online at <http://www.gpoaccess.gov/stylemanual/browse.html>.

The GPO Style Manual is a major reference source for professionals in the field of Federal printing and publishing and has been in existence since 1894 as an official guide to the style and formatting of Government documents. USAID documents adhere to GPO Style Manual rules.

In addition to containing the traditional standards in punctuation and spelling, **WHAT'S NEW** in the latest edition of the GPO Style Manual includes:

- A more contemporary and readable format
- Email addresses for further information, such as contactcenter@gpo.gov
- An expanded glossary of computer terms in Chapter 9, pages 255-258
- New and updated entries in the Useful Tables chapter
- An updated list of foreign country information
- A revised capitalization chapter
- Reader suggestions

HOW TO GET STARTED

When you click on the GPO Web link at <http://www.gpoaccess.gov/stylemanual/browse.html>, you will be taken to the “Browse” Web page, which lists all 20 Style Manual chapters including the table of contents and index.

The browsing page gives the reader the information he or she needs to use the Style Manual electronically: chapter title and chapter organization by topics and their page numbers—useful for focused searches.

Chapter topics range from “Advice to Authors and Editors” and “Capitalization Rules,” to “Useful Tables” and “Reports and Hearings.”

To open a chapter, click on the choice of file format, either TEXT or PDF.

SAMPLE SEARCHES

There are a number of ways to search the online Style Manual for answers to your grammatical and usage questions. They include:

1. Chapter Search:

If a writer has a question regarding any topic from spelling and abbreviations, to symbols and numerals, he or she can search by chapter on the browsing page through the Web link provided above.

For example, to find out when to use a question mark (?), go to **Chapter 8 – Punctuation** on the browsing page, click on TEXT or PDF, and scroll down to 8.124, the section on “The question mark is used—”

2. Word Search:

If an author has a more specific word in mind and would like to narrow the search, he or she can go to the Main Page/Search Web link at:

<http://www.gpoaccess.gov/stylemanual/index.html>.

For example, if a writer would like to know whether the word “online” is one word or hyphenated as two, he or she should type the word in the Search box provided and click on “Submit.”

The search reveals four results. The first and second are “Style Manual” and “No Title Found,” respectively, and the fourth result is “Query Report for this Search.”

However, the third result, **Chapter 4 – Capitalization Examples**, contains the word “online” as one word, lower case.

3. GPO Style Manual Online Search Tips:

Since many Style Manual users have common search questions, the Web site offers sample **SEARCH TIPS**. These tips are found at:

<http://www.gpoaccess.gov/stylemanual/tips.html>.

Of course, the alternative to searching the GPO Style Manual online is to look things up the old fashioned way by ordering a hardback or paperback copy of the book and keeping it on the shelf – some writers actually prefer this method.

If you have any questions, please send them to ads@usaid.gov or call the ADS Directives and Notice Shop at (202) 355-7450.